

# **PROFESSIONAL SERVICES**

## **PROCUREMENT DOCUMENT: TEMPLATE**

### **DISCLAIMER**

Whilst every effort has been taken to ensure that the content of this template is as up to date as possible (as at the version release date), the author(s) accept no responsibility for the legislative compliance of any procurement document produced when using this template.

The final procurement document that is produced should be carefully checked to ensure compliance with Council Policy, Legislation, the Conditions of Tender, the Conditions of Contract, and the specific Contract Specifications.

### **INSTRUCTIONS**

**\*\*\*\* DO NOT USE A FILE THAT HAS BEEN USED ON ANOTHER CONTRACT \*\*\*\***

Parts of the template are deleted when compiling a document. A fresh template must be downloaded when compiling a new document.

Guidance on the use of this template is provided in the COMMENTS pane. Turn the comments OFF before final printing.

**BLACK** text: default text (can be edited / deleted if required)

**GREEN** text: optional text (select as is necessary)

**RED** text: needs to be carefully edited by the compiler

**BLUE** text: hyper-links

**PURPLE** text: data input controls

**Highlighted** text: pay careful attention

Data is entered semi-automatically into the document from the data tables.  
'Ctrl+A' then 'F9' OR 'Print Preview' is also used to insert/update data.

Users can 'jump' between relevant sections in the document using the hyper-links.

An editable (WORD), version of this document must be made available at the BSC meeting.

Data Item	Edit data within (grey) brackets (see 2) above
-----------	--

### **Contract Details**

Contract Number	1H-47616
Contract Title1	PROVISION OF A PROFESSIONAL TEAM TO OBTAIN TRANCHE 1 AND SPLUMA APPROVAL (INCLUDING ALL SPECIALIST STUDIES FOR WULA AND EIA) FOR THE CLIFFDALE INTEGRATED HUMAN SETTLEMENTS PROJECT: WARD 103
Date of Issue	February 2022

### **Unit & Department Details**

Unit Name	HUMAN SETTLEMENTS UNIT
Unit Head's Name	L.Pato
Unit Address	Human Settlements Unit, 221 Anton Lembede Street, Shell House, DURBAN, 4001
Department Name	HUMAN SETTLEMENTS AND INFRASTRUCTURE

### **Tender Details**

Employer (1.1.1.15)	Deputy Head:Human Settlements Unit
Collection Address	
Office Hours	
Tender Charge	R0
Agent's Name	Thobekile Dlamini
Agent's Tel	031 311 6484 (t)
Agent's Fax	031 505 4195 (f)
Agent's Email	<a href="mailto:Thobekile.Dlamini@durban.gov.za">Thobekile.Dlamini@durban.gov.za</a>
Site Inspection Type	
Site Inspection Place	
Site Inspection Date	
Site Inspection Time	
Tender Delivery Place	Municipal Building, 166 K.E. Masinga Road (formerly Old Fort Road) DURBAN
Tender Delivery Date	on or before Friday, 11 March 2022
Tender Delivery Time	at or before 11:00
Box	and placed in the tender box located in the ground floor foyer
Tender Opening	

### **Contract Data by the Employer**

The address for receipt of communications is:	Human Settlements Unit. P O Box 680 DURBAN 4000
---	--



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

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

## **HUMAN SETTLEMENTS UNIT**

### **HUMAN SETTLEMENTS AND INFRASTRUCTURE**

# **PROCUREMENT DOCUMENT**

# **PROFESSIONAL SERVICES**

**CONTRACT No: 1H-47616**

**TITLE:** PROVISION OF A PROFESSIONAL TEAM TO OBTAIN TRANCHE 1 AND SPLUMA APPROVAL (INCLUDING ALL SPECIALIST STUDIES FOR WULA AND EIA) FOR THE CLIFFDALE INTEGRATED HUMAN SETTLEMENTS PROJECT: WARD 103

Issued by: HUMAN SETTLEMENTS UNIT

Date of Issue: February 2022

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

NAME OF TENDERER : .....

## INDEX

<b><u>PART</u></b>			<b><u>PAGE</u></b>
<b><u>TENDER</u></b>			
<b>T1 TENDERING PROCEDURES</b>			
T1.1	Tender Notice and Invitation to Tender	(white)	<b>2</b>
T1.2	Tender Data	(pink)	<b>3</b>
T1.2.1	Standard Conditions Of Tender		
T1.2.2	Tender Data ( <i>applicable to this tender</i> )		
<b>T2 RETURNABLE SCHEDULES, FORMS AND CERTIFICATES</b>			
T2.1	List of Returnable Documents	(yellow)	<b>10</b>
T2.2	Returnable Schedules, Forms and Certificates	(yellow)	<b>19</b>
<b><u>CONTRACT</u></b>			
<b>C1 AGREEMENTS AND CONTRACT DATA CONTENT</b>			
C1.1	Form of Offer and Acceptance	(yellow)	<b>38</b>
C1.1.1	Offer		
C1.1.2	Acceptance		
C1.1.3	Schedule of Deviations		
C1.2	Contract Data	(yellow)	<b>41</b>
C1.2.1	General Conditions of Contract		
C1.2.2	Contract Data ( <i>applicable to this tender</i> )		
<b>C2 PRICING DATA</b>			
C2.1	Pricing Instructions	(yellow)	<b>44</b>
C2.2	Pricing Schedule	(yellow)	<b>45</b>
<b>C3 SCOPE OF WORK</b>			
C3.1	Background	(blue)	<b>48</b>
C3.2	Employer's Requirements	(blue)	<b>48</b>
<b>ANNEXURES</b>			<b>67</b>
C4.1	Standard Conditions of Tender		
C4.2	Standard Professional Services Contract		

---

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

Tenders are hereby invited to tender for the PROVISION OF A PROFESSIONAL TEAM TO OBTAIN TRANCHE 1 AND SPLUMA APPROVAL (INCLUDING ALL SPECIALIST STUDIES FOR WULA AND EIA) FOR THE CLIFFDALE INTEGRATED HUMAN SETTLEMENTS PROJECT: WARD 103

---

The Employer is the Deputy Head : HUMAN SETTLEMENTS AND INFRASTRUCTURE  
eThekweni Municipality as  
represented by:

---

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

- Electronically downloaded documentation is obtainable from the eThekweni Municipality's Vendor Portal.

R0

---

(F.2.7) There will be no clarification meeting. Bidders are requested to submit email queries related to the bid. All email queries are to be submitted by 2022-03-04. Emailed questions and answers will be consolidated and posted on eTenders/ Municipal website for the benefit of all tenderers by 2022-03-01. Queries must be emailed to [Thobekile.Dlamini@durban.gov.za](mailto:Thobekile.Dlamini@durban.gov.za) and [Nothando.Mazibuko@durban.gov.za](mailto:Nothando.Mazibuko@durban.gov.za).

---

(F.1.4) Queries may be addressed to  
the Employers Agent whose contact  
details are;

Thobekile Dlamini  
031 311 6484 (t)  
031 505 4195 (f)  
[Thobekile.Dlamini@durban.gov.za](mailto:Thobekile.Dlamini@durban.gov.za)

---

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

Municipal Building,  
166 K.E. Masinga Road (formerly Old Fort Road)  
DURBAN  
**and placed in the tender box located in the ground floor foyer**

---

(F.2.15) Tender offers shall be  
delivered:

on or before Friday, 11 March 2022  
at or before 11:00

---

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

---

## **PART T1 : TENDERING PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

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

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

Name : [Thobekile Dlamini](#)  
Tel : [031 311 6484 \(t\)](#)  
Fax : [031 505 4195 \(f\)](#)  
Email : [Thobekile.Dlamini@durban.gov.za](mailto:Thobekile.Dlamini@durban.gov.za)

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

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

If the tenderer is not required by law to prepare audited financial statements, then the tenderer must submit a Public Interest (PI) Score, whereby if the PI score is above 350 points then the bidder must submit audited financial statements.

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

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

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

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

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

- **F.2.13.3:** Tender offers shall be submitted as an original only;
- **F.2.13.5:** Identification details to be shown on each tender offer package, are: Contract No., Contract Title, Tenderers Name, Contact Address;

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

Closing Date : on or before Friday, 11 March 2022

Closing Time : at or before 11:00

Delivery Address : Municipal Building,  
166 K.E. Masinga Road (formerly Old Fort Road)  
DURBAN

- F.2.16 Tender offer validity** : The Tender Offer validity period is 84 Days from the closing time for submission of tenders.
- F.2.23 Certificates** : Refer to **Part T2.1.2** for a listing of certificates that must be provided with the tender.
- F.3.4 Opening of Tender Submissions** : No public reading of Tender due to COVID 19 Protocols
- F.3.11 Evaluation of Tender Offers** : The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy, the Preferential Procurement Policy Framework Act No 5 of 2000, and the Preferential Procurement Policy Framework Act Regulations (January 2017).
- The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule;
  - The procedure for the evaluation of responsive tenders is **Method 2**;
  - The **80/20** preference points system will be used where the financial value (incl. VAT) of one or more responsive tender offers have a value that equals or is less than R 50,000,000. The Formula used to calculate the **Price Points** will be that in F.3.11.3.4(a) and the **Preference Points** will be allocated according to the 2017 PPPFA Regs.
  - The **90/10** preference points system will be used where the financial value (incl. VAT) of all responsive tenders received have a value in excess of R 50,000,000. The Formula used to calculate the **Price Points** will be that in Cl. F.3.11.3.5(a) and the **Preference Points** will be allocated according to the 2017 PPPFA Regs.
  - The minimum number of evaluation points for Functionality is **70**
  - The Functionality criteria and maximum score in respect of each of the criteria are as follows:

Functionality Criteria	Subcriteria	Points	Evaluation Schedule
Approach Paper/ Methodology/ Programme	Methodologies to be adopted, project plan and programme, procedures and associated resources, risk management	30	A1
Tenderer's experience	Experience of service provider in undertaking work of similar type of work (related to human settlements planning projects)	30	A2
Proposed Organogram and staffing	Project organogram, duties and responsibilities of people allocated to the project and location of key staff.	20	A3
Experience of Key Staff	General experience and qualification in relation to the service of key staff	20	A4
<b>Maximum possible score for quality</b>		<b>100</b>	

- Each evaluation criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively;



- The prompts for judgment and the associated scores used in the evaluation of Functionality shall be as follows:

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

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

Level	pts	<b>Criterion: Tenderer's Experience</b> projects of similar nature which include Spluma applications for integrated human settlements and rural housing projects (In-situ upgrade) but not limited to EIA, TIA and Surveys over the last ten years will be evaluated
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	To have successfully completed 1 <u>project</u> of a similar nature within the past 10 years.
2	70	To have successfully completed 2 <u>projects</u> of a similar nature within the past 10 years..
3	90	To have successfully completed 3 <u>projects</u> of a similar nature within the past 10 years.
4	100	To have successfully completed 4 + <u>projects</u> of a similar nature within the past 10 years.

Level	pts	<b>Criterion: Proposed Organogram and staffing</b>
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	The organisation chart is sketchy, the staffing plan is weak in important areas. There is no clarity in allocation of tasks and responsibilities. Very few of the key staff are locally based
2	70	The organisational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate. Some of the key staff are locally based
3	90	Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, some members of the project team have worked together before on limited occasions. Key staff are generally locally based
4	100	Besides meeting the "good" rating, the proposed team is well integrated and several members have worked together extensively in the past. Key staff are almost entirely locally based

Experience of Key Resources in executing work of similar nature							
Job Title	Professional Registration Required	Number of projects of a similar nature					Total Points 20
		Level 0 0 pts	Level 1 40 pts	Level 2 70 pts	Level 3 90 pts	Level 4 100 pts	
Project Manager	Pr.SACPCMP	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	3
Town Planner	Pr SACPLAN	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	3
Architect	Pr. Arch, OR Pr S.Arch. T	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	2

Civil Engineer/ Structural Technologist	Pr. Eng, or Pr Tech Eng	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	3
Environmental	Pr. Sci Nat or relavant	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	3
Geotechnical Engineers	Pr. Eng, or Pr Tech Eng	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	2
Social Facilitator	N/A	N/A	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	2
Land Surveyor	Pr. LS	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	2

**Certified registration with relevant statutory bodies is a requirement.**

### F.3.13

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

- The tenderer submits a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Services, or has made arrangements to meet outstanding tax obligations;
- The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- The tenderer has not:
  - Abused the Employer's Supply Chain Management System; or
  - Failed to perform on any previous contract and has been given a written notice to this effect;
- 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;
- The Municipality does not bind itself to accept the lowest or any tender. It reserves the right to accept the whole or any part of a tender to place orders. Bidders shall not bind the Municipality to any minimum quantity per order. The successful Tenderer (s) shall be bound to provide any quantities stipulated in the specification.

### F.3.18

**Copies of contract :** The number of paper copies of the signed contract to be provided by the Employer is ONE **hard copy and 1 soft copy (disk or memory stick)**.

**The additional conditions of tender are:**

**F.2.2.2 (Cost of tendering)**

“The cost of the tender documents charged by the employer shall be as per the Employer’s current SCM Policy / Conditions of Targeted Procurement.”

**F.2.6 Acknowledge addenda**

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

**F.2.24 Appeals**

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

The City Manager

Attention Ms S. Pillay

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

P O Box 1394

DURBAN

4000

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

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

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

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

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

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

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

## **PART T2 : RETURNABLE DOCUMENTS**

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

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

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

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

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

##### **Company Specific**

Certificate of Authority	12
Declaration of Municipal Fees	15
Compulsory Enterprise Questionnaire	16

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

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

Details of proposed methodology/programme	29
Details of experience of tenderer	30
Details of proposed organisation and staffing of the project team, including a schedule of personnel to be utilised on the project	30
Details of experience of key staff	32

##### **Contractual**

Joint Venture Agreements (if applicable)	34
Record of Addenda to Tender Documents	35
Amendments, Qualifications and Alternatives	36
Form of Offer	38
Bill of Quantities / Priced Schedule of Activities	

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

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

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

#### **NOTES**

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

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

The returnable schedules, forms, and certificates as listed in T2.1.2 can be found on the pages 12 to 36

## **CERTIFICATE OF AUTHORITY**

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

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

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

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

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

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

I, ....., chairperson of the Board of Directors of  
....., hereby confirm that by resolution of the Board (copy attached) taken on  
..... 20....., Mr/Ms ....., acting in the capacity of

....., was authorised to sign all documents in connection  
with this tender and any contract resulting from it on behalf of the company.

**Chairman :** .....

**Date :** .....

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

**(II) CERTIFICATE FOR CLOSE CORPORATION**

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

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

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

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

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

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

**(III) CERTIFICATE FOR PARTNERSHIP**

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

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

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

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

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

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



**(IV) CERTIFICATE FOR JOINT VENTURE**

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

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

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

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

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

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

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

**(V) CERTIFICATE FOR SOLE PROPRIETOR**

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

the business trading as .....

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

**Date :** .....

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

2. ....

## **DECLARATION OF MUNICIPAL FEES**

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

.....  
(full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

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

Account

Account Number: to be completed by tenderer.

Consolidated Account No.

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

Electricity

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

Water

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

Rates

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

JSB Levies

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

Other

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

Other

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

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

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

NAME : .....

(Block Capitals)

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

DATE: .....

## **COMPULSORY ENTERPRISE QUESTIONNAIRE**

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

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

Full Name	Identity number*	Personal income tax number *

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

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

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

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

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

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

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

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

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

Insert separate page if necessary

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

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

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

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

Insert separate page if necessary

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

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

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

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

Enterprise Name .....

---

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

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

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

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

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

1. No bid will be accepted from persons "in the service of the state"<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name of bidder or his or her representative .....
  - 3.2 ID Number of bidder or his or her representative .....
  - 3.3 Position occupied in the enterprise (dir, trustee, shareholder<sup>2</sup>) .....
  - 3.4 Company registration number .....
  - 3.5 Tax Reference number .....
  - 3.6 VAT registration number .....
  - 3.7 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? YES / NO
    - 3.8.1 If yes, furnish particulars .....
  - 3.9 Have you been in the service of the state for the past twelve months? YES / NO
    - 3.9.1 If yes, furnish particulars .....
  - 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO
    - 3.10.1 If yes, furnish particulars .....

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

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

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

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

3.11.1 If yes, furnish particulars .....

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

3.12.1 If yes, furnish particulars .....

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

3.13.1 If yes, furnish particulars .....

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

3.14.1 If yes, furnish particulars .....

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

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

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

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

Enterprise Name .....

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

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

Tenderers are to  
circle applicable

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

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

NAME : ..... (Block Capitals)

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



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

**1.0 GENERAL**

- 1.1 Preference points for this tender shall be awarded as per the Tender Data (T1.2.2 – F.3.11) and the Preferential Procurement Regulations (2017).
- 1.2 Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

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

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

**2.0 DECLARATION**

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

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

- 2.2.1 If YES, indicate:

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

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

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

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

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

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....

(of person authorised to sign on behalf of the Tenderer)

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

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

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

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

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

Tenderers are to  
circle applicable

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

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

YES NO

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

If yes, furnish particulars .....

.....

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

YES NO

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

If yes, furnish particulars .....

.....

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

YES NO

If yes, furnish particulars .....

Tenderers are to  
circle applicable

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

If yes, furnish particulars .....

.....

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

If yes, furnish particulars .....

.....

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

NAME : ..... (Block Capitals)

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

---

**MBD9 : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

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

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

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

NAME : ..... (Block Capitals)

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

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

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

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

The scoring of the approach paper will be as follows:

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

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

NAME : .....

(Block Capitals)

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

DATE: .....

## **TENDERER'S EXPERIENCE**

The experience of the tendering entity or joint venture partners in the case of an unincorporated joint venture or consortium, as opposed to the key staff members / experts, in projects of similar nature which include Spluma applications for integrated human settlements and rural housing projects (In-situ upgrade) but not limited to EIA, TIA and Surveys over the last ten years will be evaluated. Tenderers must provide details of their knowledge of the local area and previous experience with key local stakeholders.

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

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

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

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

<b>Pts</b>	<b>Criterion: Tenderer's Experience</b>
<b>0</b>	No Submission or Submission of no substance / irrelevant information provided
<b>Poor 40</b>	Tenderer has limited experience. Successfully completed 1 project of a similar or more complex nature within the past 10 years.
<b>Satisfactory 70</b>	Tenderer has relevant experience. successfully completed 2 <u>projects</u> of a similar nature within the past 10 years.
<b>Good 90</b>	Tenderer has extensive experience. Successfully completed 3 <u>projects</u> of a similar nature within the past 10 years.
<b>Very Good 100</b>	Tenderer has outstanding experience. Successfully completed 4+ <u>projects</u> of a similar nature within the past 10 years.

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

NAME : .....

(Block Capitals)

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

DATE: .....



## **PROPOSED ORGANISATION AND STAFFING**

The tenderer should propose the structure and composition of their team i.e. the main operational areas involved, the key staff member / expert responsible for each area, and the proposed technical and support staff. The roles and responsibilities of each key staff member / expert should be set out as brief job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. The tenderer must also indicate where key personnel are based.

The tenderer must attach his / her organisation and staffing proposals to this page.

The scoring of the proposed organisation and staffing will be as follows:

pts	Criterion: Proposed Organogram and staffing
0	No Submission or Submission of no substance / irrelevant information provided
40	The organisation chart is sketchy, the staffing plan is weak in important areas. There is no clarity in allocation of tasks and responsibilities. Very few of the key staff are locally based
70	The organisational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate. Some of the key staff are locally based
90	Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, some members of the project team have worked together before on limited occasions. Key staff are generally locally based
100	Besides meeting the "good" rating, the proposed team is well integrated and several members have worked together extensively in the past. Key staff are almost entirely locally based

NAME : .....

(Block Capitals)

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

DATE: .....

[illegible]

#### **A4. EXPERIENCE OF KEY STAFF**

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

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

CVs of the team director, and team leaders of **not more than 2 pages each** should be attached to this schedule: (define which CV's are required). Each CV should be structured under the following headings:

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

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

Experience of Key Resources in executing work of similar nature							
Job Title	Professional Registration Required	Number of projects of a similar nature					Total Points 20
		Level 0 0 pts	Level 1 40 pts	Level 2 70 pts	Level 3 90 pts	Level 4 100 pts	
Project Manager	Pr.SACPCMP	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	3
Town Planner	Pr SACPLAN	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	3
Architect	Pr. Arch, OR Pr S.Arch. T	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	2
Civil Engineer/ Structural Technologist	Pr. Eng, or Pr Tech Eng	No Submission	≤ 1	> 2 ≤ 3	> 3 ≤ 5	> 6	3

Environmental	Pr. Sci Nat or relavant	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	3
Geotechnical Engineers	Pr. Eng, or Pr Tech Eng	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	2
Social Facilitator	N/A	N/A	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	2
Land Surveyor	Pr. LS	No Submission	$\leq 1$	$> 2 \leq 3$	$> 3 \leq 5$	$> 6$	2

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

NAME : .....

(Block Capitals)

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

DATE: .....

### **JOINT VENTURES AGREEMENTS**

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

---

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

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

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

NAME : .....

(Block Capitals)

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

DATE: .....

## **AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES**

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

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

### **(a) AMENDMENTS**

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

**Notes:**

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

### **(b) ALTERNATIVES**

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

**Notes:**

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

**(c) DISCOUNTS**

ITEM ON WHICH DISCOUNT IS OFFERED	DESCRIPTION OF DISCOUNT OFFERED

**Notes:**

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

NAME : .....

(Block Capitals)

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

DATE: .....



**PART C1 : AGREEMENTS AND CONTRACT DATA**

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

**C1.1.1 : OFFER**

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

Contract No: 1H-47616

Contract Title: PROVISION OF A PROFESSIONAL TEAM TO OBTAIN TRANCHE 1 AND SPLUMA  
APPROVAL (INCLUDING ALL SPECIALIST STUDIES FOR WULA AND EIA) FOR THE  
CLIFFDALE INTEGRATED HUMAN SETTLEMENTS PROJECT: WARD 103

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

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**The offered total of the prices inclusive of Value Added Tax is:**

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

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

**For the Tenderer:**

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

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

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

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

**Address** : .....

: .....

**Witness:**

**Signature** : .....

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

**Date** : .....

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

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

**C1.1.2 : FORM OF ACCEPTANCE**

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

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

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

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

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

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

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

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

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

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

**Address** : .....

: .....

**Witness:**

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

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

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

**C1.1.3 : SCHEDULE OF DEVIATIONS**

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

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

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

**FOR THE TENDERER**

**FOR THE EMPLOYER**

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

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

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

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

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

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

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

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

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

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

3.4 & The authorised and designated representative of the Employer is: [Thobekile Dlamini](#)

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

- Telephone : [031 311 6484 \(t\)](#)
- Fax : [031 505 4195 \(f\)](#)
- e-mail : [Thobekile.Dlamini@durban.gov.za](mailto:Thobekile.Dlamini@durban.gov.za)

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

1 The Project is : [1H-47616](#)  
: [PROVISION OF A PROFESSIONAL TEAM TO OBTAIN TRANCHE 1 AND  
SPLUMA APPROVAL \(INCLUDING ALL SPECIALIST STUDIES FOR WULA AND EIA\) FOR  
THE CLIFFDALE INTEGRATED HUMAN SETTLEMENTS PROJECT: WARD 103](#)

1 Period of Performance : **36 months**

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

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

3.5 The location for the performance of the Project is : **Cliffdale Phase 1 & 2 Housing Project**

- 3.6 The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.
- 3.9.2 The time-based fees used to determine changes to the Contract Price are as stated in the Pricing Data.
- 3.15.1 The programme shall be submitted within **30 days** of the award of the Contract.
- 3.15.2 The Service Provider shall update the programme at intervals not exceeding **4 weeks**.
- 3.16 The time-based fees shall not be adjusted for inflation.
- 3.16.2 The indices are those contained in **Table A of P0141 Consumer Price Index** for “CPI for services” Published by Statistics South Africa.
- 4.3.1(d) The Service Provider is required to assist in the obtaining of approvals, licenses and permits from the state, regional and municipal authorities having jurisdiction over the Project.
- 8.1 The Service Provider is to commence the performance of the Services within **14 Days** of date that the Contract becomes effective.
- 8.2.1 The Contract is concluded when : **Period of performance expires after the maximum permitted 36 months , successful conclusion of the project or employer terminates project**
- 8.4.3(c) The period of suspension under clause 8.5 is not to exceed **3 months**
- 9.1 Copyright of documents prepared for the Project shall be vested with the **Employer**
- 11.1 A Service Provider may subcontract any work to another service provider which has the skill and competency to perform that specific work.
- 12.1 Interim settlement of disputes is to be by **Mediation**.
- 12.2/3 Should mediation fail, the dispute must be referred for **Arbitration**.
- 12.2.1 In the event that the parties fail to agree on the Arbitrator; the Association of Arbitrators will appoint the Arbitrator.

The additional conditions of contract are:

**ACC1 PERFORMANCE MONITORING OF SERVICE PROVIDERS**

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

**ACC2 EMPOWERMENT INITIATIVE**

It is a condition of this tender that a minimum of 10% will be outsourced to entities that are PPG (76% owned and this will be applicable per discipline) Proof of payment to the subcontractors will be required to verify that the minimum has been achieved.

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

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

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

**PART C2 : PRICING DATA**  
**C2.1 : PRICING INSTRUCTIONS**

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

**Notes :** Prior to the submission of an invoice, the appointed service provider must provide the municipality with a signed schedule/cashflow per milestone to be achieved over the contract duration.

**C2.2 : PRICING SCHEDULE**

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>1.</b>	<b>TOWN PLANNING</b>				
1.1	(Preliminary planning include Stage 1. Layout preparation and amendments for SPLUMA approval)	Per Site	486		
<b>2.</b>	<b>ENVIRONMENTAL AUTHORISATION/EXEMPTION</b>	Project Area	1		
<b>3.</b>	<b>WULA</b>	Project Area	1		
<b>4.</b>	<b>Environmental Specialist Studies</b>				
4.1.	Flood line determination	Project Area	1		
4.2.	Ecological Study	Project Area	1		
4.3.	Heritage Impact Assessment	Project Area	1		
4.4.	Traffic Impact Assessment	Project Area	1		
4.5.	Hydro and Geohydro Study	Project Area	1		
4.6.	Wetland delineation	Project Area	1		
4.7.	Other specify	Project Area	1		
<b>5.</b>	<b>GEOTECHNICAL ENGINEER</b>				
5.1.	Phase 1 Investigation	Project Area	1		
5.2.	Phase 2 Investigation	Per Site	486		
<b>6.</b>	<b>SOCIAL FACILITATION</b>				
6.1.	Socio-Economic Study, Social Compact Agreement	Project Area	1		
<b>7.</b>	<b>LAND SURVEYOR</b>				
7.1	Land Audit Land	Project Area	1		
7.2	Land Survey Examination Fee	N/A	486		
7.3	Pegging and General Plan Approval	Per site	486		
<b>PLANNING AND ENGINEERING DESIGNS</b>					
<b>8.</b>	<b>Civil Engineer Services</b> (Preliminary Eng Report, confirmation of bulk services and building plan)	Project Area/Per site	486		



9.	<b>Sewerage Impact Assessment</b>	Project Area	1		
10.	<b>PROJECT MANAGEMENT</b>				
10.1	Project Management	Monthly	36		
10.2	<b>CLO</b>	Monthly	36		
	<b>SUB TOTAL CARRIED FORWARD</b>				<b>R</b>
	<b>SUB TOTAL BROUGHT FORWARD EXCLUDING VAT</b>				<b>R</b>
	<b>VAT@15%</b>				<b>R</b>
	<b>TOTAL INCLUDING VAT</b>				<b>R</b>
	this value to be transferred to Form of Offer				

NAME : .....

(Block Capitals)

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

DATE: .....



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

### **C3.1 BACKGROUND**

The Cliffdale Phase 1 & 2 Integrated Human Settlements Project comprises an informally settled is situated North West of New Germany and some 40km North West of the Durban CBD in Ward 103. The main aim of the development is to create formal and a livable environment by formalizing the existing settlement as an in-situ upgrade. The proposed development is situated on land comprising of multiple sites that are municipal owned (**10 portions for Phase 1 – Erf 92-95, 100-101, 106-119 Cliffdale, 6 portions for Phase 2 – Portion 3 of Erf 80 and Remainders of Erven 76-80 Cliffdale**) with a size area of approximately 91.33Ha and is estimated to yield 486 residential units.

The current land use is predominately subsistence agriculture with medium density households. There is currently no waterborne sewer system in the area and eThekweni Municipality Sanitation Department does not yet have plans of providing waterborne sewer system. Almost 50% of the sites in Phase 1 are covered by DMOSS and sites on phase 2 are transversed by the Sterkspruit tributaries. There is also an Eskom Transmission line servitude that runs through the project area and falls outside of eThekweni's electricity area of supply.

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

The employer is desirous of obtaining the services of a Professional Team that will be required to undertake feasibility and detailed studies in order to obtain SPLUMA, EIA and WULA approvals. These studies have to be conducted by accredited professionals in their respective fields. The professional team will be required to package and submit Stage 1 and 2 Project Linked Subsidy in line with the requirements of the Provincial Department of Human Settlement.

Deliverables to include but not limited to;

- a) Land Legal Audit
- b) Letter confirming project is included in IDP and MHSP
- c) Letter from Land Claims Commission
- d) Social Compact Agreement signed by all relevant stakeholders
- e) **Project Packaging (Pre-Planning Studies/Feasibility including signing of the PLS Agreement between ETM & KZN DOHS)**
- f) **Stage 1: Detailed Planning Studies for SPLUMA, Civil Engineering Services Report, WULA and EIA approvals and Specialist Studies**
- g) SPLUMA approval including Town Planning Layout
- h) **Opening Township Register and Title Deed Administration.**
- i) Environmental Impact Assessment Report incorporating issues and concerns table and the record of decision from a competent authority. Required Specialist studies
- j) Detailed Geotechnical Investigation and Topographical Report with applicable recommendations
- k) Detailed House Plans with Specifications
- l) Approved General Plan
- m) Bulk Infrastructure Services and Sewerage Impact Assessment
- n) Letter confirming availability of Bulk Services
- o) Socio-Economic Study
- p) Funding application pack for Stage 2
- q) Preliminary and services designs with specifications
- r) Preliminary Civil Engineering Services Report

- s) Letter from the municipality confirming socio-economic amenities in the area
- t) Development Cost Estimates and Development Programme
- u) Top-up Funding required from the eThekweni Municipality for the construction of services
- v) Submission of all documents for Stage 2 PLS Application
- w) NHBRC (National Home Builders Registration Council) Enrolment submission Project Enrolment.

## Detailed Minimum Requirements For Various Professionals And Team Members

### PROJECT BRIEF FOR PROJECT MANAGER :

- a) *Prospective tenderers for this section to take note that compulsory registration as a Professional Project Manager with The South African Council for Project and Construction Management Professions (SACPCMP) is required to qualify as a responsive tenderer..*

### DUTIES AND RESPONSIBILITIES OF PROJECT MANAGER

- Manage all feasibility and detailed planning activities for the Urban Housing Development Project allocated to them.
- Formulate, facilitate, co-ordinate and maintain a sustainable continued regular liaison and interaction(s) by and between individual members of the professional team of service providers for the Project, Municipality Line Departments including relevant committees, service and statutory institutions as well as relevant Government Departments and the beneficiary community representatives together with Human Settlements : Project Officials.
- **Prepare an Inception Report to be presented to the Project Steering Committee that will address amongst other the following aspects:**
  - a) Interpretation and confirmation of the Project Brief as outlined in the tender documents.
  - b) An outline of activities to be undertaken to complete the project together with the program indicating key milestones and timelines.
  - c) Progress reporting frequency (monthly).
  - d) Human resources allocated to the project together with their duties and responsibilities.
  - e) The approach to be adopted in the gathering of data or information required to successfully complete the project.
  - f) Outline of the types of applications to be undertaken in terms of the relevant Development Planning Legislation.
  - g) Outline any risks and challenges that may hinder the successful completion of the project and the plan to address them.
  - h) The budget cash-flow projections showing financial expenditure against activities for the duration of the project on monthly basis.
- Support and encourage on-going consultation between the Professional Team Members as well as project stakeholders including Municipality Line and Government departments in order to Manage and control effective flow of communication, progress and completion of the commissioned tasks, assignments, studies, required services and process, feedback, compilation of all forms of reports, drawings, statistics, design and applications to ensure that they are obtained and delivered/submitted within the stipulated time frames.

- The Project Manager will ensure that the professional team make use of a number of high-level tools, such as spatial data analysis systems, sophisticated economic analysis tools, transport modelling and planning systems, to deliver the necessary innovation to this project. The breadth of information and the sophistication with which it is analysed and integrated will be critical to ensuring that all opportunities are captured and optimised.
- Understanding confidently and convincingly translate the project specifics in terms of the activities of various role players involved and ensure that they deliver on time and in the correct sequence according to the estimated duration and the order in which the activities must be performed relating to the following:-
  - Environmental Issues;
  - Geo- Technical Matters;
  - Town Planning;
  - Land Surveying;
  - Civil Engineering
  - Roles of Municipality Line Departments
  - Responsibilities of the Provincial Government Departments and
  - Beneficiary Community Representative Structures
- Be empowered with Knowledge and Understanding of key factors which involve the technical, social, financial investigations/aspects required to make the project feasible as well as any other factors which are important and mandatory for the success of implementation of the project.
- Familiarise and understand the relevant project funding instruments, models and source together with the applicable adjustments of the Housing Subsidy Quantum and Grant Amounts by the Department of Human Settlements - KZN (DoHS).
- Sufficient capacity and competency to understand the contents during perusal and scrutiny of individual professional reports, drawings, designs and any other project related illustrations that are submitted by the Professional Team in order to combine the respective reports and prepare, compile and submit the following:-
  - The Project Feasibility Report
  - Submission: Housing Working Group (HWG)
  - Environmental reports (ROD, WULA, etc.)
  - Project Packaging and Preparation: Stages 1 and 2 (S1 & S2)
  - PLS (Project Linked Subsidy) Application submission to Human Settlements Department (DoHS)
  - NHBRC (National Home Builders Registration Council) Enrolment submission (Project Enrolment.
  - Compile close out report during closing of project and reconciliation of all finances.
- Work with the Town Planner in managing approvals of all submissions for the detailed planning stage especially for the implementation of Stage 1 (one) which will culminate in the Town Planning approval of the Project in accordance with the Applicable Town Planning Scheme.
- The project shall be managed in accordance with the Gantt chart, required in terms of this memorandum of agreement, to be compiled by the Service Provider. The Gantt chart shall specify milestones and associated reports/ products in terms of which, and upon satisfactory performance of which, payment is to be made.
- Outline the methodology and prepare a programme for the entire project resulting in the preparation of a Project Charter and a Project Communication Plan;
- Assemble and collate the available information for the various components that are to be reviewed as well as ensure that the information is in a format that is readily accessible and available to Municipal officials after the project is complete;

- Establish procedures and undertake all activities relating to stakeholder engagement and consultation, for project reporting and financial control;
- Undertake all administrative activities associated with the project including convening meetings and taking minutes;
- Provide the Municipality with monthly progress reports;
- Presentation of the project to various municipal committees as and when required.
- Ensure completion of a Service Level Agreement with supporting documents.

## **PROJECT BRIEF: TOWN PLANNING CONSULTANT**

### **DUTIES AND RESPONSIBILITIES OF THE TOWN PLANNING CONSULTANTS**

The duties and responsibilities of the Town Planning Consultant shall include the following:

- Consultation with the Project Manager and all other Professional Team members.
- Preparation of a cost effective settlement layout plan for low income housing purposes in accordance with eThekweni Municipal Standards.
- Obtain input from the other professional team members to ensure that the town planning complies with Civil Engineering, Geotechnical, Environmental and Land Survey standards and requirements.
- Consultation with the department of education to establish educational requirements and to obtain approval from the said department for proposed education sites where applicable.
- Consultation with the department of transport where provincial or national roads are bordering the project area or are within close proximity thereof in order to obtain their needs requirements and approval.
- Conduct a community and social facilities' assessment including surrounding capacity assessment.
- Consultation with all service providers to establish existing, proposed and future infrastructure requirements in respect of the project area.
- Provision of timeous and appropriate information to the project manager as and when required.
- Attendance of monthly progress meetings as scheduled by the project manager or as required.
- Attendance of community meetings as when required.
- Compliance with programme requirements as stipulated by the project manager.
- Obtain approval of town planning layout and township establishment from the relevant authorities and community.
- The layout plan shall accommodate physiographical constraints identified through a slope analysis, geotechnical investigation and environmental impact assessment and further adhere to the guidelines and parameter as recommended.
- The layout plan should adhere to eThekweni municipality's minimum standards for development planning and engineering regarding site sizes, panhandle widths, road geometric design parameters, road reserve widths, etc.
- Identification of individual site low points and private storm water servitudes as well as any other required for infrastructure purposes.

- Assess the status of all existing structures and infrastructure in order to retain the maximum number of structures and to minimize relocations. Block and brick structures should be accommodated as far as possible.
- Undertake a site inspection to establish all non-residential land uses in order to accommodate these land uses in the town planning where possible.
- Make provision for the amendment of the layout plan to accommodate engineering requirements.
- The layout plan should reflect erf numbers as supplied by the surveyor general and the numbering of the erven on the layout plan should be done with the assistance of the appointed land surveyor. In the case the layout plan is a settlement plan then site numbers will be reflected per umuzi.
- Preparation of a town planning motivation report and draft conditions of establishment.
- Assessment of the underlying property/properties and to ensure that all land legal aspects related to the town planning matters are appropriately addressed in the design stage of the layout plan. In the case of township establishment, special attention should be given to restrictive title deed conditions to be removed/suspended as part of the township establishment process.
- The project manager will supply you with the names and contact details of other professional team members.
- A municipal project liaison officer will be assigned to the project. The entire project team will be introduced to the ward councilor and ward committee prior to the commencement of any work on the project.
- You will be required to timeously draw to the project manager's attention any matter that can and will influence the layout plan in order for the matter to be addressed.

### Pre Planning/Feasibility Stage

- To record preliminary planning information;
- Conduct site analysis;
- Prepare a sketch plan;
- Make an initial determination of the available area for housing development and estimated number of erven that can be yielded; and
- Engage with engineers to determine best fit for servicing.
- Close out report on the project

### Preliminary Layout

- On the basis of the formulated Concept Plan, the Service Provider is expected to provide draft layout to indicate the exact total yield for residential units, socio economic amenities/ facilities, road classes as per Design Standard principles (The Red Book and eThekweni departmental guidelines) and indication of no-go areas by means of buffer strip where necessary. Furthermore, the 1:100 year flood line must be indicated on the development plans. The Concept /Framework Plan shall include the broad guidelines for the development of the area.
- Prepare a preliminary layout plan, land usage and schedule of erven;
- The draft layout plan should be presented to the PSC and at professional team meetings for comments in order to submit the amended layout as final for approval. **Should amendments be required to the layout during construction, then these amendments and approvals will form part of the scope of the appointment tendered herein.**
- Preparation of the Motivation report will be an essential key factor which will be considered as a supporting document of the final layout plan and will be used for submission of the Development Planning Application to the Municipality. This phase will also encompass addressing comments from

the PSC/ professional team to finalize the draft layout. The layout plan will incorporate the concept layout plan ideas indicating the broad allocation of land uses and will be presented to the Project Steering Committee/ professional team meeting for the inputs and comments.

- The detailed final town planning layout will be prepared and submitted to Public Sector Housing unit (pre-submission) for comments to obtain principle approval of draft layout and circulation for comments to relevant parties.

#### **Township Establishment (if applicable)**

- a) To prepare the necessary documentation and sub-division plan - Township Establishment Plan approved applications;
- b) Submit town planning application as per the legislation prevailing at the time to the competent authority.
- c) Monitor application up to approval.
- d) Comply with any conditions of approval and establishment;

#### **Submission To Public Sector Housing**

On the basis of the existing Record of Decision, the final layout will take into account the implementation conditions in the Record of Decision and the Town Planner in preparation of lodging an application shall:

- Ensure that the layout is informed by the revised Traffic Impact Assessment (TIA) if applicable, bulk services report, geotechnical report, topographical survey, land audit and the environmental report and any other studies deemed relevant as per SPLUMA requirements **(Public Sector Housing Application Checklist)**.
- Ensure that the design of the layout plan is in line with the relevant design principles and land use management policies of the Municipality including the Spatial Development Framework (SDF), Local Area Plans (LAPs) and the Town Planning Scheme (TPS) as well as the "Red Book".
- ensure that the layout plan is designed in a manner that optimally accommodates the proposed residential and is in close access to the surrounding amenities.
- ensure that Property legal documentation such as the title deed is gathered.
- ensure preparation of Conditions of Establishment (COE)
- ensure that an informative Motivation report with relevant mapping is attached
- ensure consolidation of underlying properties application is done concurrently with planning application by the land legal professional surveyor
- advertise the town planning application (**if applicable**) in the relevant newspaper and place the notice on the conspicuous position of the subject site for a period prescribed by the applicable legislation.

The Town Planning Motivation Report together with the layout and supporting studies and approval/consents shall be submitted to Public Sector Housing unit for approval.

#### **Pre-submissions Application**

- a) The Town Planner shall convene a pre-submission meeting with Public Sector Housing Branch to discuss the requirements for the submission of the town planning application.
- b) The Town Planner will be required to submit a Preliminary Town Planning Motivation Report accompanied by a detailed Settlement Plan and any other relevant plans for pre-scrutiny by Public Sector Housing Branch.
- c) Public Sector Housing Branch will communicate all issues that need to be addressed by the Town Planner in the application before it can be circulated to the relevant internal and external stakeholders for comments.



- d) The circulation of the application to external stakeholders will be the responsibility of the Town Planner including costs thereof.
- e) It will also be the responsibility of the Town Planner to forward all comments from external stakeholders to Public Sector Housing.
- f) Where stakeholders/departments have raised issues that must be addressed before a town planning approval is granted, the Town Planner will be required to address there issues accordingly.

#### **Formal Submission Application**

- a) Lodge a formal town planning application in a manner prescribed by Public Sector Housing Branch.
- b) Ensure that the application is complete and meets all submission requirements as prescribed by Public Sector Housing Branch submission checklist.
- c) Advertise the application in the relevant newspaper (if applicable).
- d) Erect site notices on the subject property in a manner prescribed by Public Sector Housing Branch.
- e) Circulate the settlement planning application to all external stakeholders inviting them for comment on the application within a specified period.
- f) Submit to Public Sector Housing Branch copies of the newspaper notices, site notice, photographs, affidavits confirming that public notification process has been carried out in accordance with the provisions of the relevant by-law and legislation.

#### **Town Planning Closeout Report**

- e) The Town Planner shall submit a Close-Out Report to the Project Manager. The report shall include the Decision Notice (official decision on the application).
- f) The Decision Notice shall contain the approved development rights, conditions of establishment and any plans that have been adopted by the relevant authority of the Municipality within a period not exceeding 60 working days from the date of approval of the application.

#### **Professional Competency Required**

*Compulsory registration as a Professional Town and Regional Planner registered with the South African Council for Town and Regional Planners and Construction Management Professions (SACPLAN) in terms of Section 20 of the Town and Regional Planners Act, 1984 (Act 19 of 1984) as well as the Planning Professions Act (Act 36 of 2002) and have suitable Professional Indemnity Insurance from an approved insurer.*

#### **PROJECT BRIEF: GEO-TECHNICAL ENGINEER**

##### **DUTIES AND RESPONSIBILITIES OF THE GEO-TECHNICAL ENGINEER.**

The geotechnical engineer shall:

- Conduct a detailed geotechnical assessment on the subject site to determine its suitability for the project.
- Conduct the geotechnical assessment in line with the NHBRC requirements.
- Provide recommendations on the developmental constraints of the site by mapping out areas of the site that are not appropriate for the erection of structures.
- Work in close consultation with the project manager and professional team to ensure successful and timeous completion of the project.
- Professional Geotechnical services for the purposes of construction of low cost housing.
- Fees payable will include laboratory tests, plant hire, disbursements, advertising, hydrological study, field and office work.
- All work must be to the standards required of the SAACE and NHBRC.

- Provide the Project Manager with all appropriate information as and when required.
- Attend monthly progress meetings as scheduled by the Project Manager or as necessary.
- Comply with programme requirements as stipulated by the Project Manager to ensure that neither part nor whole of the works (construction of Housing) is delayed in any way.
- Provide appropriate base information to the Civil Engineer and Town Planner for the purpose of Town planning and Engineering Design respectively.
- Submit final technical report to NHBRC for approval and to amend report where NHBRC has requested such.

## **PRELIMINARY INVESTIGATION**

- To make an initial determination for an Identified Land Parcel as to whether or not such land is fit for human settlements and suitable for project linked subsidy housing development.

### **Phase 1 Investigation**

- To identify any potential Hazards;
- Define the ground conditions and provides Site Classifications including detailed soil profile and groundwater occurrences within the zone of influence of foundation work;
- Determine the suitability of Dolomitic Land for subsidy housing developments;
- Provide the geotechnical basis for safe and appropriate land use planning, infrastructure design, housing unit design, and the formulation of precautionary measures and risk management procedures;
- Broadly classify the land which is to be developed for subsidy housing in terms of the Council's residential Site Class designations;
- Designate Dolomitic Land in accordance with the Council's dolomitic area designation and to obtain Council's in principle acceptance of such designations;
- Gather certain Factual Data which has a bearing on the determination of housing subsidy variations and the installation of township services; and
- Obtain necessary information for the Council's in-principle approval for the enrolment of the project in terms of the Housing Consumer Protection Measures Act (Act 95 of 1998).

### **Phase 2 Investigation**

- To confirm and refine the residential Site Class designations in respect of each erf so that the necessary documentation required for the enrolment of individual houses with the NHBRC can take place; and
- Confirm and refine in sites with D2 and D3 dolomitic area designations, that the mandatory precautions have been observed.
- To provide technical input into the detailed design and implementation of the internal civil infrastructure and the house platform classifications, variation calculations etc. as per the DoHS & NHBRC guidelines.
- To provide technical input into the detailed design and implementation stage of the bulk services roll out. The appointed service provider will ensure that outcome and input will be communicated with the

Civil Engineer which will be appointed separately by municipal engineering unit (Development Engineering)

#### **Professional Competency Required**

- *Service Providers must comply with legislative and governmental policy requirements and be registered Professional Natural Scientist (Pr. Sci. Nat.) with South African Council for Natural Scientific Professions [SACNASP] OR as a Professional Civil/Geotechnical Engineer (Pr. Eng. OR Pr. Tech. Eng.) with Engineering Council of South Africa [ECSA] and have suitable Professional Indemnity Insurance from an approved insurer.*

### **PROJECT BRIEF: LAND SURVEYOR**

#### **DUTIES AND RESPONSIBILITIES OF THE SURVEYOR:**

- The Land Surveyor will be responsible for the co-ordination and management of all aspects of the survey works. Consultation with the Project Manager and all other Professional Team members.
- The Land Surveyor will ensure that the data provided is compatible with the systems used to enable the data to be usable by the Project Professional Team of Consultants.
- Attendance at Technical and Community meetings

The Land Surveyor should prepare the following for the purpose of submission for SPLUMA Approval:

- Prepare the Consolidation diagram of underlying properties, and survey to confirm the outside figure diagrams for the entire project study area
- To work with the appointed Town Planner to finalise the Conditions of Establishment (CoEs)
- GPS Survey of allotment or Reservation/designation of erf numbers to the Surveyer General.
- Pegging of allotments.
- Provide schedule indicating each allotment, beneficiary name and co ordinates.
- Provide survey certificate required by DOHS (if applicable)
- Prepare Land Legal Report

The land legal audit exercise will focus on the following activities:

- Obtain relevant data from the deeds office and / EThekweni Municipality Land Assembly Office. The information sourced will assist in providing a brief schedule of the properties located within the boundaries of the development by identifying and unpacking underlying properties within the project area.
- Confirm property description, land ownership, expropriation notices, extent of the site, title deeds numbers and any servitudes and restrictive conditions they may affect the proposed housing.
- Ascertain whether there are any land claims registered against the subject property, mineral rights. Ascertain Title Deed Conditions and other Encumbrances affecting the Parent Properties and Removal of Restrictive Conditions
- Conduct land investigation to determine any encumbrances (servitudes, mining right, restrictive conditions of title. etc.
- To provide a detail plan of the site depicting all necessary detail and data in digital format for

township design purpose;

- Survey boundary and structures to be provided as follows:
  - i. to determine the boundary positions of the existing structures for the layout plan,
  - ii. and to ensure that there are no conflicts between service and building positions and determine any restrictive conditions within the project area
  - iii. Survey any substantial buildings or services that are already constructed within the project.
- The Surveyor to obtain Approved Documents from the Town Planner and other relevant professional team members. The documents to finalise the consolidation and reservation (if applicable) application include the following:
  - iv. Municipal Project Area hand plan,
  - v. Proposed layout plan,
  - vi. Draft Conditions of Establishment ,
  - vii. KZN DOT Consent if applicable,
  - viii. And; any other documentation deemed relevant for the task
- Supplying final Layouts after survey in DXF format for input into the Local Authority Geographic Information System;
- Supplying a reasonable number of plans for the Professional Team (maximum of 7(seven) sets of Layout Plans and General Plans).
- Establish and accurately fix survey stations to be used for the future setting out of the township;
- A municipal project liason officer will be assigned to the project. The whole project team will be introduced to the ward councilor and ward committee prior to the commencement of any work on the project.

#### **Professional Competency Required**

- *Service Providers must comply with legislative and governmental policy requirements and be registered with the South African Geomatics Council for Land Surveyors SAGC as a Professional Land Surveyor.*

#### **PROJECT BRIEF: ENVIRONMENTALIST**

##### **DUTIES AND RESPONSIBILITIES OF THE ENVIRONMENTAL CONSULTANT**

The environmentalist is required to conduct the following in order to obtain Environmental Authorisation and Water Use License or Exemption thereof:

- Attend pre-application meetings
- Data collection
- Submission of Preliminary Environmental Report
- Submission of application to EDTEA
- Public Scoping process
- Specialized studies that are needed for the project
- Scoping report and submission thereof
- E.I.A report, submission and approval
- Ensure that the project meets all statutory environmental specifications and requirements
- Attend progress meetings as required by the Project Manager
- Conduct a wetland assessment, flood line delineation, water table assessment and impacts of the project on flora and fauna.
- Present proposed development at the WULA Forum

In principle, in-situ upgrade or provision of houses within the existing compounds and outside the sensitive areas (steep slopes, wetlands and buffers, 1:100 year floodline, watercourses and buffers, CBA and ESA) is supported. The study must first identify and delineate the extent of all sensitive areas (watercourses, floodlines, steep areas, etc. with indigenous vegetation (CBA and ESA) within and outside D'MOSS and exclude those from development activities as well as exclude the existing households within these sensitive environments. Should the proposal only consider areas outside sensitive environments, EIA approval will also not be required in terms of the 2014 EIA regulations, as amended in 2017 however, EIA clearance from the competent authority (Department of Economic Development, Tourism and Environmental Affairs) must be sought in this regard. In addition, all existing households within the above mentioned sensitive areas must be relocated to safer areas as part of the development.

### **Pre – Feasibility Scan Phase**

- To anticipate by means of Environmental Screening, the key environmental issues associated with a proposed Housing development using techniques including a technical Fatal Flaw Analysis to reveal potential technical flaws in the project, a financial and economic Fatal Flaw Analysis to indicate the viability of the project in broader economic terms and over the long term and an ecological Fatal Flaw Analysis to identify and predict the potential impact of the development on the functional integrity of the ecosystem extending beyond the immediate area in which a proposal would be implemented;
- Establish the suitability of the project for a Housing development;
- Determine the key issues and reasonable alternative for the proposed housing Development from an environmental perspective;
- Consult with and provide information to enable the Relevant Authority to determine whether or not further environmental Assessment is required for the proposed development; and
- Document the key environmental issues associated with a proposed Housing Development, identified risks and potential flaws, the findings of the scan and the outcomes of the consultations with Relevant Authorities.

### **Environmental Scoping Sub – Phase**

- To prepare Plan of Study which identifies and defines the roles and responsibility of the authorities, Interested and Affected Parties and other Stakeholders, establishes the process to be undertaken for the Assessment and establishes the contents of the report and the methods to be followed for the Environmental Scoping;
- Make known the proposed Housing development so that interested and affected parties are afforded an opportunity to comment on the proposed development and the Environmental Scoping process;
- Identify, prioritise and develop in consultation with Stakeholders, a strategy for addressing and resolving issues raised during the Scoping process;
- Prepare a report which provides the scope of work for the Environmental Impact Assessment (EIA) of the proposed Housing Development and establishes an issue trail from the Public Participation Process and draft the scope of work for the studies; and
- Obtain a Record of Decisions from the Relevant Authority which establishes the environmental requirements for the Housing Development.

### **Environmental Impact Report Sub-Phase**

- With respect to the scope of work developed in the Environmental Scoping Sub – Phase, to prepare a Plan of Study that describes the identified Environmental Issues and feasibility Alternatives for the

proposed Housing Development, proposes methods for identifying the impacts of these on the environment;

- Provides timeframes for the different aspects of the Assessment during the pre – construction, construction, operational and decommissioning phases of the project;
- Make known the proposed housing development so that interested and affected parties are afforded an opportunity to comment on the proposed Housing development;
- Obtain feedback from the Stakeholders on issues raised during the Environmental Scoping Sub – Phase;
- Identify, prioritise address and resolve key issues raised by, and in consultation with, Stakeholders during the EIA process;
- Prepare an Environmental Impact Assessment Report which documents the extent and significance of the identified Environment Impacts of the proposed Housing Development, the proposed Mitigation measures and the issues trail arising from the Public participation process to enable the Relevant Authorities to make decision regarding the environment acceptability of the Housing Development; and
- Obtain a Record of Decisions from the Relevant Authority which informs Stakeholders of the decisions taken regarding the Housing Development and the conditions imposed on such a development.

#### **ENVIRONMENTAL PLAN SUB – PHASE**

- To establish an Environmental Management Plan to support the contents of the Environmental Scoping report or Environment impact Assessment report and the Record of Decisions provided by the Relevant Authority.

It should be noted that the service provider must comply with the required supporting studies if required which emphasize that the following plans and studies should also be prepared if required to inform the development of a layout plan and to complete the feasibility study:

- Waste Management Plan
- Storm Water Management plan
- Alien plant control programme
- Building plan approval
- Water Use License

The environmental assessment practitioner shall address all objections received during the public participation process. The Environmental Impact Assessment Report will be submitted to the Department Of Economic Development, Tourism and Environment Affairs (DEDTEA) in order to secure a Record of Decision for proposed development.

#### **Professional Competency Required**

Service Providers must comply with legislative and governmental policy requirements and be registered with the Council of Environmental Assessment Practitioners of South Africa and have relevant qualification in the environmental impact assessment professional field and have suitable Professional Indemnity Insurance from an approved insurer.

---

## **PROJECT BRIEF: CIVIL / STRUCTURAL ENGINEERING CONSULTANT**

### **DUTIES AND RESPONSIBILITIES OF CIVIL / STRUCTURAL ENGINEERING CONSULTANT**

To provide technical input into the planning stage of the project such that the SPLUMA approval is obtained.

This will be a requirement for approval to proceed to submit the layout for approval to the Municipal Line Departments. Cognizance to the funding restrictions and norms and standards applicable to low cost housing and value engineering are key to obtain approval to the next stage.

- Evaluation of existing bulk infrastructure servicing the area to determine current infrastructure, available capacity and future demand based on the proposed town planning layout in order to determine any future upgrades that may be necessary. It is envisaged that each household will be supplied with water borne sewer, a house connection with potable water and electricity.
- This will entail inter alia physically verifying existing infrastructure, liaising with the various role players including but not limited to: service providers, town planners, municipal officials etc.
- Provision of preliminary engineering designs (if applicable as this is a semi-urban development)
- Obtain approval of engineering designs by related department.
- Provide Professional Indemnity to the value of the work done.

### **DELIVERABLES**

#### **1. Sewer Network**

##### **1.1 Existing Sewer**

- Physical verification of existing bulk mains
- Investigate and detail the different types of infrastructure servicing the area e.g. water borne sewer, VIP and urine diversion toilets etc.
- Investigate and detail the condition of the service.
- Determine catchment areas and volumes, as per proposed phases, draining into the main bulk line – these areas must be shown on a plan of the area.
- Investigate and detail the available capacity of the existing system.
- Submission of adequately scaled drawings showing all bulk sewer mains within the project area. Drawings must be in colour and 4 sets are to be submitted. A DXF format of the drawings must also be submitted.

##### **1.2 Proposed New Sewer**

- Determine future demand by calculating new volumes and flows for each phase based on the densities of the proposed town planning layout.
- Analyse the impact of the new load on the existing system – Refer to Sewer Impact Assessment guidelines
- Determine upgrades to the existing system, if warranted.
- Liaise with the eThekweni Municipality's Water and Sanitation Unit to determine capacity and whether upgrades to the waste water treatment works servicing the area is necessary.
- Provision of detailed designs and drawings for the new/upgraded sewer network and approved by the Water and Sanitation Unit"

#### **2. Water Reticulation Network**

##### **2.1 Existing Water Reticulation**

- Physical verification of the existing bulk supply system.
- Investigate and detail the different types of infrastructure servicing the area e.g. stand pipes, individual house connections etc.



- Investigate and detail the condition of the service.
- Determine available capacity of the system as per the proposed phases.
- Submission of adequately scaled drawings showing all bulk water mains within the project area. Drawings must be in colour and 4 sets are to be submitted. A DXF format of the drawings must also be submitted.

## **2.2 Proposed New Water Reticulation Network**

- Determine future demand based on new densities of the proposed town planning layout.
- Analyse the impact of the new load on the existing system
- Determine upgrades to the existing system, if warranted.
- Liaise with the eThekweni Municipality's Water and Sanitation Unit to determine the available water supply and whether additional reservoirs are necessary.
- Provision of detailed designs and drawings for the new/upgraded water network and approved by the Water and Sanitation Unit

## **3. Road Network**

### **3.1 Existing Road Network**

- Investigate and detail the main access roads to the area.
- Investigate and detail the types and condition of the existing road network.
- Determine available capacity of Main Road (desk top study will suffice).

### **3.2 New Proposed Road Network**

- Provision of detailed designs and drawings for any new/proposed roads to be approved by Transport Planning Unit and Traffic Engineering Unit.

## **4. Stormwater Network**

### **4.1 Existing Stormwater Network**

- Physical verification of existing stormwater pipes and culverts.
- Investigate and detail the different types of infrastructure servicing the area e.g. concrete pipe, open stormwater channels etc.
- Investigate and detail the condition of the service.
- Determine available capacity of the system.
- Submission of adequately scaled drawings showing the stormwater network within the project area. Drawings must be in colour and 4 sets are to be submitted. A DXF format of the drawings must also be submitted.

### **4.2 New Proposed Stormwater Network**

- Determine future runoff based on new densities of the proposed town planning layout.
- Analyse the impact of the new volumes and flows on the existing system.
- Determine upgrades to the existing system, if warranted.
- Determine any protection works to the existing stream that may be necessary.
- Provision of detailed designs and drawings for the new/upgraded stormwater network and approved by the Engineering Unit

## **5. Electrical Services**

### **5.1 Existing Electrical Services**

- Investigate and detail existing bulk electrical services.
- Show locations of cables, both underground and overhead, transmission boxes and substations on adequately scaled drawings. Electrical servitudes and Eskom HV overhead transmission lines must also be depicted. Drawings must be in colour and 4 sets are to be submitted. A DXF format of the drawings must also be submitted.
- Liaison with the eThekweni Municipality's Electricity Unit to establish available capacity of the system.



## **5.2 Proposed new Electrical Services**

- Liaison with the eThekweni Municipality's Electricity Unit/ Eskom to determine necessary upgrades to the network and for provision of new sub-stations to meet the new demand.

## **6. Other Services**

- Various other telecommunication services such as Telkom, Neotel and Link Africa may in the area. Detailed drawings showing the location of these services are to be submitted. Drawings must be in colour and 4 sets are to be submitted. A DXF format of the drawings must also be submitted.
- Flood line Determination report comprising of determination of flood levels along all drainages in the study area, annual flood limit, the 1:20 year and the 1: 50 year flood lines. Information must be supplied in dxf format and to be included in the site layout plans.

## **7. Storm water Management Plan**

- A detailed study establishing pre and post development runoff is required. This study will comment on and advise on any attenuation structures that maybe required. Special attention will also be given to the stream which traverses the project area.

## **6. Traffic Impact Assessment and Public Transport Study**

- This study is to be undertaken to provide transportation related input at a Framework Level and then to elaborate on these initial assessments to produce a detailed Traffic Impact Assessment and Public Transport Study.

## **7. Civil Engineering Design**

- The civil engineer to undertake all infrastructure designs necessary that is, detailed designs. This consultant will be responsible for contract management, administration and implementation of the project

## **8. Structural Designs**

- To provide undertake rational designs of the structural elements of houses in accordance with the provisions of the Home Building Manual and NHBRC requirements in order to satisfy certain provisions of the generic specifications GFSH-11
- Make sure designs are approved by the relevant statutory bodies.
- To undertake sketch plans of housing units which capture the broad technical and functional characteristic of homes in a Housing Development;
- To undertake various designs of plans that suits single standing house, semidetached houses, densification models of various stories and approvals thereof;
- To undertake working drawings for the construction of housing units; and
- Provide house plans for local government approval in accordance with the provisions of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977).

## **9. Sewer Impact Assessment Guidelines (if applicable)**

9.1. Complete an impact assessment on both the internal infrastructure (pipelines & pump stations), as well as the external bulk wastewater infrastructure that will be conveying wastewater from the proposed development to the WWTW or to the point which sufficient capacity exists.

9.2. Obtain as-built records of the line/s under investigation. EWS to assist with such records if available. If

no records, survey of the existing lines must be undertaken as an alternative. No use of GIS as it is inaccurate. GIS information may be used for guidance purposes only.

9.3. Investigation of various alternative alignments for new/upgrading services between development and the WWTW/ the point to which sufficient capacity exists.

9.4. Investigation and verification of pipe diameters and affiliated infrastructure, identification of rising main terminal manholes, fluorescein dye traces, pressure tests (rising mains), ground penetrating radar surveys, closed-circuit television (CCTV) inspections, etc.

9.5. Measurements & monitoring of existing wastewater flows.

9.6. On site measurements of pump station civil infrastructure and performing "sump draw down" tests, including reviewing flow records and interviewing operation and maintenance personnel. As a guide the following minimum information shall be obtained for all pump stations and rising mains:

- i) Pumpstations
- ii) Pump Station ID Y & X co-ordinates
- iii) Type of pump
- iv) Parallel or series pumping
- v) Pump Capacity
- vi) Shutoff Head
- vii) Design Head
- viii) High Head
- ix) High Flow
- x) Name
- xi) Layout, diameters of pipe work on site, connecting to upstream/downstream ☐ Maximum and minimum levels in sump
- xii) Sump volume
- xiii) Pump configuration
- xiv) Pump(s) manufacturer, model and number of phases
- xv) Motor(s) manufacturer, model, speed in r.p.m. and power in kW
- xvi) Pump characteristic curve(s)
- xvii) Position/function of control valves on site
- xviii) How is pump station controlled?
- xix) Rising Mains
- xx) Nominal diameter
- xxi) Pipeline route with Y and X co-ordinates at each bend point
- xxii) Pipeline elevation at start/end point and all bend points (a Z-value at each Y and X co-ordinate).
- xxiii) Pipe material
- xxiv) Pressure class
- xxv) Diversion structures, stilling chambers etc

9.7. Recommendations and proposals, including costs, for upgrade requirements to pipelines & pump stations if any required. Sump upgrade requirements will need to account for required 4 hrs storage.

9.8. Land & servitude requirements specially for re-located services and upgrades to pump stations.

9.9. Existing services (impact & mitigation recommendations).

9.10. Investigation of alternative technologies (e.g. pipe cracking, directional drilling, etc) to minimize potential impacts.

9.11. Investigate and take into account other proposed developments that may impact on new proposed infrastructure and upgrade requirements. EWS to assist with this information.

9.12. Accommodating existing flows in built-up area.

9.13. Service provider to be aware of "Dangerous Services" eg. Sasol gas pipeline etc.

9.14. Development timeframes and demand projections

## **Professional Competency Required**

*Service Providers must comply with legislative and governmental policy requirements and be registered with the Engineering Council of South Africa, as a professional in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000), CIDB (if applicable) and any other respective professional body. Must have the Professional Indemnity as prescribed by the Engineering Council. PI cover must be maintained by the professional for a minimum period of 3 years after completion of the project as stipulated by ECSA.*

## **PROJECT BRIEF: SPECIALISED DEVELOPMENT FACILITATION AND BENEFICIARY ADMINISTRATION**

### **DUTIES AND RESPONSIBILITIES FACILITATION AND BENEFICIARY ADMINISTRATION CONSULTANT**

- Undertaking social facilitation/ surveys for the projects requested by the Department of Human Settlements by engaging with relevant stakeholders within the communities to be developed.
- Provide reports on social facilitation/ surveys for the projects requested by the Department of Human Settlements
- Conducting regular meetings with professionals and community leadership.
- Communicating the projects processes and progress to the relevant stakeholders.
- Facilitate and undertake beneficiary administration.
- Providing social workers for cases that need special attention within projects
- Consolidating a social compact determining the needs analysis in thus guiding to what product is needed
- Putting together a submission on project need basis

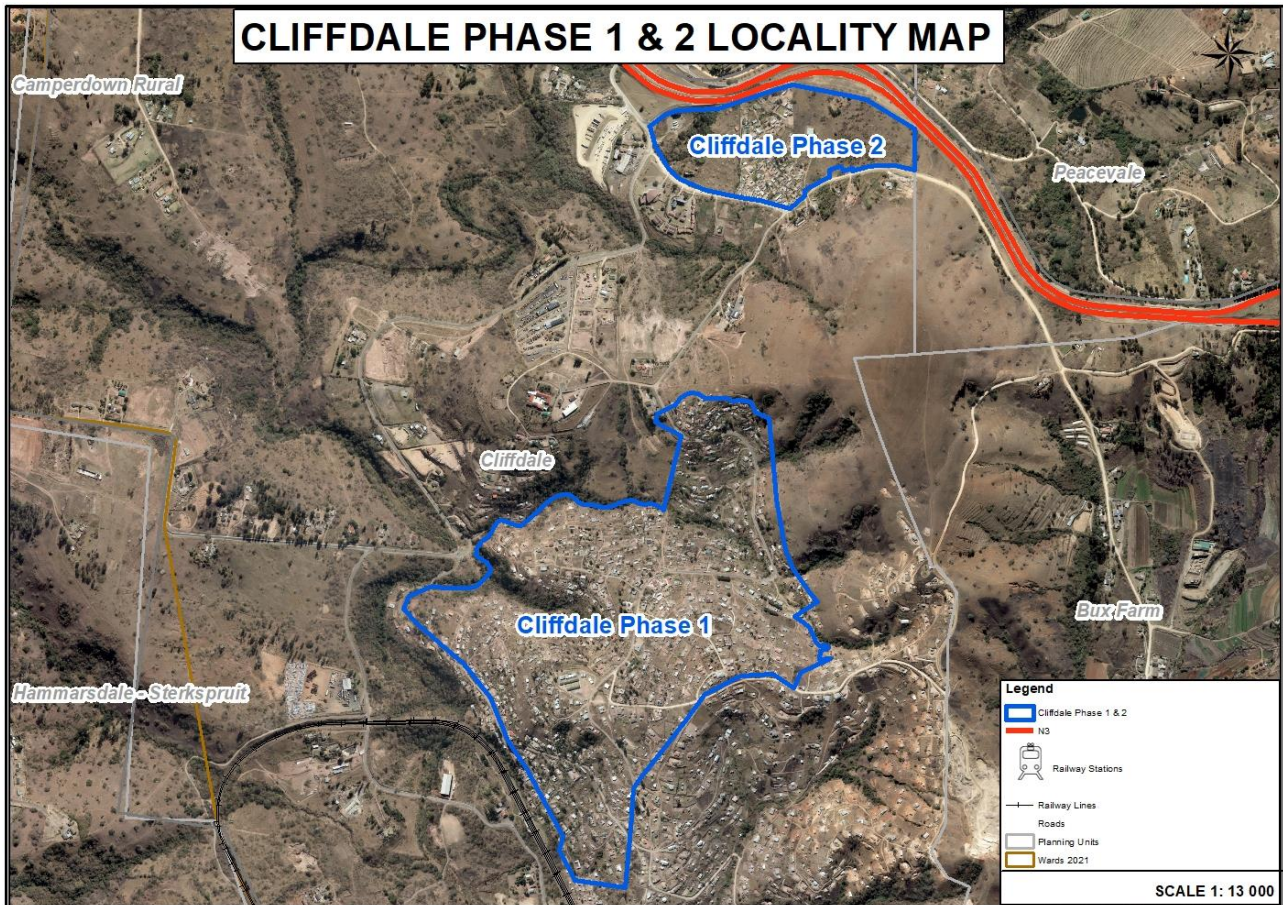
Professional Competency Required Service Providers must comply with legislative and governmental policy requirements for project Packaging .

### **C3.1.3 Deliverables**

- Feasibility Study
- Administration and Submission of the Project-Linked Subsidy Programme to HWG and DOHS to obtain Stage 1 & 2 approval
- Environmental Authorisation and WUL or exemption thereof
- SPLUMA Approval (Approved layout plan, Decision Notice and approved Conditions of Establishment (CoE))
- Socio economic analysis and stakeholder participation
- Confirmation of Bulk Services
- Beneficiary schedule with GPS Co ordinates or Reservation of erf numbers, pegging and General Plan

The successful tender is expected to provide their own security measures (including other **health and safety** measures while working on site). As a result, a health and safety plan must be provided as part of the methodology and the **Indemnity Form** has to be signed and returned. Failure to provide such requirements will have a detrimental impact upon tender evaluation.

## LOCALITY MAP





**ANNEXURES**

1.        **STANDARD CONDITIONS OF TENDER**
2.        **CIDB STANDARD PROFESSIONAL SERVICES OF CONTRACT**

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

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

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

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

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

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

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

*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of inequity that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

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

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

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

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

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

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

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

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

---

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

---

**STANDARD PROFESSIONAL SERVICES  
CONTRACT**

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

---



Construction Industry Development Board  
Pretoria  
Tel: 012 343 7136 or 012 481 9030  
Fax: 012 343 7153  
E-mail: [cidb@cidb.org.za](mailto:cidb@cidb.org.za)

July, 2009: Edition 3 of CIDB document 1015

Standard Professional Services Contract