

Tender No: TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A

Limpopo Department of Education

Appointment of a Multi-Disciplinary Team of Professional Service Providers for the Implementation of Water, Sanitation and Fencing Infrastructure at Mosepedi Secondary School in Limpopo Province for a Period of 18 Months

Issued by:

The Mvula Trust
ROP 6 Rhodesdrift Office Park
25 Rhodesdrift Street
Bendor, Polokwane
0699

Contact

Dakalo Mudzielwana

Email: dakalom@themvulatrust.org.za

Summary of Offer	
Name of the Bidder	
Cluster	Offer Amount (Vat Inclusive) carried forward from Form C1.1
5A	R

Specific Goals <i>(Refer to SDB 6.1)</i>	Number of Points

Part T1: Tendering procedures

T1.1 Notice and Invitation to Submit Tender

The Mvula Trust (TMT) invites a multi-disciplinary professional team to submit tenders to provide multi-disciplinary professional services for the Implementation of Water, Sanitation and Fencing Infrastructure at Mosepedi Secondary School in Limpopo Province. TMT is an Employer and an Implementing Agent (IA) on behalf of Limpopo Department of Education. Therefore, TMT's service providers will be procured in accordance with all public sector procurement legislative and regulative as per the concluded Memorandum of Understanding.

The issue date shall be 29 August 2025

You are hereby invited to submit a proposal to The Mvula Trust, in Limpopo Province –at the following address

Address:

The Mvula Trust
25 Rhodesdrift Street
Rhodesdrift Office Park
ROP6, Bendor Ext 30
0699

Tender documents will be available to download from the e-tender portal from the date of advertisement

No compulsory briefing

The closing time for the receipt of tenders is **12h00, Friday, 19 September 2025**. All responses must be in a sealed envelope, marked with the bid name and number, and deposited in the tender box at the Office of The Mvula Trust, situated at ROP 6 Rhodesdrift Office Park, 25 Rhodesdrift Street, Bendor, Polokwane.

Telegraphic, telephonic, telex, facsimile, e-mail and late responses will not be accepted.

Tenders may only be submitted on the tender documentation that is issued.

Bid Evaluation Criteria will be as follows:

- Administrative requirements
- Mandatory requirements
- Functionality test

80/20 point scoring system will be applicable for this bid, where 80 will be price and 20 will be specific goals.

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

Enquiries:

All SCM enquiries regarding this tender must be forwarded to: Email dakalom@themvulatrust.org.za; with the applicable Bid No. as the subject.

All technical enquiries regarding this tender must be forwarded to: Email: vongani@themvulatrust.org.za; alfeo@themvulatrust.org.za with the applicable Bid No. as the subject

T1.2 TENDER DATA

The conditions of this TENDER are the CIDB Standard Conditions of Tender as contained in **Annexure C** of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019). This standard is issued in terms of sections 4(f)(i), 5(3)(c) and 5(4)(b) of the Construction Industry Development Board Act 38 of 2000 read with Regulation 24 of the Construction Industry Development Regulations, 2004 (as amended) issued in terms of section 33. (See www.cidb.org.za).

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 CIDB Standard Conditions of Tender.

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

NB: TMT reserves the right to withdraw or cancel any invitation to tenders and/or to re-advertise the tender or to reject or not appoint a bidder/disregard the bid of any bidder or withdraw appointment or cancel an award/contract for any other reason including -

- if the services are no longer required or the funding for the services is no longer available; or
- if the SCM system is abused by any person (incl. bidders or SCM officials or any other role player) involved in the procurement process by committing a corrupt or fraudulent act during the bidding process; or
- if bidders or SCM officials or any other role player involved in the procurement process failed to disclose any conflict or possible conflict of interest and withdrawal from participating in any manner whatsoever relating to the bidding process; or
- the bidder or any of its directors is/are listed on National Treasury database as companies or persons prohibited from providing services to the public sector; or
- bidder's failure to provide copies of insurance policies and evidence of premiums payment for covers required in terms of the contract; or
- acceptance of balanced and correct priced bill of quantities (WHERE APPLICABLE); or
- if the bidder has failed to deploy the correct key personnel as submitted during the tender process or provide the equivalent or more experienced key personnel for TMT's approval and ensure that the key personnel attend the compulsory kick-off meeting with TMT; or
- bidder's failure to provide written proof from the South African Revenue Service that the bidder has no outstanding tax obligations; or
- bidder's failure to submit a health and safety file including all related legal appointments (WHERE APPLICABLE); or
- bidder's failure to submit a letter of good standing from COIDA/FEM (WHERE APPLICABLE).

TMT does not bind itself to accepting the lowest Tender. However, in case of construction works/contractor procurement, where the preferred bidder has priced above its CIDB designation upper limit of tender value range, TMT reserves the right to either reject the bidder or negotiate within the bidder's value range.

Clause number	TENDER DATA
C.1.2	<p>The TENDER Documents issued by TMT and comprises of the following documents:</p> <p>THE TENDER</p> <p>Part T1: TENDER procedures T1.1 - TENDER notice and invitation to TENDER. T1.2 - TENDER data</p> <p>Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable schedules (Monitoring plan to be part of the returnable schedule. Add template as well.)</p> <p>THE CONTRACT</p> <p>Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data</p> <p>Part C2: Pricing data C2.1 - Pricing instructions C2.2 - Activity Schedule for Value Based Fees</p> <p>Part C3: Scope of work C3 - Scope of work</p> <p>Part C4: Site information C4 - Site information</p>
C.1.4	<p>The Mvula Trust's agent is: Vongani Chauke Email: vongani@themvulatrust.org.za</p>
C.1.6.2.1	<p>Due to high volumes of tenders, TMT will not announce the names of the bidders during the closing.</p>
C.1.6.3	<p>The two stage-system proposal procedure shall not apply.</p>

C.2.1	<p>This tender will be evaluated into three (3) stages i.e., Eligibility / mandatory, Functionality, price and specific goals.</p> <p>Eligibility / Mandatory Requirements</p> <ul style="list-style-type: none"> Only suitably qualified bidders with at least one director who is professionally registered with ECSA in Civil/Structural Engineering are eligible to submit the tenders. For JV partners/company, each JV partner/company must have a director who is professionally registered with ECSA in Civil/Structural Engineering for the JV to be eligible. (Copy of professional registration certificate(s) for director(s) must be attached. Failure to attach such will result in disqualification). The bidder should submit the proof of professional indemnity as part of returnable schedules. Non-submission will result in disqualification of the tenderer Form of Offer and Acceptance (must be fully completed, signed - Failure to do so will lead to automatic disqualification of the tenderer). <ul style="list-style-type: none"> Note: That the Amount on The Form of Offer must be inclusive of VAT whether the Tenderer is VAT registered or not. The bidder who is listed on the National Treasury List of Restricted Suppliers will automatically be disqualified from the bid process. Companies whose Director/s are Listed on the Register of Defaulters will automatically be disqualified from the bid process. The bidder's whose status reflecting deregistered on CIPC and or CSD will automatically be disqualified from the bid process. In an event that we discover a tender proposal was submitted after the closing date or time as stipulated on the advertisement – will not be accepted. Tenderers must fully complete and sign the Participation Confirmation Letters (D1-1, D1-2, D1-3, D1-4, D1-5 and D1-6) for the proposed team members. Failure to do so will result in disqualification of the tenderer(s). <p>The service provider will lead a multi-disciplinary team that meet eligibility criteria as stipulated below:</p> <p>The Key Personnel should consist of the following minimum team:</p> <ul style="list-style-type: none"> Principal Agent and Civil/Structural Engineer or Technologist x1 (Professionally Registered Civil and/or Structural Engineer/ Technologist with ECSA). Proof of registration must be provided. Project Architect x 1 (Professionally registered Architect with SACAP). Proof of registration must be provided. Project Quantity Surveyor x 1 (Professionally Registered QS with SACQSP). Proof of registration must be provided. Electrician x 1 (Trade Test Certificate must be provided). OHS Officer registered with SACPCMP. Proof of registration must be provided. <p>The bidder must meet all the above requirements and provide proof. Failure to meet all the requirements will lead to disqualification.</p> <p>Note: In addition to the above personnel, the bidder must provide a full time Project Administrator with at least 3 years experience in Project Administration (CV and qualification to be provided).</p>
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	<p>The bidder personnel listed above must attend compulsory kick-off meeting with TMT and thereafter be fully involved in their respective disciplines or responsibilities throughout the project life cycle.</p> <p>Where the Key Personnel as submitted by the service provider in the tender are NO LONGER AVAILABLE to service the contract, the equivalent or more qualified and experienced replacements must be submitted for approval by TMT.</p>
C.2.13.1	All the parts of each TENDER offer communicated on paper shall be submitted as an original
C.2.13.2	Return ALL returnable documents to TMT after completing them in their entirety, in hard copies written legibly in non-erasable ink.
C.2.13.3	Submit the parts of the TENDER offer communicated on paper as an original plus the number of copies stated in the TENDER DATA, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by TMT.
C.2.13.9	Accept that TENDER offers submitted by facsimile or e-mail will be rejected by TMT, unless stated otherwise in the TENDER DATA.
C.3.1.2	<p>The Mvula Trust will consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to pre-qualify a bidder to submit a TENDER offer in terms of a previous procurement process and deny any such request if as a consequence:</p> <p>(a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements,</p> <p>(b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or</p> <p>(c) in the opinion of TMT, acceptance of the material change would compromise the outcome of the prequalification process.</p>
C.3.3	Tender offers received after the closing time stated in the TENDER DATA will not be returned to the Bidders.
C.3.4.2	The name of each bidder whose Tender offer is received will not be announced in public.
C.3.5	A two-envelope procedure will not be followed
C.3.11	<p>The Tenders will be evaluated in three (3) stages Eligibility / Mandatory Requirements, Functionality, and price and preference.</p> <p>Apply the 80/20 Preference Point system where a maximum of eighty (80) points will be awarded for price and twenty (20) points will be awarded for specific goals.</p>
C.3.12	Insurance provided by the bidder (See C.3.13 below)

C.3.13	<p>The tenderer must ensure that:</p> <ul style="list-style-type: none"> • They submit a valid Tax Clearance Certificate and PIN issued by the South African Revenue Services (SARS) or has made arrangements (proof to be attached) to meet outstanding tax obligations, • none of its directors/shareholders is listed on the Register of Tender Defaulter's database in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector, • the tenderer has not: <ul style="list-style-type: none"> i. abused The Mvula Trust Supply Chain Management System. • the tenderer has submitted proof of professional indemnity or any other insurance policies (if required) as part of returnable schedules, • 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. Persons in the employment of organs of state are not permitted to submit Tender or participate in the contract; and • the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer. • Has submitted all required returnable documents as stated in the TENDER DATA. <p>NB: The Bidders give The Mvula Trust the right to enquire from previous employers about bidder's performance.</p>
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T.2.1 List of returnable documents

The Respondent must complete and submit the following returnable schedules as relevant.

Returnable schedules T.2.2 F1 and F2

- T2.2.A: Record of Addenda to TENDER Documents
- T2.2.B: Compulsory Questionnaire (must be fully completed)
- T2.2.C: Authority of JVs (If Applicable)
- T2.2.D: Proposed amendments and qualifications
- T2.2.E: Schedule of Current Projects (must be fully completed for risk assessment)
- T2.2.F1: Returnable schedule - Proposed project team and staffing with CV's to establish work experience for Risk Assessment. (Annexure D)
- T2.2.F2: Returnable schedule - Provide certified copy of Professional Registration certificate
- T2.2.G: Travelling and Monitoring Plan (must be fully completed for risk assessment)

C1.1 Form of Offer and Acceptance (must be completed per cluster - Failure to complete and sign will result in disqualification.)

- SBD 4: Bidders Disclosure.
- Valid Tax Compliance Status Pin. (Bidder's tax compliance status must be verified prior to the finalisation of the award of the bid or price quotation to check tax matters are in order with SARS).
- SBD 6.1: Preference Point Claim Form in terms of the preferential procurement regulations 2022.
- Certified Copy of Company Registration (Annexure C)
- Central Supply Database Registration (CSD) Annexure F)

Returnable schedules that will be used for TENDER evaluation purposes and be incorporated into the contract

- C1.1 Form of Offer and Acceptance

Other documents that will be incorporated into the contract

- T2.2.C: Authority of JVs (If Applicable)
- T2.2.D: Proposed amendments and qualifications
- T2.2.F1: Returnable schedule - Proposed project team and staffing
- T2.2.F2: Returnable schedule - Professional and Technical Qualifications Schedule
- C1.1 Form of Offer and Acceptance
- C1.2 Contract data
- C2.2 Activity Schedule
- C 3 Scope of Work
- C4 Site Information

Additional Annexures

- Annexure A– Valid Tax Compliance Status Pin. (Bidder's tax compliance status must be verified prior to the finalisation of the award of the bid or price quotation to check tax matters are in order with SARS).
- Annexure B– Specific Goals Information (CSD report will be used as evidence).
- Annexure C– Certified Copy of Company Registration
- Annexure D– Proposed organogram and staffing arrangements
- Annexure E– Current projects
- Annexure F– Central Supply Database Registration
- Annexure G– PSP performance evaluation form (Project 1 and Project 2) and Scoring Guideline
- Annexure H– Preliminary Plan to manage quality on site
- Annexure I– Travelling plan
- Annexure J– Participation Confirmation letter

EVALUATION CRITERIA AND WEIGHTINGS

The tender evaluation method to evaluate all eligible and responsive tender offers will be Method 2 which is Functionality, Price and Preference. Apply the 80/20 Preference Point system where a maximum of eighty (80) points will be awarded for price and twenty (20) points will be awarded for Specific Goal.

Bidders who score 70 points and more (above Threshold) for functionality scoring will be carried over/ passed on to the next evaluation stage of Price and Preferential Points. Evaluate and score submissions using the following evaluation criteria and weighting.

Note: For CVs, bidders are requested to provide short CVs with brief description of experience relevant to the tender.

1.0 Evaluation Criteria – Core Staff	Maximum number of points	Maximum number of points
Principal Agent & Civil / Structural Engineer x 1 (Professionally Registered with ECSA as Civil/Structural Engineer/Technologist with more than 5 years of work experience and 3 years or more post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	15	15
Principal Agent & Civil / Structural Engineer x 1 (Professionally Registered with ECSA as Civil/Structural Engineer/Technologist with less than 5 years of work experience and less than 3 years post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Architect x 1 (Professionally Registered Architect with SACAP with 5 years' work experience and 3 years or more experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	15	15
Architect x 1 (Professionally Registered Architect with SACAP with less than 5 years' work experience and less than 3 years post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Quantity Surveyor x 1 (Professionally Registered QS with SACQSP with 5 years' work experience and 3 years or more experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	15	15
Quantity Surveyor x 1 (Professionally Registered QS with SACQSP with less than 5 years' work experience and less than 3 years post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Electrician x 1 (Trade Test certificate from a recognised reputable institution with 5 years work experience and 3 years or more experience post Trade Test Certificate). Evidence is CV, a minimum of N6 relevant Qualification and trade test certificate in the field.	5	5
Electrician x 1 (with no Trade Test certificate from recognised institutions). Evidence is CV, a minimum of N6 relevant Qualification and trade test certificate in the field.	0	
Occupational Health and Safety Practitioner x 1 (Professionally Registered OHS Practitioner with SACPCMP). Evidence is CV, a minimum of NQF 5 relevant Qualification and professional registration certificate in the field.	10	10
Occupational Health and Safety Practitioner x 1 (Not Professionally Registered OHS Practitioner with SACPCMP). Evidence is CV, a minimum of NQF 5 relevant Qualification and professional registration certificate in the field.	0	

2.0 Evaluation Criteria - Appointed on built environment projects with appointment value between 1.5 million Rand and above. (The appointment value mentioned above (item 2.0) is for the PSP fees not construction value. The appointment value of 1.5 million Rand is for each appointment letter). Note: In an event that the value of the fees is not captured or recorded in the appointment letter, the PSP must submit a letter from the Client confirming the value of the fees of the appointment letter. The letter must be on a letterhead, stamped and signed by Client's representative.	Maximum number of points	Maximum number of points
3 appointment letter(s) issued within the past 10 years to be attached as evidence.	15	15
2 appointment letter(s) issued within the past 10 years to be attached as evidence.	10	
1 appointment letter issued within the past 10 years to be attached as evidence.	5	
0 appointment letter(s) issued within the past 10 years to be attached as evidence.	0	
3.0 Evaluation Criteria – Reference Letters from Previous Employers (The performance evaluation scoring sheets must be for the projects as stated in evaluation criterion 2.0. above). NB: The points shall be based on number of letters and points scored on the performance evaluation scoring sheet.	Maximum number of points	Maximum number of points
3 signed and stamped performance evaluation scoring sheets between (85-100) Refer to page 31-36 for PSP performance evaluation scoring sheet	15	15
2 signed and stamped performance evaluation scoring sheets between (70-100) Refer to page 31-36 for PSP performance evaluation scoring sheet	10	
1 signed and stamped performance evaluation scoring sheet between (61-100) Refer to page 31-36 for PSP performance evaluation scoring sheet	5	
Signed and stamped performance evaluation scoring sheets between (0-60) and non-submission Refer to page 31-36 for PSP performance evaluation scoring sheet	0	

4.0 Locality Evaluation Criteria – If the bidder is not a lessee, proof of address should be as per the address on CSD report and SBD1.	Maximum number of points	Maximum number of points
<p>The bidder/s who have an operation site / office in Limpopo Province are encouraged to participate: Please attach one or more of the below listed documents and the document(s) should be valid at the time of submission:</p> <ul style="list-style-type: none"> • Lease agreement with the lessor's Municipal Account or • Title Deed or • Copy of utility bill (within three months) or • Official letter with a stamp from the local councillor / traditional office / mayor outlining the physical address of the company. 		
Limpopo Province	10	10
Outside Limpopo Province	0	
Total		100

The bidder that fails to **score 70 Points or above** in respect to functionality will be deemed non-responsive and will not be evaluated further on Price and specific goals.

T 2.2.A - Record of Addenda to Tenders documents (If Applicable)

We confirm that the following communications received from TMT before the submission of this Tender offer, amending the Tenders documents, have been taken into account in this Tender offer: Addenda to be attached with TENDER documents is compulsory.

	Date	Title or Details

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Service provider			

T 2.2. B - Compulsory Enterprise Questionnaire

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

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the TMT and/or 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 TMT |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> an employee of any national department, provincial department, 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 the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

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

Section 7: Record of spouses, children and parents in the service of TMT and/or 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 been in the service of any of the following:

- | | |
|--|--|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of TMT |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> any national department, provincial department, 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 the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <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 warrants that he / she is duly authorised to do so on behalf of the enterprise:

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

T 2.2. C - Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this Tender offer in Joint Venture and hereby authorise Mr/Ms . . .
 , authorised signatory of the company
 , acting in the capacity of lead partner,
 to sign all documents in connection with the TENDER offer and any contract resulting from it on our
 behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner 		Signature: Full Name: Designation:
 		Signature: Full Name: Designation:
 		Signature: Full Name: Designation:
 		Signature: Full Name: Designation:

T 2.2. D - Proposed amendments and qualifications

The bidder should record any deviations or qualifications he may wish to make to the TENDER documents in this Returnable Schedule. Alternatively, a Tender may state such deviations and qualifications in a covering letter to his Tender and reference such letter in this schedule.

The bidder's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the TENDER DATA regarding The Mvula Trust's handling of material deviations and qualifications.

Tender must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause item	or	Proposal

Signed		Date	
Full Name		Position	
Bidder			

T 2.2. F1 - Returnable Schedule: - Proposed Organisation and Staffing

The core team should consist of the following minimum staff per cluster:

- Principal Agent **and** Civil/Structural Engineer or Technologist x1 (Professionally Registered Civil and/or Structural Engineer/ Technologist with ECSA).
- Project Architect x 1 (Professionally registered Architect with SACAP).
- Project Quantity Surveyor x 1 (Professionally Registered QS with SACQSP)
- Electrician x 1 (Trade Test Certificate)
- OHS Officer registered with SACPCMP
- Project Administrator

The core staff is required to be fully involved on the projects. The Service provider must attach his/her organization and staffing proposals to this page.

Name of Key person / expert	Position in Consultant team (e.g. Principal Agent)	Specific duties (e.g. Principal Agent)
1	Principal Agent and Civil/Structural Engineer	Principal Agent and Civil/Structural Engineering
2	Architect	Architectural services
3	Quantity Surveyor	Quantity Surveying
4	Electrician	Electrical Works
5	OHS Agent	Occupational Health and Safety
6	Project Administrator	Projects Administration

The forms are to be completed and signed by proposed team members, failure to submit will result in disqualification.

Form D1-1 – Participation confirmation letter (Principal Agent, Civil and/or Structural Engineer / Technologist) Engineer
Form D1-2 – Participation confirmation letter (QS)
Form D1-3 – Participation confirmation letter (Architect)
Form D1-4 – Participation confirmation letter (Electrician)
Form D1-5 – Participation confirmation letter (OHS Agent)
Form D1-6 – Participation confirmation letter (Project Admin)

Form D1-1 – Participation Confirmation letter (Principal Agent, Civil and/or Structural Engineer/ Technologist)

Proposal No: **TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A**– Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I’m available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme, my time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-2 – Participation Confirmation letter (Quantity Surveyor)

Proposal No: **TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I’m available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme, my time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-3 – Participation Confirmation letter (Architect)

Proposal No: **TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I’m available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme, my time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-4 – Participation Confirmation letter (Electrician)

Proposal No: **TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I’m available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme, my time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with my relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-5 – Participation Confirmation letter (OHS Agent)

Proposal No: **TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I’m available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme, my time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with my relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-6 – Participation Confirmation letter (Project Admin)

Proposal No: **TMT-LDOE-2025/26-ADDENDUM 17/PSPCL5A** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I’m available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme, my time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

The undersigned, who warrants that he / she is duly authorized 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.

Signed		Date	
Name		Position	
Service provider			

T2.2.F2: Proposed Team Member Qualifications outlined in the Table below

PROPOSED MULTI-DISCIPLINARY PROFESSIONAL TEAM						
DESCRIPTION (To be aligned with the proposed team above)	Name of Proposed Key Personnel	Qualification	Professional Registration Number (Should correspond with Professional Registration Certificate)	No. of years post qualification (Should correspond with number of years' experience as per CV)	No. of years post professional registration	Insert address of operation (Base Town for disbursement claims is Polokwane)

PROPOSED MULTI-DISCIPLINARY PROFESSIONAL TEAM						
DESCRIPTION (To be aligned with the proposed team above)	Name of Proposed Key Personnel	Qualification	Professional Registration Number (Should correspond with Professional Registration Certificate)	No. of years post qualification (Should correspond with number of years' experience as per CV)	No. of years post professional registration	Insert address of operation (Base Town for disbursement claims is Polokwane)

ANNEXURE A

VALID TAX PIN LETTER (SARS)

T2.2. Preference schedule: Preferential Procurement Regulation

Bidder to attach full CSD Report, and medical certificate to support disability status, if applicable.

ANNEXURE C

Insert Certified Copy of Company Registration

ANNEXURE D

Insert Proposed Organisation and staffing Arrangements

- Indicate Name and Surname of Team members
- Indicate position of Team members and their role in the project technical
- Include CVs of all Team members

**The above will be used for Evaluation Assessment

ANNEXURE E

Current Projects (including projects not yet reached closeout)

Name of Project	Client	Original project Duration (months)	Current Project Status	Date when started	Planned Completion	Planned close-out	Reason for project not closed-out

**The above will be used for Risk Assessment

ANNEXURE F

Insert Proof of Central Supplier Database Registration Form- CSD

ANNEXURE G - PSP PERFORMANCE EVALUATION FORM – SCORING GUIDELINES

PERFORMANCE SCORE	LEVEL OF PERFORMANCE				
	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
	PSP was a drag; Does not execute as planned or as agreed; Does not have an appreciation of the objectives of this Stage; Literally guided by the Project Management Team at all times; Quality of work rejected more than once; All the deliverables submitted 50% or more behind scheduled time	PSP needed to be “hand-held”; Displayed some degree of professionalism; Does not have full appreciation of the objectives of this Stage; Guided by the Project management Team 80% of the time, Quality of work rejected once; All the deliverables submitted 40% or more behind scheduled time	PSP has done the basic bare minimum; Not pro-active; Displayed reasonable degree of professionalism; No additional suggestions on how to improve the total deliverables; Deliverables returned at least once to be revised; All deliverables submitted not more than 30% behind scheduled time.	PSP has most (80%) of the time been pro-active; Displayed satisfactory professionalism, diligent, insightful, useful suggestions but lack full implementation of best approaches to minimise time, costs, and improve quality of the deliverables. Deliverables accepted first time meeting quality expectations: All deliverables submitted not more than 20% behind scheduled time.	PSP has at all times been pro-active; displayed astute professionalism, diligent, insightful, useful suggestions and implementation of best approaches to minimise time. Costs and improve quality of the deliverables; All deliverables accepted first time and not more than 10% behind scheduled time

ANNEXURE G - PSP PERFORMANCE EVALUATION FORM – Project 1

The form below to be completed by Employer's Project Manager

Name of EmployerName of Project.....

Contract AmountDuration of project

No.	Performance Area	LEVEL OF PERFORMANCE				
		Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
1.	Collection and keeping records of contractual documents on time					
2.	Issuing Payment certificates fairly based on work done and on time					
3.	Processing of Variation orders on time					
4.	Assisting emerging Contractors to complete projects					
5.	Manage projects to complete on time					
6.	Approval of works in terms of quality and specification					
7.	Attendance of project meetings by professionally registered person					
8.	Progress report and contractor's reports					
9.	Monitor and ensure OHS Compliance on site					
10.	Issuing Notices of defaults to contractors timeously					
11.	Application and deduction of penalties progressively					
12.	Updating EFMS/NEIMS/IRM and uploading documents timeously					
13.	Issuing of Practical Completion certificates timeously					
14.	SNAG List (works completion list) timeously					
15.	Issue WC certificates timeously					
16.	Defects list timeously from WC					
17.	Issue Final Completion certificates					
18.	Issue Final Accounts timeously after issuing of final completion certificate					
19.	Issue As built drawings timeously					
20.	Issue Close out report timeously after final account approval					
	Total					
	Score					
	Overall score					

I, the undersigned below hereby confirm that the scoring undertaken by myself is a true reflection of the service provider on the above-mentioned project.

Other comments by employer representative

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Name of Employer representative

Signature

Contact
.....

number

E-mail
.....

address

.....
Stamp of Employer

ANNEXURE G - PSP PERFORMANCE EVALUATION FORM – Project 2

The form below to be completed by employer Project Manager

Name of EmployerName of Project

Contract AmountDuration of project

No.	Performance Area	LEVEL OF PERFORMANCE				
		Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
1.	Collection and keeping records of contractual documents on time					
2.	Issuing Payment certificates fairly based on work done and on time					
3.	Processing of Variation orders on time					
4.	Assisting emerging Contractors to complete projects					
5.	Manage projects to complete on time					
6.	Approval of works in terms of quality and specification					
7.	Attendance of project meetings by professionally registered person					
8.	Progress report and contractor's reports					
9.	Monitor and ensure OHS Compliance on site					
10.	Issuing Notices of defaults to contractors timeously					
11	Application and deduction of penalties progressively					
12	Updating EFMS/NEIMS/IRM and uploading documents timeously					
13	Issuing of Practical Completion certificates timeously					
14	SNAG List (works completion list) with 7 days on Practical Completion					
15	Issue WC certificates within 30 days of PC					
16	Defects list 90 days from WC					
17	Issue Final Completion certificates from 30 days of issuing defects list					
18	Issue Final Accounts within 120working days of the date of PRACTICAL COMPLETION					
19	Issue As built drawings timeously					
20	Issue Close out report timeously					
	Total Score					
	Overall score					

I, the undersigned below hereby confirm that the scoring undertaken myself is a true reflection of the service provider on the above-mentioned project.

Other comments by employer representative

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Name of Employer representative

Signature

Contact

number

.....

E-mail

address

.....

.....
Stamp of Employer

ANNEXURE G - PSP PERFORMANCE EVALUATION FORM – Project 3

The form below to be completed by employer Project Manager

Name of EmployerName of Project

Contract AmountDuration of project

No.	Performance Area	LEVEL OF PERFORMANCE				
		Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
1.	Collection and keeping records of contractual documents on time					
2.	Issuing Payment certificates fairly based on work done and on time					
3.	Processing of Variation orders on time					
4.	Assisting emerging Contractors to complete projects					
5.	Manage projects to complete on time					
6.	Approval of works in terms of quality and specification					
7.	Attendance of project meetings by professionally registered person					
8.	Progress report and contractor's reports					
9.	Monitor and ensure OHS Compliance on site					
10.	Issuing Notices of defaults to contractors timeously					
11.	Application and deduction of penalties progressively					
12.	Updating EFMS/NEIMS/IRM and uploading documents timeously					
13.	Issuing of Practical Completion certificates timeously					
14.	SNAG List (works completion list) with 7 days on Practical Completion					
15.	Issue WC certificates within 30 days of PC					
16.	Defects list 90 days from WC					
17.	Issue Final Completion certificates from 30 days of issuing defects list					
18.	Issue Final Accounts within 120 working days of the date of PRACTICAL COMPLETION					
19.	Issue As built drawings timeously					
20.	Issue Close out report timeously					
	Total Score					
	Overall score					

I, the undersigned below hereby confirm that the scoring undertaken myself is a true reflection of the service provider on the above-mentioned project.

Other comments by employer representative

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.....

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.....
Name of Employer representative

Signature

Contact
.....

number

E-mail
.....

address

.....
Stamp of Employer

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	TMT-LDOE-2025/26- ADDENDUM 17/PSPCL5A	CLOSING DATE:	19 September 2025	CLOSING TIME:	12:00pm
DESCRIPTION	Appointment of Multi-Disciplinary Team Professional Service providers for the Implementation of Water, Sanitation and Fencing Infrastructure at Mosepedi Secondary School in Limpopo Province				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
25 Rhodesdrift Street, Rhodesdrift Office Park, ROP 6					
Polokwane					
Limpopo Province					
25 Rhodesdrift Street, Rhodesdrift Office Park, ROP 6					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN T					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
NO

☐ YES ☐

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by TMT and/or the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

SBD4

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

² 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.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME
IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22
ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE
FALSE OR MISLEADING.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

- a) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a bidder, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(1 - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(1 - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

Note to bidders: The bidder must indicate how they claim points for each preference point system as per CSD Report.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder as per CSD Report)
Black People	3	
Youth	5	
Women	5	
Person with Disability	3	
Small, Medium and Micro Enterprises (SMMEs)	2	
Enterprises located in rural or underdeveloped areas	2	

Note: Points for Black People / Youth / Women and Person with disability will be allocated proportionally as per ownership percentage on the CSD report.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

C1.1 Form of Offer and Acceptance – Cluster 5a

C1: AGREEMENT AND CONTRACT DATA

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

PROFESSIONAL SERVICES

APPOINTMENT OF A MULTI_DISCIPLINARY PROFESSIONAL SERVICE PROVIDER FOR WATER, SANITATION AND FENCING AT MOSEPEDI SECONDARY SCHOOL IN THE LIMPOPO PROVINCE

The Service provider, identified in the offer signature block, has examined the documents listed in the TENDER Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of Tenders.

By the representative of the Service provider, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tender offers to perform all of the obligations and liabilities of the Service provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

The offered price for the Professional Services Team, inclusive of value added tax, is

R (in figures)

..... Rand (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 TENDER before the end of the period of validity stated in the TENDER Data, whereupon the TENDER becomes the party named as the Service provider in the conditions of Contract identified in the Contract Data.

Signature <i>Of person authorised to sign the TENDER</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	
Address <i>Physical address</i>	
Telephone no	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

Failure of the Service provider to sign this form shall invalidate the Tender.

Acceptance

By signing this part of this form of offer and acceptance, The Mvula Trust identified below accepts the Tender offer. In consideration thereof, The Mvula Trust shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tender

offer shall form an agreement between The Mvula Trust and the service provider upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information

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

The Service provider shall deliver the securities in terms of, Clause 5.4.1 Standard Professional Services Contract (July 2009) third edition, within the period stated in the Contract Data, and after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact The Mvula Trust's agent (whose details are given in the contract data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data, within 21 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service provider receives one fully completed original copy of this document, including the schedule of deviations (if any).

Signature <i>Of person authorised to sign the TENDER</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	
Address <i>Physical address</i>	
Telephone no	
Fax number	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

By the duly authorized representatives signing this agreement, The Mvula Trust and the Service provider 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 returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Service provider and The Mvula Trust during this process of offer and acceptance.

Signature	
------------------	--

<i>Of person authorised to sign on behalf of The Mvula Trust</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	The Mvula Trust
Address <i>Physical address</i>	ROP 6 Rhodes drift Office Park Rhodes drift Street Bendor, Polokwane 0699
Telephone no	(015) 291 2405
Fax number	N/A
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

C1.2 GENERAL CONDITIONS OF CONTRACT AND CONTRACT DATA

The Conditions of Contract are clauses 3 to 15 **STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009)** (Third Edition of CIDB document 1014) as amended with particular conditions specified by the employer.

C1.2.1 GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS

In the Contract, the following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are signified in the text of the Contract by the use of capital initial letters.

Contract

The Contract signed by the Parties and of which these General Conditions of Contract form part.

Contract Data

Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract.

Contract Price

The price to be paid for the performance of the Services in accordance with the Pricing Data.

Day

A calendar day.

Defect

A part of the Services, as performed, which does not comply with the requirements of the Contract.

Deliverable

Any measurable, tangible, verifiable outcome, result or item that must be produced or completed;

Employer

The contracting party named in the Contract who employs the Service provider.

Force Majeure

An event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

Key Persons

Persons who are named as such in the Contract Data who will be engaged in the performance of the Services.

Others

Persons or organisations who are not the Employer, the Service provider or any employee, Subcontractor, or supplier of the Service provider.

Parties

The Employer and the Service provider.

Period of Performance

The period within which the Services are to be performed and completed, commencing from the Start Date.

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

Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 14 Days of first having become aware of the change, the Service provider furnished the Employer with detailed justification for the adjustment to the Contract Price or Period of Performance (or both).

3.3 Language

3.3.1 The language of the Contract and of all communications between the Parties shall be English.

3.3.2 All reports, recommendations and reports prepared by the Service provider under the Contract shall be in English.

3.4 Notices

3.4.1 Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data, when sent by e-mail or facsimile to such Party

3.4.2 A Party may change its address for receipt of communications by giving the other Party 30 Days advance notice of such change.

3.5 Location

The Services shall be performed at such locations as are specified in the Contract Data, and where the location of a particular task is not so specified, at such locations as the Employer may approve.

3.6 Publicity and publication

Unless otherwise stated in the Contract Data, the Service provider shall not release public or media statements or publish material related to the Services or Project within two (2) years of completion of the Services without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.

3.7 Confidentiality

Both parties shall keep all sensitive information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other Party.

3.8 Variations

3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service provider to submit proposals, including the time and cost implications, for variations to the Services.

3.8.2 The reasonable cost of preparation and submission of such proposals and the incorporation into the Contract of any variations to the Services ordered by the Employer, including any change in the Contract Price, shall be agreed between the Service provider and the Employer.

3.8.3 Where a variation is necessitated by default or breach of Contract by the Service provider, any additional cost attributable to such variation shall be borne by the Service provider.

3.9 Changes to the Contract Price or Period of Performance

3.9.1 The Service provider is entitled to apply to the Employer for a change in Contract Price or the Period of Performance in the event that:

- a) a change in legislation takes place in accordance with the provisions of Clause 3.2;
- b) a variation to the Services is made in accordance with the provisions of Clause 3.8;
- c) the Employer or Others do not perform an action, provide access to people, places or things or perform work in accordance with the programme (see Clause 3.15);
- d) the contract is suspended in accordance with the provisions of Clause 8.5;
- e) the contract is restarted following a suspension; or
- f) an event occurs which neither Party could prevent and which prevents the Service provider from completing the Services or a part thereof

3.9.2 The Service provider shall submit proposals to change the Contract Price or the Period for Completion (or both) to the Employer within 6 weeks of becoming aware of an event described in 3.9.1 occurring, failing which, the Service provider shall not be entitled to a change in the Contract Price or Period of Performance.

3.9.3 The Employer shall assess the changes to the Contract Price on the effect of the event on the Services based on time-based fees.

3.9.4 The Employer shall assess the changes to the Period of Performance on the basis of the time that planned completion as shown on the latest approved programme is delayed.

3.10 Sole agreement

The Contract constitutes the sole agreement between the Parties for the performance of the Services and any representation not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing and signed by both Parties.

3.11 Indemnification

The Service provider shall, at his own expense, indemnify, protect and defend the Employer, its agents and employees, from and against all actions, claims, losses and damage arising from any negligent act or omission by the Service provider in the performance of the Services, including any violation of legal provisions, or rights of others, in respect of patents, trademarks and other forms of intellectual property such as copyrights.

3.12 Penalty

3.12.1 If due to his negligence, or for reasons within his control, the Service provider does not perform the Services within the Period of Performance, the Employer shall without prejudice to his other remedies under the Contract or in law, be entitled to levy a penalty for every Day or part thereof, which shall elapse between the end of the period specified for performance, or an extended Period of Performance, and the actual date of completion, at the rate and up to the maximum amount stated in the Contract Data.

3.12.2 If the Employer has become entitled to the maximum penalty amount referred to in 3.12.1, he may after giving notice to the Service provider:

- a) terminate the Contract
- b) complete the Services at the Service provider's cost.

3.13 Equipment and materials furnished by the Employer

3.13.1 Equipment and materials made available to the Service Provider by the Employer, or purchased by the Service provider with funds provided by the Employer for the performance of the Services shall be the property of the Employer and shall be marked accordingly. Upon termination or expiration of the Contract, the Service provider shall make available to the Employer an inventory of such equipment and materials and shall dispose of them in accordance with the Employer's instructions.

3.13.2 The Service provider shall, at his own expense, insure the equipment and materials referred to in 3.13.1 for their full replacement value.

3.14 Illegal and impossible requirements

The Service provider shall notify the Employer immediately, on becoming aware that the Contract requires him to undertake anything which is illegal or impossible.

3.15 Programme

3.15.1 The Service provider shall, within the time period set out in the Contract Data and whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, *inter alia*, include:

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

3.15.2 The Employer may, during the course of the Contract, request the Service provider to amend the programme. Where this is not practicable, the Service provider shall advise the Employer accordingly and advise him of alternative measures, if any, which might be taken.

3.15.3 A programme shall be deemed to be approved if the Employer fails to approve such programme or give reasons for not approving a programme within three weeks of receipt of a request by the Service provider to approve a programme.

3.15.3 The Service provider shall update the programme:

- a) unless otherwise stated in the Contract Data, every month to reflect actual progress to date;
- b) whenever a change in Period of Performance or Contract Price is applied for; and c) whenever a change in the Period of Performance is changed by the Employer and submit such revised programme to the Employer for approval.

3.16 Price adjustment to time-based fees for inflation

3.16.1 Fees payable will be capped as percentage of estimates of construction works developed at the time that the concept report is finalised. The percentage fee will be based on the estimated cost of construction and will be only adjusted downwards should the actual construction cost be less than the estimated construction cost. Upward adjustment will only be due to:

- Any amount provided for in the contracts for the performance of work or services that are unforeseen and cannot be specified at the time the contract was concluded;
- Provision for price adjustment for inflation; or
- Other provisions of a budgetary nature. (Also refer to pricing instruction C2.1.4)

3.16.2 The indices are those contained in Table A of P0141 Consumer Price Index for the CPI for all services published by Statistics South Africa.

4. EMPLOYER'S OBLIGATIONS

4.1 Information

4.1.1 The Employer shall timeously provide to the Service provider, free of cost, all available information and data in the Employer's possession which may be required for the performance of the Services.

4.1.2 The Employer shall provide the Service provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.

4.2 Decisions

The Employer shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service provider so as not to delay the performance of Services.

4.3 Assistance

4.3.1 The Employer shall co-operate with the Service provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:

- a) authorise the Service provider to act as his agent insofar as may be necessary for the performance of the Services;
- b) provide all relevant data, information, reports, correspondence and the like, which become available;
- c) procure the Service provider's ready access to premises, or sites, necessary for the performance of the Services;
- d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data;

4.3.2 Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the Services.

4.4 Services of Others

The Employer shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.

4.5 Notification of material change or defect

The Employer shall immediately advise the Service provider on becoming aware of:

- a) any matter other than a change in legislation which will materially change, or has changed the Services; or
- b) a material defect or deficiency in the Services.

4.6 Issue of instructions

Where the Service provider is required to administer the work or services of others, or any contract or agreement, on behalf of the Employer, then the Employer shall issue instructions related to such work, services, contract or agreement only through the Service provider.

4.7 Payment of Service provider

The Employer shall pay the Service provider the Contract Price in accordance with the provisions of the Contract.

5. SERVICE PROVIDER'S OBLIGATIONS

5.1 General

- 5.1.1 The Service provider shall perform the Services in accordance with the Scope of Work with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 5.1.2 If the Service provider is a joint venture or consortium of two or more persons, the Service provider shall designate one person to act as leader with authority to bind the joint venture or consortium. Neither the composition nor the constitution of the joint venture or consortium shall be altered without the prior consent in writing of the Employer, which shall not be unreasonably withheld.

5.2 Exercise of authority

The Service provider shall have no authority to relieve Others appointed by the Employer to undertake work or services on the Project of any of their duties, obligations, or responsibilities under their respective agreements or contracts, unless expressly authorised by the Employer in response to an application by the Service provider in writing to do so.

5.3 Designated representative

Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority to receive instructions from and give information to the Employer on behalf of the Service provider.

5.4 Insurances to be taken out by the Service provider

- 5.4.1 The Service provider shall as a minimum and at his own cost take out and maintain in force all such insurances as are stipulated in the Contract Data.
- 5.4.2 The Service provider shall, at the Employer's request, provide evidence to the Employer showing that the insurance required in terms of Clause 5.4.1 has been taken out and maintained in force.

5.5 Service provider's actions requiring Employer's prior approval

The Service provider shall obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions:

- a) appointing Subcontractors for the performance of any part of the Services,
- b) appointing Key Persons not listed by name in the Contract Data.
- c) any other action that may be specified in the Contract Data.

5.6 Co-operation with Others

If the Service provider is required to perform the Services in co-operation with Others he may make recommendations to the Employer in respect of the appointment of such Others. The Service provider shall, however, only be responsible for his own performance and the performance of Subcontractors unless otherwise provided for.

5.7 Notice of change by Service provider

On becoming aware of any matter which will materially change or has changed the Services, the Service provider shall within 14 Days thereof give notice to the Employer.

6. CONFLICTS OF INTEREST

6.1 Service provider not to benefit from commissions, discounts, etc.

The remuneration of the Service provider under the Contract shall constitute the Service provider's sole remuneration in connection with the Contract, or the Services, and the Service provider shall not accept for his own benefit any trade commission, discount, or similar payment in connection with activities

pursuant to the Contract, or in the discharge of his obligations under the Contract, and shall use his best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them shall, similarly, not receive any additional remuneration.

6.2 Royalties and the like

The Service provider shall not have the benefit, whether directly or indirectly, of any royalty or of any gratuity or commission in respect of any patented or protected article or process used in or for the purposes of the Contract, or Project, unless so agreed by the Employer in writing.

6.3 Independence

The Service provider shall refrain from entering into any relationship which could be perceived as compromising his independence of judgement, or that of Subcontractors or Personnel.

7. SERVICE PROVIDER'S PERSONNEL

7.1 General

- 7.1.1 The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services.
- 7.1.2 Where required in terms of the Contract, the Service provider shall provide Key Persons as listed in the Contract Data to perform specific duties. If at any time, a particular Key Person cannot be made available, the Service provider may engage a replacement who is equally or better qualified to perform the stated duty, subject to the Employer's approval, which approval shall not be unreasonably withheld.
- 7.1.3 Where the fees for the Services are time-based, the fee payable for a person provided as a replacement to a named Key Person shall not exceed that which would have been payable to the person replaced.
- 7.1.4 The Service provider shall bear all additional costs arising out of or incidental to replacement of Personnel, except where such replacement is otherwise provided for in the Contract.
- 7.1.5 The Service provider shall take all measures necessary and shall provide all materials and equipment necessary to enable Personnel to perform their duties in an efficient manner.

7.2 Provision of Personnel in terms of a Personnel Schedule

- 7.2.1 The Service provider shall, where required in terms of the Contract Data, provide appropriate Personnel for such time periods as required in terms of the Contract and enter all data pertaining to Personnel including titles, job descriptions, qualifications and estimated periods of engagement on the performance of the Services in the Personnel Schedule.
- 7.2.2 Where the Service Provider proposes to utilise a person not named in the Personnel Schedule, he shall submit the name, relevant qualifications and experience of the proposed replacement person to the Employer for approval. Should the Employer not object in writing within 10 Days of receipt of such notification, the replacement shall be deemed to have been approved by the Employer.
- 7.2.3 The Services shall be performed by the Personnel listed in the Personnel Schedule for the periods of time indicated therein. The Service provider may, subject to the approval of the Employer, make such adjustments to the data provided in terms of Clause 7.2.1 above as may be appropriate to ensure the efficient performance of the Services, provided that the adjustments will not cause payments to exceed any limit placed on the Contract Price.
- 7.2.4 The Service provider shall, if required in terms of Clause 7.2.1:
 - a) forward to the Employer for approval, within 15 Days of the award of the Contract, the Personnel Schedule and a timetable for the placement of Personnel.
 - b) inform the Employer of the date of commencement and departure of each member of

- Personnel during the course of the Project.
- c) submit to the Employer for his approval a timely request for any proposed change to Personnel, or timetables.

8. COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION

8.1 Commencement of Services

The Service provider shall commence the performance of the Services within the period stated in the Contract Data.

8.2 Completion

- 8.2.1 Unless terminated in terms of the Contract, or otherwise specified in the Contract Data, the Contract shall be concluded when the Service provider has completed all Deliverables in accordance with the Scope of Work.
- 8.2.2 The Service provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:
 - a) additional Services ordered by the Employer;
 - b) failure of the Employer to fulfil his obligations under the Contract;
 - c) any delay in the performance of the Services which is not due to the Service provider's default;
 - d) force Majeure; or
 - e) suspension.
- 8.2.3 The Service provider shall within 14 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request for the extension of the Period of Performance to which he considers himself entitled and shall within 30 days after the delay ceases deliver to the Employer full and detailed particulars of the request.
- 8.2.4 The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or

inform the Service provider that he is not entitled to an extension. Should the Service provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.

8.3 Force Majeure

- 8.3.1 The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of *Force Majeure*, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to meet the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.
- 8.3.2 In the event that the performance of the Services has to be suspended on the grounds of *Force Majeure*, the Period of Performance shall be extended by the extent of the delay plus a reasonable period for the resumption of work.
- 8.3.3 During the period of his inability to perform the Services as a result of an event of *Force Majeure*, the Service provider shall be entitled to any payment due in terms of the Contract and shall be reimbursed for additional costs reasonably and necessarily incurred by him in suspending, delaying and re-activating the performance of the Services.

8.4 Termination

- 8.4.1 The Employer may terminate the Contract:

- (a) where the Services are no longer required;
 - (b) where the funding for the Services is no longer available;
 - (c) if the Service provider does not remedy a failure in the performance of his obligations under the Contract within seven (7) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;
 - (d) if the Service provider becomes insolvent or liquidated; or
 - (e) if, as the result of *Force Majeure*, the Service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days;
- 8.4.2 The Employer shall give the Service provider not less than fourteen (14) Days written notice of any termination made in terms of 8.4.1 (a) or (b).
- 8.4.3 The Service provider may terminate the Contract, by giving not less than thirty (30) Days written notice to the Employer after the occurrence of any of the following events:
- (a) if the Employer fails to pay any monies due to the Service provider in terms of the Contract and not subject to dispute pursuant to Clause 12 within forty-five (45) Days after receiving written notice from the Service provider that such payment is overdue; or
 - (b) if, as the result of *Force Majeure*, the Service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; or
 - (c) when the Services have been suspended under Clause 8.5 and the period of suspension exceeds the period stated in the Contract Data, or it is clear to the Service provider that it will be impossible or impractical to resume the suspended Services before the period of suspension has exceeded the period stated in the Contract Data; or
 - (d) if the Employer is in material breach of a term of the Contract and fails to rectify such breach within 30 Days of the receipt of written notice requiring him to do so.
- 8.4.4 Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.
- 8.4.5 Should the Service provider, being an individual or the last surviving principal of a partnership or body corporate, die or be prevented by illness or any other circumstances beyond his control from performing the obligations implied by the Contract, the Contract shall be terminated without prejudice to the accrued rights of either Party against the other.

8.5 Suspension

- 8.5.1 The Employer may temporarily suspend all or part of the Services by notice to the Service provider who shall immediately make arrangements to stop the performance of the Services and minimize further expenditure.
- 8.5.2 When Services are suspended, the Service provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost incident to the prompt and orderly suspension of the Contract.

8.6 Rights and liabilities of the Parties

Completion, suspension or termination of the Contract shall not prejudice or affect the accrued rights or liabilities of the Parties.

9. OWNERSHIP OF DOCUMENTS AND COPYRIGHT

- 9.1 Copyright of all documents prepared by the Service provider in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to Project shall be vested in the party named in the Contract Data. Where copyright is vested in the Service provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Project and

need not obtain the Service provider's permission to copy for such use. Where copyright is vested in the Employer, the Service provider shall not be liable in any way for the use of any of the information other than as originally intended for the Project and the Employer hereby indemnifies the Service provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.

- 9.2 The ownership of data and factual information collected by the Service provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.
- 9.3 The Employer shall have no right to use any documents prepared by the Service provider whilst the payment of any fees and expenses due to the Service provider in terms of the Contract is overdue.

10. SUCCESSION AND ASSIGNMENT

- 10.1 Except as defined in Clause 8.4.4 above, each Party binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other Party and to the other partners, successors, executors, administrators, assigns and legal representatives of the other Party in respect of all obligations and liabilities of the Contract.
- 10.2 An assignment shall be valid only if it is a written agreement, by which the Service provider transfers his rights and obligations under the Contract, or part thereof, to others.
- 10.3 The Service provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder, except in the following cases:
- (a) by a charge in favour of the Service provider's bankers of any monies due or to become due under the Contract; or
 - (b) by assignment to the Service provider's insurers of the Service provider's right to obtain relief against any other person liable in cases where the insurers have discharged the Service provider's loss or liability.
- 10.4 The approval of an assignment by the Employer shall not relieve the Service provider of his obligations for the part of the Contract already performed or the part not assigned.
- 10.5 If the Service provider has assigned his Contract or part thereof without authorization, the Employer may forthwith terminate the Contract and the third party will have no claim against the Employer resulting from such termination.

11. SUBCONTRACTING

- 11.1 A Service provider may not subcontract any work which he has the skill and competency to perform, unless otherwise permitted in the Contract Data.
- 11.2 A subcontract, where permitted in terms of the Contract Data, shall be valid only if it is a written agreement by which the Service Provider entrusts performance of a part of the Services to Others.
- 11.3 The Service provider shall not subcontract to nor engage a Subcontractor to perform any part of the Services without the prior written authorization of the Employer. The services to be sub-contracted and the identity of the Subcontractor shall be notified to the Employer. The Employer shall, within 14 Days of receipt of the notification and a full motivation why such services are to be subcontracted, notify the Service provider of his decision, stating reasons, should he withhold such authorization. If the Service provider enters into a subcontract with a Subcontractor without prior approval, the Employer may forthwith terminate the Contract.
- 11.4 The Employer shall have no contractual relationships with Subcontractors. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.

- 11.5 The Service provider shall advise the Employer without delay of the variation or termination of any subcontract for performance of all or part of the Services.
- 11.6 The Service Provider shall be responsible for the acts, defaults and negligence of Subcontractors and their agents or employees in the performance of the Services, as if they were the acts, defaults or negligence of the Service provider, his agents or employees. Approval by the Employer of the subcontracting of any part of the Contract or of the engagement by the Service provider of Subcontractors to perform any part of the Services shall not relieve the Service provider of any of his obligations under the Contract.

12. RESOLUTION OF DISPUTES

12.1 Settlement

- 12.1.1 The Parties shall negotiate in good faith with a view to settling any dispute or claim arising out of or relating to the Contract and may not initiate any further proceedings until either Party has, by written notice to the other, declared that such negotiations have failed.
- 12.1.2 Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to either mediation or adjudication as provided for in the Contract Data.

12.2 Mediation

- 12.2.1 If the Contract Data does not provide for dispute resolution by adjudication, not earlier than 14 Days after having advised the other Party, in terms of Clause 12.1, that negotiations in regard to a dispute have failed, an aggrieved Party may require that the dispute be referred, without legal representation, to mediation by a single mediator. The mediator shall be selected by agreement between the Parties, or, failing such agreement, by the person named for this purpose in the Contract Data. The costs of the mediation shall be borne equally by the Parties.
- 12.2.2 The mediator shall convene a hearing of the Parties and may hold separate discussions with any Party and shall assist the Parties in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and advice. The Parties shall record such agreement in writing and thereafter they shall be bound by such agreement.
- 12.2.3 The mediator is authorized to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Parties.
- 12.2.4 If either Party is dissatisfied with the opinion expressed by the mediator or should the mediation fail, then such Party may require that the dispute be referred to arbitration or litigation in a competent civil court, as provided for in the Contract Data.

12.3 Adjudication

- 12.3.1 If the Contract Data does not provide for dispute resolution by mediation, an aggrieved Party may refer the dispute to adjudication. Adjudication shall be in accordance with the latest edition of the separately published CIDB Adjudication Procedures.
- 12.3.2 The adjudicator shall be appointed in terms of the Adjudicator's Agreement bound in the Construction Industry Development Board's Adjudication Procedure.
- 12.3.3 The Adjudicator shall be any person agreed to by the parties or, failing such agreement, shall be nominated by the person named in the Contract Data. The Adjudicator shall be appointed in accordance with the Adjudicator's Agreement contained in the CIDB Adjudication Procedure.
- 12.3.4 If a Party is dissatisfied with the decision of the Adjudicator, the Party may give the other Party notice of dissatisfaction within 28 Days of the receipt of that decision and refer the dispute to arbitration or litigation

in a competent civil court as provided for in the Contract Data. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties.

12.4 Arbitration

- 12.4.1 Arbitration, where provided for in the Contract Data, shall be by a single arbitrator in accordance with the provisions of the Arbitration Act of 1965 as amended and shall be conducted in accordance with such procedure as may be agreed between the Parties or, failing such agreement, in accordance with the Rules for the Conduct of Arbitrations published by the Association or Arbitrators current at the date the arbitrator is appointed.
- 12.4.2 The arbitrator shall be mutually agreed upon or, failing agreement, to be nominated by the person named in the Contract Data.

13. LIABILITY

13.1 Liability of the Service provider

- 13.1.1 The Service provider shall be liable to the Employer arising out of or in connection with the Contract if a breach of Clause 5.1 is established against him.
- 13.1.2 The Service provider shall correct a Defect on becoming aware of it. If the Service provider does not correct a Defect within a reasonable time stated in a notification and the Defect arose from a failure of the Service provider to comply with his obligation to provide the Services, the Service provider shall pay to the Employer the amount which the latter assesses as being the cost of having such Defect corrected by Others.
- 13.1.3 All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance stated in the Contract Data, if any.

13.2 Liability of the Employer

The Employer shall be liable to the Service provider arising out of or in connection with the Contract if a breach of an obligation of his in terms of the Contract is established. The Service provider shall have no separate delictual right of action against the Employer.

13.3 Compensation

If it is established that either Party is liable to the other, compensation shall be payable only on the following terms:

- (a) Compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of the breach.
- (b) In any event, the amount of compensation will be limited to the amount specified in Clause 13.5.

13.4 Duration of Liability

Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within the period stated in the Contract Data or, where no such period is stated, within a period of three years from the date of termination or completion of the Contract.

13.5 Limit of Compensation

- 13.5.1 Unless otherwise indicated in the Contract Data, the maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to:
- a) the sum insured in terms of 5.4 in respect of insurable events; and
 - b) the sum stated in the Contract Data or, where no such amount is stated, to an amount equal to twice the amount of fees payable to the Service provider under the Contract, excluding reimbursement and expenses for items other than salaries of Personnel, in respect of non-insurable events.
- 13.5.2 Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.
- 13.5.3 If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.

13.6 Indemnity by the Employer

Unless otherwise indicated in the Contract Data, the Employer shall indemnify the Service provider against all claims by third parties which arise out of or in connection with the performance of the Services save to the extent that such claims do not in the aggregate exceed the limit of compensation in Clause 13.5, if applicable, or are covered by the insurances arranged under the terms of Clause 5.4.

13.7 Exceptions

13.7.1 Clauses 13.5 and 13.6 shall not apply to claims arising from deliberate misconduct.

13.7.2 The Service provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by:

- a) the Employer omitting to act on any recommendation, or overriding any act, decision or recommendation, of the Service provider, or requiring the Service provider to implement a decision or recommendation with which the Service provider disagrees or on which he expresses a serious reservation; or
- b) the improper execution of the Service provider's instructions by agents, employees or independent contractors of the Employer.

14. REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER

The Employer shall remunerate and reimburse the Service provider for the performance of the Services as set out in the Pricing Data. If not otherwise stated in the Pricing Data, the following shall apply:

14.1 The Service Provider shall be entitled to render interim monthly accounts for fees and reimbursements throughout the duration of the Contract. Interim amounts of fees due shall be based on progress.

14.2 If the Employer is satisfied that the invoice complies with the above provision, the Employer shall submit the invoice to the Client³ for consideration and approval. If the Client approves the invoice, the Client shall make payment to the Employer. The Employer shall make payment of the invoice to the Service provider within 30 days of receiving payment from the Client. PSP to note that Notwithstanding, any provision in this Contract or at law, the Employer shall not be liable to or make payment to the Service provider until the Employer receives payment from the Client. The Employer shall not be liable for any costs and/or losses incurred, including interest, by the Service provider due to non-payment or delayed payment by the Client.

14.3 If any item or part of an item in an invoice submitted by the Service provider is disputed by the Employer, the latter shall, before the due date of payment, give notice thereof with reasons to the Service provider, but shall not delay payment of the balance of the invoice. Clause 14.2 shall apply to disputed amounts which are finally determined to be payable to the Service provider.

14.4 In respect of Services charged for on a time-basis and all other reimbursable expenses the Service provider shall maintain records in support of such charges and expenses for a period of twenty four months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.

15 AMOUNTS DUE TO THE EMPLOYER

Amounts due to the Employer shall be paid by the Service provider within thirty (30) Days of receipt by him of the relevant invoices. If the Employer does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service provider, at the rate stated in the Contract Data, calculated from the due date for payment.

³ To be defined as the Limpopo Department of Education

CONTRACT DATA

The Conditions of Contract are the *Standard Professional Services Contract (July 2009)* published by the Construction Industry Development Board.

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

PART 1	DATA PROVIDED BY THE EMPLOYER
3.4 and 4.3.2	<p>The sponsor/client is the Limpopo Department of Education (LDOE) and the employer according to the contract is The Mvula Trust. The work is to be done for the LDOE as client and as funder and that the LDOE will have the right to directly intervene if the service provider is in default. In the event of such an intervention, the LDOE shall assume full accountability and responsibility and will indemnify the IA for any litigation that might arise as a consequence of such intervention.</p> <p>The contracts allow for the assignment of the remaining contractual liabilities of the TENDER to the LDOE to be implemented by such custodian department.</p> <p>The authorized and designated representative of the Employer is:</p> <p>Name:</p> <p>Position:.....</p>
1	For the provision of Professional Services for normal services for planning, design, monitoring of construction and closing out of projects. The project construction scope consist of the construction of water, sanitation and fencing combined infrastructure at schools in the Limpopo
1	The Estimated period of performance is fifteen (15) to eighteen (18) months commencing from the start date until the completion of all deliverables in accordance with the scope of the services and completion of works by the contractor.
1	The Start Date is upon acceptance of the appointment letter.
2.4	All monetary amounts to include 15% Value Added Tax (VAT)
3.4.1	Communications by e-mail / facsimile is permitted.
3.5	The location for the performance of the Projects is in the Capricorn District Municipality in the Limpopo Province.
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..9.3	The time-based fees (hourly-rates) used to determine changes to the Contract Price are as stated in the pricing data.

3.12	<p>PENALTY</p> <p>3.12.1</p> <p>A penalty amount as indicated below per day will be applicable for the relevant default to a maximum of 15% of contract amount, after which the contract may be terminated. The following penalties will be applied</p> <ol style="list-style-type: none"> 1. Late submission of Contractor Payment Certificates by 25th of every month with EPWP information and other information that will be stipulated by Client. R1000 per day from date of default 2. Late submission of Progress Report by 25th of every month including weekly. R500 per day will apply from date of default. 3. Late submission of any other contract information or documents within 5 working days upon request by Client. A R1000 per day from date of default 4. Late issue of construction documentation to the contractor within 5 working days upon request. A R1000 per day from date of default 5. Final Account not being submitted within time period as stipulated by JBCC contract. R2000.00 per day from date of default 6. Close-out Report not being submitted after one month of submitting Final Account. R2000.00 per day from date of default 7. Variation Order not submitted for approval prior implementation of works on site. R2000.00 per day from date of default 8. Late or non-submission of OHS audit report by 25th of every month. R1500 per day from date of default 9. Principal Agent being absent in Site Progress Meeting for two consecutive meetings. R750.00 per missed meeting 10. Engineer being absent in Technical Meeting for two consecutive meetings. R750.00 per missed meeting 11. Principal Agent being absent in Monthly Progress meetings for two consecutive meetings. R1000.00 Per missed meeting
3.15.	<p>PROGRAMME</p> <p>3.15.1 The Service provider shall, within seven days of appointment and whenever a programme is amended or revised, submit for The Mvula Trust's approval a programme for the performance of the Services which shall, inter alia, include:</p> <ol style="list-style-type: none"> a) the order and timing of operations by the Service provider and any actions, access to people, places and things and work required of The Mvula Trust and Others; b) the dates by which the Service provider plans to complete work needed to allow the Employer and Others to undertake work required of them; c) provisions for float; d) the planned completion of the Services or part thereof in relation to a Period of Performance; e) other information as required in terms of the Scope of Work or Contract Data; and f) Project execution plan (PEP).
3.15.2	The Service provider shall perform the project as set out in the Terms of Reference (TOR), Project Execution Plan (PEP) and program as agreed between the Parties.
3.15.4	The Service provider shall provide a programme in Micro Soft Projects (MSP) and Bills of Quantities in WinQS version. Drawings must be in the software that TMT needs them in and is familiar with using.
4.2	The Employer shall ensure that its decisions are given timeously to ensure that the Service provider is not delayed in issuing instructions to the Contractor.
4.3.3	If the Service provider requires access to Site, the Service provider shall inform the Employer timeously. If the Service provider becomes aware of the Contractors access requirements, the Service provider shall communicate these immediately to the Employer for a decision in terms of clause 4.2 of the Contract.
4.4	The Service provider shall ensure that it co-operates with Others, where necessary.

5.4.1	<p>The Service provider is required to provide Professional Indemnity (PI) Cover as set out in the Professional Indemnity Schedule.</p> <p>The Service provider is required to provide the following: Insurance against all risk insurance</p> <p>PI Cover is: Maximum of 2 x the Professional Fee, excluding disbursements and VAT</p>
5.4.2	<p>The Service provider is to ensure the updated cover is submitted annually to the Client on each anniversary of the policy</p>
5.5	<p>The Service provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> a) Major scope changes, b) cancellation of contracts, c) notices in relation to and approving of extension of time claims, and d) Communicating with any third party about specific details of the project unless of a technical nature in which case the authorized and designated representative of the service provider shall inform the authorized and designated representative of the Employer in writing of any discussions and technical decisions taken.
5.8	<p>COMMUNICATION</p> <p>The service provider shall not commit the Employer to any obligation without the written approval of the Employer. To prevent unnecessary risk, the service provider shall co-ordinate all communication with third parties via the designed representative of the Employer.</p>
5.	<p>SERVICE PROVIDER'S OBLIGATIONS</p>
5.9	<p>The Service provider shall:</p>
5.9.1	<p>Be responsible for the management of the contract in the carrying out of their obligations on the project;</p>
5.9.2	<p>Be responsible for the co-ordination of main service provider and Others⁴;</p>
5.9.3	<p>Ensure that the contractors comply with experience personnel as provided in his TENDER documents;</p>
5.9.5	<p>Provide the contractor with adequate correct designs for the works</p>
5.9.6	<p>Ensure that the contractor uses the correct design when carrying out the works including an updated drawing register should be available;</p>
5.9.7	<p>Provide the contractor with updated designs from time to time;</p>
5.9.8	<p>Timeously exercise the powers delegated under the contract where it appears that the contractors will not meet the completion targets such as the completion date of the project, including any sectional completion dates of the project; and</p>
5.9.9	<p>Issue the Close-Out report and Final Account to be approved by the Client.</p>
5.10	<p>SITE VISITS</p>
5.10.1	<p>The Service provider shall visit the Site as stated in the TENDER and based on the pace of the works to meet scheduled practical, works and final completion dates. Disbursements claims will be as per DPW rates based on actual travelling undertaken. To minimize the cost of the project and effective management of resources, the PSP must take into account the geographical location of the projects and undertake round trips as much as feasibly possible. (Also refer to Pricing Instruction C2.1.5)</p>
5.10.2	<p>The Employer may instruct the Service provider to visit the site. The Employer shall be liable for payment of the costs directly and reasonably incurred by the Service Province when instructed to carry out a Site visit only by written instruction by the employer shall such costs be reimbursed to the service provider.</p>

⁴ Define "Others" as any contractors appointed to carry out work on the project, including the Service provider's personnel and any other consultants that may be appointed by the Service provider for the project.

5.10.3	If the Service provider attends to a visit, excluding the instances above, the Service provider shall be liable for any costs incurred from the Site visit. Unless the Employer reasonably believes that such costs were necessarily and/or reasonable incurred by the Service provider
5.11	PROMPT RESPONSE TO INFORMATION REQUESTS OR CORRECTIONS
5.11.1	The Service provider shall:
5.11.1.1	comply with all reasonable requests by the Employer, for the information and/or documentation; and
5.11.1.2	comply with all reasonable request by the Employer for the Service provider to correct any information and/or documentation provided by the Service provider to the Employer.
5.11.2	If the Employer is not satisfied with the sufficiency and/or accuracy of the information and/or documentation provided by the Service provider, the Employer shall provide the Service provider with reasons for rejecting the information and/or documentation. The Service provider shall provide further and/or accurate information and/or documentation which may be requested by the Employer, within 7 days of being notified of the Employer's rejection of the information and/or documentation.
5.11.3	In deciding whether the information and/or documentation is sufficient and/or accurate, the Employer shall exercise its discretion reasonably.
5.11.4	If, after the second request for information and/or documentation by the Employer, the information and/or documentation remains insufficient and/or inaccurate, the Service provider shall be liable for all costs reasonably incurred by the Employer in producing sufficient and/or accurate information and/ or documentation.
7.2	The Service provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule
8.1	The Service provider shall commence with the service on date of the letter of appointment irrespective of the date of signing this document.
8.2.1	The Contract is concluded when close out including As-Built Drawings and financials reports are approved by the Department and Limpopo Department of Education (LDOE)
8.4	TERMINATION
8.4.1(c)	The Employer may terminate the Contract if the Service provider does not remedy a failure in the performance of his obligations under the Contract within seven (7) day after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing
8.4.2	The Employer shall give the Service provider not less that fourteen (14) days written notice of any termination made in terms of 8.4.1 (a) or (b)
8.4.3(c)	The period of suspension under clause 8.5 is not to exceed 2 months.
8.5.3	The Service provider accepts that the Services may be suspended by the Employer upon written notice from the Client. Thereafter the provisions of this contract shall apply.

8.7	CLOSE OUT REPORT AND FINAL ACCOUNT
8.7.1	The Service provider shall notify the Employer of the intended Final Completion Date 30 days before such date ⁵ .
8.7.2	The Service provider shall issue a draft Close-Out Report and Final Account 7 days after issuing the Notice of Completion to the Employer (as per JBCC contract clause).
8.7.3	The Employer shall consider and approve the Close-Out Report and Final Account. If the Employer is not satisfied with the Close-Out Report and/or Final Account, the Employer shall notify the Service provider of the reasons why the Close-out Report and/or Final Account is not acceptable. The Employer's approval of the Close-Out Report and/or Final Account shall be subject to the Client's approval.
8.7.4	The Service provider shall within 10 days of receiving the reasons from the Employer provide the Employer with a revised Close-Out Report and/or Final Account.
8.7.5	The Employer shall withhold payment of the retention money pending approval of the Close-Out Report and/or Final Account. The percentage of retention to be withheld will be in accordance with this Contract.
9.1	Copyright of documents prepared for the Project shall vest with the Service provider until paid in full by the Employer.
12.1.2	The dispute shall be referred to Arbitration as per clause 12.4
12.2	Not applicable to the Contract.
12.3	Not applicable to the Contract.
13.1.3	All persons within a joint venture or consortium shall carry a minimum professional indemnity insurance of maximum value of the 2 x fee applicable for the respective project, excluding disbursements and VAT. The Service provider must further ensure the policy is in updated annually and copies supplied to the Client.
13.4	The Service provider will arrange and maintain professional indemnity insurance cover in respect of the service provided under this agreement for the duration of the liability period in terms of this clause. The Service provider is to provide the Client with updated schedule within fourteen (14) days after the anniversary of the policy date applicable.
13.5.1	The Service provider is only entitled to the payment of fees for professional services and costs for extension of time.
13.6	The provisions of 13.6 do not apply to the Contract.
13.7	The provisions of 13.7 do not apply to the Contract.
14.1	The amount fees shall be remunerated as detailed in the deliverable milestone schedule under Table 14.1 (Project Milestone) below.
14.5	REMUNERATION AND REIMBURSEMENTS OF SERVICE PROVIDER
14.5.1	<p>The Service provider shall issue monthly invoices to the Employer for services rendered by the Service provider in the relevant month. The invoice shall include:</p> <ul style="list-style-type: none"> • An amount which the Service provider believes it is entitled to base on work completed and services rendered as at the time of invoicing; • A statement of the services rendered by the Service provider in the relevant month;

⁵ Define Notice of Completion

	<ul style="list-style-type: none"> • Applicable deliverable as per C2.3 Activity Schedule • Monthly progress report by Principal Agent • Health and Safety Audit Report by OHS Agent • Any other documents which the Employer deems reasonably necessary. <p>If the above reports are not attached the invoices will be returned to service provider</p>
14.6	If the Employer (The Mvula Trust) is satisfied that the invoice complies with the above provision, the Employer shall submit the invoice to the Client (The Limpopo Department of Education) ⁶ for consideration and approval. If the Client approves the invoice, the Client shall make payment to the Employer. The Employer shall make payment of the invoice to the Service provider within 30 days of receiving payment from the Client.
14.7	If the Client disputes the invoice, the Employer shall communicate the reasons for rejecting the invoice to the Service provider as soon as possible. The Service provider shall ensure that it complies with all reasonable requests of the Employer and Client regarding the contents of the invoice. Thereafter the Employer will re-submit the invoice and additional documents where necessary to the Client for processing and approval. No payment shall be made until the invoice is approved by the Client.
14.8	Notwithstanding, any provision in this Contract or at law, the Employer shall not be liable to or make payment to the Service provider until the Employer receives payment from the Client. The Employer shall not be liable for any costs and/or losses incurred, including interest, by the Service provider due to non-payment or delayed payment by the Client.
14.9	The Employer shall use reasonable endeavours to ensure that the Client makes payment as soon as possible upon the submission of the invoice
15.	<p>To be deleted and replaced with:</p> <p>The Employer shall be entitled to set-off all amounts due to the Employer from the Service provider against all amounts due to the Service provider</p>

⁶ To be defined as the Limpopo Department of Education

C1.2 CONTRACT DATA (Continued)

Part 2: Data provided by the Professional Service provider

Clause	Data
1	<p>The Service provider is</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Telephone:</p> <p>Fax simile:</p> <p>E-mail:</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>.....</p> <p>.....</p> <p>Telephone:</p> <p>Fax simile:</p> <p>Address</p> <p>.....</p> <p>.....</p>

C2.1 Pricing Instructions

C2.1 Pricing Instructions

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

C2.1.2 Professional fees for the Professional Services Team will be paid on a value basis.

The words “value based” and “percentage based” used in connection with fee types in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.

C2.1.3 Service provider are to tender a percentage amount that will be converted to offer amount of the construction estimation.

C2.1.4 Fees payable will be capped as percentage of estimates of construction works as indicated in the pricing schedule. and will be only adjusted downwards should the actual construction cost be less than the estimated construction cost. Upward adjustment will only be due to:

- Any amount provided for in the contracts for the performance of work or services that are unforeseen and cannot be specified at the time the contract was concluded;
- Provision for price adjustment for inflation; or
- Other provisions of a budgetary nature.

The Employer reserves the right to reduce or increase the scope of works according to the budget or verification of actual work on site after assessments, or to terminate this contract, without payment of any penalty in this regard

C2.1.5 Reimbursable rates for typing, printing and duplicating work and forwarding charges will according to DPW rates and will be paid in full.

Disbursements in respect of all travelling and related expenses including all travelling costs, time charges and subsistence allowances related thereto **will be paid** according to DPW rates. **(Base Town is Polokwane).**

C2.1.5.1 Typing and duplicating

If the Service provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the “Rates for Reimbursable Expenses” set out by DPW

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

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

C2.1.5.2 Drawing duplication

- (a) For drawing duplication the standard rate as set out in Table 2 in the “Rates for Reimbursable Expenses” may be claimed **or** may be claimed according to the provisions as in (b) or (c) below.
- (b) If the Service provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three Tenders of local firms doing drawing duplication in his locality. Such Tenders must accompany his account.
- (c) If the Service provider does not undertake his own drawing duplication, he shall be paid the lowest of three Tenders of local firms doing plan printing in his locality. Such Tenders must accompany his account.
- (d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available Tender(s) must then accompany the account.

C2.1.5.3 Forwarding charges

- (a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service provider.
- (b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc, is deemed to be included in the value based fees and time based fees paid.

C2.1.5.4 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer’s opinion related to a Service provider’s mal performance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 3000 cubic centimetres, prescribed from time to time and as set out in Table 3 in the “Rates for Reimbursable Expenses”.

C2.1.5.5 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 2600 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the project manager.

C2.1.5.6 Accommodation

Accommodation should be limited to the equivalent of a three-star hotel and no alcoholic beverages or entertainment costs may be claimed for.

C2.1.6 All fee accounts must be accompanied by an updated original written certification by the Principal Agent, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.

C2.1.7 All fee accounts need to be signed by Principal Agent of the Service provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

C2.1.8 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.

C2.1.9 Payments to the Service provider will be made electronically according to the banking details furnished by the Service provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of clause 14.3 of the General Conditions of Contract.

C2.1.10 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the TMT project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with clause 14.3 of the Conditions of Contract.

C2.1.11 Interim payments to the Service provider

For the purposes of ascertaining the interim payments due, the **cost of the works**, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the applicable portion of the net amount of the accepted TENDER, or
- if no TENDER is accepted, the net amount of the applicable portion of the lowest suitable TENDER, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- if the contract is awarded by negotiation the negotiated price, or
- if no TENDER are invited or if no suitable TENDER are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the Engineers or Quantity Surveyors estimate.

C2.1.12 Fees for documentation for work covered by a provisional sum

Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn up by the service provider in respect of each section of such work.

C2.1.13 Construction monitoring

The construction monitoring requirements are as specified below.

Level four (4), part time monitoring

- Depending on project demands and progress, the PSP staff or part-time construction monitoring staff shall regularly visit the site to monitor progress at the frequency of one visit a week equivalent to 4 visits a month.
- The frequency and duration of site visits must first be agreed in writing between TMT and the PSP prior to commencement of the project monitoring services.
- Regular review of material samples and work procedures during construction monitoring visits to ensure conformity to contract documentation.
- Provide design/ technical clarifications where required,
- Review regular samples of important completed work prior to covering up, or on completion, as appropriate, and
- Where the PSP is the sole professional service provider or principal agent, carry out such administration of the project as is necessary on behalf of TMT.

Travelling Costs

- Time spent on travelling as well as any other associated travel expenses, except for the subsistence allowance (incidental costs such as meals and drinks, which will not be paid by TMT), shall be remunerated under disbursements.
- The PSP must submit proof of travel expenses incurred to enable TMT to compensate accordingly.
- **The 100km of travelling will not be claimable.**
- **The travelling will be calculated from the base town of Polokwane.**
- **All disbursements will be claimed in relation to Department of Public Works rates and taxes.**
- The PSP is expected to submit a work plan arrangement and travelling plan to various sites per cluster for contract administration and monitoring.
- If more than one PSP staff are travelling for site monitoring, the staff is expected to share one vehicle. TMT will only pay for one vehicle for sites visits.

C2.1.14 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

No separate payment shall be made for the service and the cost of providing this service shall be deemed to be included in the value-based fee TENDER for normal services.

C2.1.15 Quality Assurance System

No separate payment shall be made for the implementation of a quality management system. The cost of providing this service shall be deemed to be included in the value-based fee TENDER for normal services.

C2.1.16 Principal Agent of the Client

The cost of providing this service shall be deemed to be included in the fee proposal.

C2.1.16 Electrical Engineering Services

The cost of providing this service shall be deemed to be included in the fee proposal.

C2.1.17 Other unspecified services

The Employer may order duties that fall outside the scope of the project as TENDER. Such additional duties may involve, but not limited to:

- Additional design requirements
- Evaluation of alternative TENDER
- Additional investigations during the Defects and Liability Period
- Diverse other services

Any such additional services that may be required will be remunerated on a Time Basis. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.

C2.1.18 Set off

The Employer reserves the right to set off against any amount payable to the Service provider, any sum which is owing by the Service provider to the Employer in respect of this or any other project.

C2.2 Activity Schedule

C2.2.1 Activities

C2.2.1.1 The services as defined in the C3 Scope of Services are required. The activity schedule below lists Scope of Professional Services Team and further defined in C3 Scope of Services, as well as additional services as defined in C3 Scope of Services, of this document.

C2.2.1.2 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages. The TENDER must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services.

C2.3 Activity Schedule Payment Arrangements

Over the project life cycle, the Professional Services Fees (with the exception of the Fees & Specialist Services (Other Recoverable expenses), which are to be paid upon the completion of the respective services and acceptance of the deliverables thereof by The Mvula Trust are to be proportioned according to the following percentages outlined in the table below. (Fees claimable exclude contingencies and stage 5 to be pro-rated based on construction progress)

Stage	Stage of Professional Services Rendered	Responsibility of PSP per stages	Percentage of total multi-disciplinary Professional Fees Payable
1	Stage 1- Inception The scope entails: <ul style="list-style-type: none"> Conducting Physical Condition Assessment and produce Scoping Report(s). This percentage is claimable once Scoping Report(s) have been approved by Client.	PSP	5%
2	Stage 2- Concept and viability The scope entails: <ul style="list-style-type: none"> Developing Site development plans (SDP's), Preliminary designs Report and Estimates. This percentage is claimable once SDP, Design Reports and Estimates are approved by Client.	PSP	10%
3	Stage 3- Design Development The scope entails: Develop and Provide Detail Design and detail BOQ. Standard designs prototypes will be provided by TMT for modification to suite site needs – PSP to undertake the following activities: <ol style="list-style-type: none"> Site specific detailed designs e.g. external works and any design work as required on site. Design report and construction drawings to be produced as deliverables Compile site specific BOQs and provide cost estimates and any other relevant documents for this stage to be produced as deliverables. This percentage is claimable once Detailed design, Bills of Quantities, and full construction drawings have been approved by Client.	PSP	25%
4	Stage 4 - Documentation and Procurement The scope entails: <ul style="list-style-type: none"> Tender documentation, Tender Advertisement Process, Evaluation & Arithmetic checks, Recommendation and Awards. This percentage is claimable once Tender Document(s) have been approved by Client.	PSP & TMT	5%
5	Stage 5 - Contract Administration and Inspection The scope entails: <ul style="list-style-type: none"> Compilation of contract documentation etc Approval of OHS files etc Site Handover 	PSP	5%
	<ul style="list-style-type: none"> Contract Administration and monitoring OHS compliance monitoring Construction of services up to Practical Completion & Works Completion NEIMS Assessments 		30%

6	Stage 6 - Close-Out The scope entails: <ul style="list-style-type: none"> Final Completion Hand-over, As-built drawings/Asset data, Final Accounts and Close-out. This percentage is claimable once Final Accounts and Close-out Report(s) have been approved by Client.	PSP	20%
	TOTAL		100%

C2.2.2 Activity Schedule for Value Based Fees

Service provider are to quote a single consortium percentage fee, the amount quoted herein will form basis of the contract.

It is expected that the consultant will take reasonable care in his pricing and would provide an as accurately as possible estimate for his price that will be used for management of his appointment. The estimated project cycle duration is expected to be up to 18 months from Stage 1 up to Stage 6.

PRICE SCHEDULE A			
Offered Fees Proposal for Cluster 5A			
Estimated / Indicative Construction Value (R 5 481 472,70) Excl. Vat			
No.	Description	Project fee %	Amount (R) (Excl. Vat)
A	Professional Services (Fees % x Estimated Construction Value) Stage 1 to Stage 6 (PSP to indicate % for each discipline as part of project fee split. The fee % split must add up to 100%) <i>NB: refer to Estimated Scope of Work for guidance on fee percentage to offer)</i>		R.....
	Key Personnel	Fee Split (%)	
A1	Principal Agent and Project Engineer		
A2	Project Quantity Surveyor		
A3	OHS Agent		
A4	Architect		
A5	Electrician		
A6	Project Administrator		
		100%	
		Subtotal	
B	Disbursements/Recoverable expenses		
B1	Recoverable Expenses (Typing and Printing) @ R 50 000.00 per school x No. of schools in the cluster (No of schools = 1)	1	R 50 000.00
B2	Recoverable Travelling Disbursements @ R 110 000.00 per school to be claimed according to DPW rates from base town (Polokwane). Minimum of x 4 visit per school per month	1	R 110 000.00
B3	Provisional sum for additional Services of managing Specialists by the Principal Agent (Land Surveying, Geotechnical Investigations and Hydrogeological Investigations and for other works as may be ordered by the Employer).	Sum	R 100 000.00
	Subtotal		R260 000.00
	Total Offer (Excl Vat)		
	Vat @ 15%		
	TOTAL OFFER (TO BE CARRIED FORWARD TO FORM OF OFFER) (INCL. VAT)		
	TIME BASED FEES		
C	KEY STAFF	HOURLY RATE FIXED (Rate Only) (Rate must be VAT Inclusive)	
C1	Principal Agent (Project Engineer)	R	
C2	Project Architect	R	
C3	Project Quantity Surveyor	R	
C4	OHS Agent	R	
C5	Electrician	R	

NOTE: PRELIMINARY SCOPE OF WORKS FOR THE PROJECTS

SCOPE OF WORK						
DEMOLISH PIT TOILETS	RENOVATIONS TOILETS	NEW TOILETS	NEW GRADE R	RENOVATE BOREHOLE	NEW BOREHOLE	EXTER. WORKS
0 Seats	20 Seats ENVIROLOO	5 Seats 1 Paraplegic 2 Urinals (Waterborne) • SM2 + 2UR Waterborne + • SFD3 waterborne	0 Seats 0 Urinals (Enviroloo and/or Waterborne)	Yes (1)	No	<ul style="list-style-type: none"> • 1.5m wide walkway, • New septic tank and French drain • Fencing around water tanks • New 2x 10kl water tank + steel structure • Steel palisade fence • 3 x drinking water fountains. • Water reticulation

Note:

- All toilet buildings to be built using face brick pointed on both sides.

NOTE:

1. Total Financial Offer for Value Based Fees **must be carried over to C1.1 Form of Offer and Acceptance**. Failure to carry this over to the Form of Offer and Acceptance **shall render the TENDER non-responsive**.
2. While the appointment will be based on the fees calculated against the estimated costs of construction for each cluster, the actual remuneration will be based on the fee percentage offer calculated against the actual cost of construction. The Employer reserves the right to reduce or increase the scope of works according to the budget or verification of actual work on site after assessments, or to terminate this contract, without payment of any penalty in this regard.
3. The payment of the fees shall be apportioned according to percentages shown on the table under C2.3 applicable to each stage.
4. In terms of time spent on travelling, as well as any other travel related expenses (such as travelling costs) these will be remunerated under disbursements with proof of expenses to be submitted to the employer. The first hour of travelling will not be claimable and travelling will be calculated from the base town indicated by the service provider and as approved by TMT.
5. It is expected that the consultant will take reasonable care in his pricing and would provide as accurately as possible an estimate for his price that will be used for management of his appointment. The estimated project duration is expected to be up to 18 months.
6. TMT will reimburse the Service provider for expenses and disbursements incurred subject to the submission of satisfactory proof that such expenses and disbursements have been incurred and subject to it being within the approved budget. All disbursements not specified in the TENDER documentation must be pre-approved by the TMT.
7. In order to minimise the cost of the project and effective management of resources, the Service provider must take into account the geographical location of the schools and utilise the TMT office in the LIMPOPO and staff resources accordingly. The consultant is expected to submit his work plan arrangement and travelling plan to various sites per cluster for contract administration and monitoring

Scope of Work

Construction Scope of Work

The following is an indicative detail of what the scope of work for construction may entail:

Water Scope

- Electrical connection to existing electric source at the school and installation of electrical pumps for pumping head of between 20 to 50 m and rising main from 50m to 200 m radius with associated works.
- Installation of Elevated tanks (4,5 m)
- Collection of Rain water to harvesting tanks with stands and reticulation to standpipes
- Construction of concrete v-drains
- Fencing around elevated tanks
- Water reticulation from existing municipal water reticulation networks and/or boreholes
- Water treatment system to be provided where necessary.

Sanitation Scope

- Construction of new VIP ablution blocks in accordance with LDOE norms and standards
- Construction of new waterborne ablution blocks in accordance with LDOE norms and standards
- Demolition of Inappropriate structure
- Construction of Walkways
- Refurbishment of existing ablution blocks

Fencing Scope

- Provision of Steel Perimeter Palisade Fence at 1.8m high above natural ground level

Scope of Service for PSP

The services to be provided by the Service provider will be as per respective **Professional Council Guideline** but not limited to the following services:

<ul style="list-style-type: none"> • Undertaking site reconnaissance and preparing reports. • Preparing site development plans and survey reports for approval. • Developing site specific drawings, BOQ and designs. • Managing the implementation of allocated projects. • Managing activities of contractors. • Supervision and monitoring of contractors. • Preparation of technical and financial reports. • Updating of EFMS, NEIMS and IRM (training to be arranged by the employer) 	<ul style="list-style-type: none"> • Monitoring and reporting project progress. • Monitoring all quality aspects during the construction phase. • Approving and signing off specific quality control checks. • Issuing practical and final completion certificates. • Preparing and submitting payment certificates for approval by the PIA. • Certification of work and invoices and. • Monitoring and reporting on compliance with OHS Act and other relevant legislation and policies.
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C3.2.1 Extent of the Scope of Service

C3.2.1.1 Principal Agent Services

The scope of services in broad terms is defined as follows:

- Issuing of written instructions to the contractor on behalf of the client to execute variations, scope changes, design changes and additional works
- Receiving of instructions from The Mvula Trust's project manager and distributing to the relevant parties
- Co-ordinating of professional team
- Compiling and updating the planning programme
- Co-ordinating and arranging site meetings and inspections
- Liaising with client department only if specifically, so instructed
- Close liaising and co-operating with the departmental project manager
- Compiling and furnishing of monthly project reports
- Receiving notices according to the building contract
- Issuing of monthly interim payment certificates, final payment certificates for practical and final completion
- Adjudication of and making recommendations in respect of the extension of the building contract period and periods where penalties are applicable
- Ensuring that all final accounts will be corrected and handed in on time
- Administrating of and supervising the building contract in accordance with the requirements
- Reviewing, approving and monitoring the preparation of the construction programme by the contractor
- Regularly monitoring performance of the contractor against the construction programme
- Receiving, reviewing and adjudicating any contractual claims and adjudicating entitlements
- Arranging site handover to the contractor per school
- Agreeing and monitoring issue and distribution of construction documentation
- Conducting and recording regular site meetings per school
- Receiving, co-ordinating and monitoring approval of all contract documentation provided by the contractor(s) Agreeing quality assurance procedures and monitoring implementation.
- Liaise and co-ordinate work with the Engineer, QS and OHS consultant/Agent
- Establishing procedures for monitoring scope and cost variations
- Monitoring, reviewing, approving and issuing payment certificates

- Preparing and submitting progress reports
- Signing off final account(s) per school
- Co-ordinating, monitoring and issuing practical completion lists and the certificate of practical completion.
- Facilitating and expediting receipt of occupation certificates and for which the following deliverables are applicable:
 - Signed contracts
 - Approved contractual construction programme
 - Construction documentation
 - Certificate(s) of practical completion per school
- Review Contractor Contractual Submissions
- Prepare contractual documentation and establishing the construction documentation issue process (including drawings, project specifications, quality control and testing schedule, Site Specific OHS specification and Technical Specifications, Signing of contract documents and collection of insurances from contractors).
- Attend monthly progress reporting (RPM's) and Monthly Progress reports per school
 - Capture and upload project data on EFMS per school reporting Tool. Key requirement for invoicing and payment of invoices.
- Co-ordinating and monitoring rectification of defects
- Managing procurement of operations and maintenance manuals, guarantees and warranties
- Managing preparation of as-built drawings and documentation
- Managing procurement of outstanding statutory certificates
- Monitoring, reviewing, approving and issuing payment certificates
- Issuing completion certificates
- Undertake Neims Assessments and upload on EFMS System
- Co-ordinating and monitoring rectification of defects
- Prepare and present monthly progress meeting to the Mvula Trust Management
- Adjudicate and resolve financial claims by the contractor(s)
- Managing agreement of final account(s)
- Preparing and presenting the project close-out report and for which the following deliverables are applicable:
 - Completion certificates
 - Record of meetings
 - Project close-out report
 - Managing agreement of final account(s)
- Review working drawings for compliance with the approved budget of construction cost
- Prepare documentation for both principal and subcontract procurement
- Assist with financial evaluation of tenders

- Assist with the preparation of contract documentation for signature
- Budget of construction cost
- Priced contract documentation
- other duties not listed above but which could reasonably be expected of a principal agent for similar projects

C3.2.1.2 Professional Quantity Surveyor Services

The broad terms is defined as follows:

- Compile Prototype Bill of Quantities of new ablution facilities
- Compile Refurbishment Bill of Quantities of existing ablution blocks
- Confirm and realign scope of in liaison with TMT
- Balancing of Contractor rates and Issue final Bill of Quantities for signing by Contractor and TMT
- Prepare valuations for payment certificates to be issued by the principal agent in line with measured work on site.
- Liaise and co-ordinate work with the Principal Agent/Engineer and OHS consultant/Agent
- Establishing procedures for monitoring scope and cost variations
- Attend project initiation meetings, regular site, technical and progress meetings
- Receive relevant data and cost estimates from the other consultants
- Prepare detailed estimates of construction cost
- Prepare schedules of predicted cash flow
- Prepare pro-active estimates for proposed variations for client decision-making and prepare Variation Orders
- Assist in the resolution of contractual claims by the contractor(s) and
- Prepare final account(s) for the works on a progressive basis
- Schedule(s) of predicted cash flow
- Progressive and draft final account(s)
- Conclude final account(s)
- other duties not listed above but which could reasonably be expected of a Quantity Surveyor for similar projects

C3.2.1.3 Professional Civil and Structural Engineering Services

The professional engineer is required to provide advice, design services, design review and construction monitoring related to elements designed and detailed by others and modify where applicable.

The scope of works includes the following:

- Compile Assessment report and scope verification with the Principal Agent and Architects
- Sanitation Projects - structural design prototype drawings
- Issue construction drawings, certify and sign off the inspection, and/or completion for all structural elements of the building including reinforced concrete work, load bearing brickwork, brickwork and non-water-borne sanitary disposal or drainage systems.
- Ensure the works are constructed according to the drawings and specification.
- Water Projects – review design civil works design complete rain water harvesting systems with collections tanks design of pump sets and rising mains to points to elevated tanks and reticulation within the schools to tap stands. Including small water treatment system
- Supervise the installation of electrical pump sets for pumping head of between 20 to 50 m and rising main from 50m to 200 m radius with associated works. **Electrical engineering input, monitoring and approval of the works is required and to be priced for in the proposed fees.**
- Supervise the installation of Elevated tanks
- Rain water harvesting tanks with stands and reticulation to tap stands
- Supervise construction of concrete v-drains
- Supervise the installation of fencing around elevated tanks and wind turbines have been provided for in the scoping.
- Design connection to existing water reticulation from existing municipal water reticulation networks

The following duties are expected from the professional civil or/ and structural engineer

- Issue construction drawings, project specifications, quality control and testing schedule and Technical Specifications through the Principal Agent. Including reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Agreeing quality assurance procedures and monitoring implementation thereof.
- Attend regular site, technical and progress meetings.
- Review the Contractor's quality control programme and outputs of quality control plan and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Inspect the works for quality and conformity to contract documentation, as described in more detail in 3.3.2 of ECSA Guidelines for Level 2: periodic construction monitoring.
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals
- Concept design and Site Development Plan
- Preliminary design and working drawings.

- Cost estimates as required.
- Local and other authority submission drawings and reports.
- Assist with Tender evaluation report.
- Estimates for proposed variations.
- Contract instructions.
- All statutory certification and certificates of compliance as required by the Local and other Statutory Authorities
- Assist QS in Valuations for payment certificates
- As-built drawings and documentation
- Assist in the resolution of contractual claims by the contractor.
- Clarify details, discrepancies and descriptions during construction as required.
- Instruct witness and review all tests and mock ups carried out both on and off site.
- Update and issue drawings register.
- Issue construction instructions as and when required through the Principal Agent.
- Inspect the works and issue practical completion and defects lists.
- Works and final completion lists
- Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals.
- Compile construction completion report
- Assist with compilation of close-out report
- Operations and maintenance manuals, guarantees and warranties

Note: All deliverables will be required by the Client at no cost in their original soft copy version.

C3.2.1.4 Occupational Health and Safety Agent

The Occupational Health and Safety Agent must execute the duties of the client, as his appointed agent, as contemplated in the Construction Regulations 2014 and to the Occupational Health and Safety Act.

Scope of works

- Review and amend OHS Specification.
- Conduct Baseline Risk Assessment.
- Assess and approve the contractor(s) health and safety plan.
- Manage the OHS activities on the construction site in accordance with the OHS Act.
- Monitor the compilation of OHS file and verify the maintenance of same by contractor(s).
- Attend the site handover meeting.

- Attend regular site progress meetings.
- Conduct monthly compliance audits and submit reports to Principal Agent.
- Monthly monitor the implementation of the OHS plan(s) in accordance with the TMT OHS specification and recommend stop orders where necessary.
- Prepare monthly audit compliance report and brief the project management team and contractor(s) following monthly site audits.
- Facilitation and approval of consolidated close out file and compile an accompanying consolidated close out report.

C3.2.1.5 Electrician

The professional engineer is required to provide advice and monitoring on electrical aspects of the projects.

The scope of works includes the following:

- Compile specifications for borehole pump, electrical cabling and general electrical connections.
- Ensure compliance of electrical COC
- Monitor and approve electrical installations on site

C3.2.1.6 Architect

The Architect is required to prepare Site Development Plans using the topographical surveys provided by Land Surveyor.

The scope of works includes the following:

- Review of topographical surveys
- Site verification to ensure inclusion of site specific requirements
- Liaise with schools on proposed positions of new infrastructure for inputs on future developments
- Present draft Site Development Plans to the schools and facilitate signing by schools
- Monitor setting out on site to ensure that facilities are positioned as per approved SDPs
- Prepare As-Built drawings after all facilities are completed and approved/handed over.

Deliverables

- Attend site handover meeting
- Attendance of monthly progress meetings
- Conduct one compliance audit per month and submission of reports

- Compile an accompanying consolidated close out report.
- OHS specification and baseline risk assessment.

Additional Project Information

C3.3.1 Location of the Project

The projects are located in the Limpopo in various educational districts. Bidders are to note that the schools are located in rural areas.

C3.3.2 Information available from Employer

- LDOE Norms and Standards
- LDOE Water Tanks sizing guidelines
- Standardised Prototype drawings for water
- Sanitation Prototype Drawings

C3.3.3 Other Contracts on Site

None that TMT is aware of.

C3.3.4 Reporting Requirements and Approval Procedure

Reporting to the TMT and in accordance with the National Education Information Management System (NEIMS), the Education Facilities Management System (EFMS) and Expanded Public Works Programme (EPWP).

C3.3.5 Co-operation with other services providers

It will be required of the Service provider to co-operate with the LDOE- and/or other service providers employed by TMT.

C3.3.6 Other key role players

Department of Public Works, Limpopo Department of Education and LDOE-Districts will play a key role as the client representatives of the project and must be involved at critical stages of the project and will provide an inspectorate team to ensure the work is done according to the drawings and works specifications. It is required that the professional team co-operate with the departmental officials

Brief

C3.4.1 Target dates and times

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

The work of all Service providers will be co-ordinated by the principal agent. All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 3.15 of the Contract Data (and/or PEP according to the same clause, if applicable).

During the construction phase of the Project it will be expected of the principal agent to obtain a construction programme from the main contractor to continuously monitor his progress against that programme for compliance and to take whichever steps have been described in the relevant manual and the Working Guideline for Project Managers. This should be done in collaboration with the rest of the professional team, should the progress not be according to the said programme.

C3.4.2 Reporting requirements

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

C3.4.3 Local content

It is the policy of the Employer to give preference to materials and equipment of South African manufacture. The Service provider is to ensure that, wherever feasible, designs are based on locally manufactured equipment and materials which can meet requirements at competitive prices.

C3.4.4 Design innovation

Given the need for energy efficiency and environmental sustainability in the built environment, each member of the professional team, is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the Service towards “green” design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, *inter alia* but not limited to,

- (a) Sustainable development e.g. in building form, material choice, construction detailing and methods, recycling ability;
- (b) Energy efficiency e.g.
 - (i) passive design methods towards energy conservation and consumption: building orientation, exploitation of nature’s inherent energy sources);

- (ii) Energy efficient solutions and installations for lighting, ventilation, cooling, heating, etc.
(e.g. energy efficient light fittings);
- (iii) Alternative or renewable energy sources where practical/feasible/ economical;
- (iv) Water conservation/saving/re-use methods; and
- (v) environmental friendliness (e.g. respect for natural habitat, blending of building with site/
environment/surrounding fabric, positioning of buildings, consideration of neighbouring
sites' access to sun, wind, view, etc).

C3.4.5 Access to land/buildings/sites

Access to the land/buildings/sites shall be negotiated in consultation with the The Mvula Trust project manager.

C3.4.6 Software application for programming

The Service provider must avail himself of software to be used in the Project documentation for compatibility with other Service providers as well as the Employer. Specific requirements for compatibility are specified in the relevant manuals.

Note: Land Surveying, Geo-technical and Hydro-geological investigation requirements shall be issued to the successful bidder upon conclusion of the contract.

C4 Site Information – The School in the Limpopo Province.

Name of School	National Emis Number	Local Municipality	Education District	Circuit	GIS_Lat	GIS_Long	Type of Infrastructure
Mosepedi Secondary School	923260918	LEPELLE-NKUMPI	Capricorn South	Lebowakgomo	-24,191746	29,262430	Water, Sanitation and Fencing