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2022/12/09.

Tender No.H22/011 AI
WCS no.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

256 Madiba Street; National Department of Public Works and Infrastructure; CGO
Building; Pretoria Central

TENDER DOCUMENT

INVITATION TO TENDER FOR PROFESSIONAL SERVICES:

ARCHITECTURAL SERVICES

FOR THE PROJECT:

**DEVELOPMENT OF A DESIGN GUIDELINE FOR THE PLANNING OF
DEPARTMENT OF HOME AFFAIRS SERVICE CENTRE BUILDINGS IN SOUTH
AFRICA**

WCS: N/A

REFERENCE NO:

TENDER NO: H22/011 AI

DECEMBER 2022

Name of tenderer:

ISSUED BY:
THE DIRECTOR-GENERAL
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

Version 1 Planning Guideline tender 2020-04

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T1. TENDERING PROCEDURES

T1.1 Notice and Invitation to Tender

- T1.1.1 The words “**tender**” and “**bid**” in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning, similarly the words “tenderer” and “tendering Service Provider” are interchangeable and are deemed to have the same meaning. Unless inconsistent with the context, the masculine gender includes the feminine and neuter genders and *vice versa*, and the singular includes the plural and *vice versa*. In this document, words and expressions signified in the text by the use of capital initial letters, shall have the meanings defined in the Standard Professional Services Contract except where the context otherwise requires.
- T1.1.2 **The Government of the Republic of South Africa in its Department of Public Works & Infrastructure invites tenders for the provision of PROFESSIONAL ARCHITECTURAL SERVICES as further fully described in C3 Scope of Services hereof.**
- T1.1.3 **The address for collection of tender documents and the telephone number of the tender section are as advertised in the Tender Bulletin.**
- T1.1.4 Tender documents may be collected on working days **between 07:30 and 12:45 and between 13:30 and 15:30.**
- T1.1.5 A non-refundable deposit of **R200** is payable, in cash only, on collection of the tender documents.
- T1.1.6 Queries relating to these documents may be addressed to the Employer’s authorised and designated representative who is the departmental project manager:
Mr Linda Felix Mampuru
Tel no: 012 4061370
Cell no: 082 820 1515
Fax: N/A

Physical address: Central Government Building
256 Madiba Street
Pretoria

Postal address: Private Bag X 65

Pretoria
0001

- T1.1.7 The closing time for receipt of tenders 03 February 2023 as advertised in the Tender Bulletin. Telephonic, facsimile, electronic and late tenders will not be accepted.
- T1.1.8 Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in T1.2 Tender Data.

T1.2 Tender Data

- T1.2.1 Standard Conditions of Tender
- The conditions of tender are the **Standard Conditions of Tender (January 2009 edition)** as contained in **Annex F** of the **Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement**.

The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:

http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx

Clause number	Tender Data
	The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement as published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004 as amended in Board Notice 67 of 2005 in Government Gazette No 27831 of 22 July 2005, Board Notice 99 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006, Board Notice 9 of 2008 in Government Gazette No 30692 of 1 February 2008 and Board Notice 11 of 2009 in Government Gazette No 31823 of 30 January 2009. JULY 2009 GAZETTED? 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. Each item of data given below is cross-referenced to the clauses marked "F" in the Standard Conditions of Tender to which it mainly applies.

	By submitting a tender in response to T1.1 Notice and Invitation to Tender above, the tenderer binds himself to a <i>pactum de contrahendo</i> (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and T1.2 Tender Data.
F.1.1	The Employer is the Government of the Republic of South Africa in its Department of Public Works and Infrastructure.
F.1.2	For this Contract the single volume approach is adopted. This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 6 of the CIDB's "Standard for Uniformity in Construction Procurement." The tendering Service Provider's attention is specifically drawn to the T2 Returnable Documents identified in the T2.1 List of Returnable Documents and in the T2.2 Returnable Schedules. The Returnable Documents must be obtained and the Returnable Schedules must be completed by a tenderer when submitting a tender. The tenderer must complete these documents, including the "Offer" document in C1.1 Form of Offer and Acceptance, and deliver their tender back to the Employer bound as it was received. The tender document, issued by the Employer, comprises the following separate identifiable documents collectively forming the "Tender Document in a single volume": <u>The Tender</u> T1: Tendering Procedures T1.1 Notice and Invitation to Tender T1.2 Tender Data T2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules <u>The Contract</u> C1: Agreement and Contract Data C1.1 Form of Offer and Acceptance C1.2 Contract Data C2: Pricing Data C2.1 Pricing Instructions C2.2 Activity Schedule C3: Scope of Services C4: Client Specific Information

F.1.4	The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer, who will be the departmental project manager as noted in T1.1.6 Notice and Invitation to Tender.
F.2.1	<u>Tenders will only be considered for acceptance if</u> (i.e. will only be regarded as responsive if): 1. The tendering Service Provider is an architectural practice and which is owned and controlled by registered professional architects, by at least a percentage determined by the South African Council for the Architectural Profession in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000) and who will hereafter be referred to as registered principals of the practice or a multi-disciplinary professional practice, that also practises architectural work, which division/section is under the fulltime supervision of a registered professional architect, and which is owned and controlled by registered professionals by at least a percentage determined by any of the relevant professional Councils for cases pertaining to multi-disciplinary practices/business undertakings, in their respective Codes of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000), Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000), Engineering Profession Act, 2000 (Act No. 46 of 2000), Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000) and/or Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000), Planning Profession Act, 2002 (Act No. 36 of 2002) and who will hereafter be referred to as registered principals. In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be made relevant to persons duly appointed as Directors of such entity. 2. Copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned in 1 above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking. Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in 1 above and information/documentation in respect of such persons must be provided as described;

3. The information, required in respect of 1 and 2 above, has been provided for all Service Providers tendering in consortium or joint venture;
4. At least one registered professional architect, of whom the same documentation as in 2 above has been included in the tender, of the tendering Service Provider has been listed in C1.2.3, clause 7.1.2 Key Persons;

[The Employer retains the right to verify current professional registration required in terms of 2, 3 and 4 above with the relevant council as part of the tender evaluation process. **In the event of any such person not currently being registered with the relevant council, it will render the tender as unacceptable (i.e. non-responsive) and excluded from further consideration.**]

5. All Returnable Documents mentioned in T2: Returnable Documents (T2.1 List of Returnable Documents and T2.2 Returnable Schedules) have been included in the tender;
6. (a) The tendering Service Provider has provided the required information/documentation to enable an evaluation panel to perform functionality and risk assessments as described in 6(b) and 6(c) hereafter and referred to in T2.1 – sub paragraph 4;
- (b) Tender offers are judged by an evaluation panel in terms of functionality, which functionality will be evaluated against the following criteria on a scoring system of 1 to 5, weighted as indicated:

Note: Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Functionality Criteria	Weighting Factor
Qualifications and experience of the Project leader: The service provider for this project should indicate the allocated Project Leader's experience in work of a similar nature and scope. The Project Leader shall be in the full time employ of the service provider. The project leader must have a Post grad/Bachelor qualification in Architecture and a minimum of 15 years' experience in the respective field as well as professional registration with the relevant council. 20 years' experience and above = 5 points 18-19+ years' experience = 4 points 15-17+ years' experience = 3 points Less than 15 years' experience = 0 points	20

	Qualifications and experience of the key specialists in public buildings/facilities (project team): The project team must have at least one (1) member that has a Bachelors qualification in Architecture and minimum of 10 years' experience in the said field as well as professional registration with SACAP. 15 Years' experience and above = 5 points 13-14+ years' experience = 4 points 10-12+ years' experience = 3 points Less than 10 years' experience = 0 points	20
	Relevant experience in projects of similar scale and nature: Proven experience of completed projects of similar scale and nature of the project as specified as follow: 1) Development and assembly of existing policies and/or guidelines 2) Generic building design guidelines 3) Prototype or standard drawings Note: Where the entity tendering is a joint venture a score for track record will be awarded to each party to the joint venture, which will then be combined in proportion to the percentage contribution of each party to the joint venture. Projects of similar nature (as per DPW-09), delivered within the given timeframe: 6 Projects and above = 5 points 5 Projects = 4 points 4 Projects = 3 points 3 Projects = 2 points Less than 3 Projects = 1 point	20
	Value Added: Demonstration that the client will derive better value for money by contracting with the tenderer in providing the following: 1. New and innovative knowledge in terms of International benchmarking; 2. Methodology to transfer knowledge to NDPWI team; 3. Use of BIM technology; 4. Demonstration of project appropriateness to public infrastructure; 5. Quality of proposal presentation. Providing information on all five (5) items above = 5 points Providing information on four (4) items above = 4 points Providing information on three (3) items above = 3 points Failure to provide information on less than three (3) items above = 0 points	25
	Proposed programme plan: Demonstrate the approach/ methodology to follow with this project by providing information on each of the following subheadings: 1. Approach/ methodology for this project 2. Approach to quality control, 3. Approach to project management, and	15

4. Approach to team communication.	
5. Quality of project comprehension demonstrated in proposal i.e. project execution plan, proposed timeframe for the project and associated budget	
Providing information on all five (5) items above = 5 points	
Providing information on four (4) items above = 3 points	
Failure to provide information on less than four (4) items above = 0 points	
Total	100 Points

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	60
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(c) Tender offers are judged by an evaluation panel in terms of risk to the Employer. Such risk will be evaluated against the criteria listed below. An assessment of unacceptable risk on any single criterion will constitute unacceptable risk for the award as a whole, resulting in the tender to be disqualified and removed from further consideration.

The risk criteria are as follows:

Description of risk criteria and sub criteria

(Note: Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below. The Employer reserves the right to request further clarification, elucidation, additional documentation/information, etc. as may be required to evaluate the tender. The afore-mentioned can also entail that the persons, named in the schedule of Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), be invited to an interview.

- A Allocation of **suitably qualified and appropriately experienced human resources**, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in terms of clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the

	project in terms of the Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), from information contained in curriculum/curricula vitae submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. No risk assessment will be performed for this criterion in the absence of relevant information/ curricula vitae with the tender and will therefore render the tender as unacceptable and excluded from further consideration.]
B	The tendering Service Provider's experience and performance on comparable projects during the past 5 years. Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value, or other project quantifying parameters), nature of projects (research and compilation of prescripts) and time scales of projects (normal, fast track, etc.) and stage of its/their development. [An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and excluded from further consideration.]
C	Confirmation of the required level of professional indemnity insurance specified in terms of Contract Data clause 5.4.1 (C1.2.3 Data provided by the Service Provider). [If confirmation/proof of professional indemnity insurance is not duly confirmed in C1.2.3 Data provided by the Service Provider, the risk to Employer will be regarded as unacceptable and render the tender unacceptable on grounds of not being to specification. The Employer retains the right to request documentary proof of such insurance as part of the tender evaluation process. Unconfirmed professional indemnity insurance will render the tender as unacceptable in terms of risk and excluded from further consideration.]
D	Virtual Attendance of compulsory clarification meeting on the 16th January 2023 at 10:00 am by a representative of the tendering Service Provider. The link for the virtual compulsory briefing session to be requested from the 12th January 2023 on the below email addresses:

	Joseph.nyalunga@dpw.gov.za Linda.mampuru@dpw.gov.za [Non-attendance, if compulsory in terms of F.2.7, will be regarded as a risk to the Employer in that salient information required for tender purposes would not have been to the knowledge of the tendering Service Provider, rendering any resultant tender to be incomplete. Non-attendance will render the tender a risk to the Employer and therefore excluded from further consideration. <table border="1"> <tr> <td data-bbox="343 672 399 784">E</td><td data-bbox="399 672 1538 784">Other - (Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)</td></tr> <tr> <td data-bbox="343 784 399 896">F</td><td data-bbox="399 784 1538 896">Other - (Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)</td></tr> </table> Note: Any tender that presents an unacceptably high risk may be disqualified.	E	Other - (Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)	F	Other - (Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)
E	Other - (Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)				
F	Other - (Project manager to compile specific criteria if the above generic criteria will not serve their purpose adequately.)				
F.2.7	A tender clarification meeting will be held in respect of this tender. Attendance of said clarification meeting is COMPULSORY. The particulars of said clarification meeting, if applicable, are: Location: Central Government Building, 256 Madiba Street, Pretoria Date: 16 January 2023 Starting time: 10:00 The link for the virtual compulsory briefing session to be requested from the 12th January 2023 on the below email addresses: Joseph.nyalunga@dpw.gov.za Linda.mampuru@dpw.gov.za				
F.2.13.3	Each tender offer communicated on paper shall be submitted as an original.				
F.2.13.4	Delete the last sentence of the paragraph: "Signatories for ... of the tender offer."				
F.2.13.5	The Employer's addresses for delivery of tender offers are as advertised in the Tender Bulletin. In addition, the following identification details must be provided on the <u>back</u> of the envelope: Tenderer's name, contact address and telephone number and in the top left corner on the back of the envelope: "Tender no. " (and fill in the tender number as on the front page hereof) "WCS no. " (and fill in the WCS number as on the front page hereof)				

	"Tender for Architectural Services".
F.2.13.6	A two-envelope procedure will not be followed.
F.2.15	The closing time for submission of tenders is as advertised in the www.publicworks.gov.za or www.etenders.gov.za
F.2.16	The tender validity period is 84 days from date of tender closure.
F.2.19	The tenderer shall provide access for inspections to his offices as may be required by the Employer.
F.2.22	Not a requirement.
F.2.23	The tenderer is required to submit with his tender all documents listed in T2 Returnable Documents, T2.1 and T2.2.
F.3.4	The time and location for opening tender offers are: Time: tenders will be opened immediately or as soon as possible after the closing time as advertised in the www.publicworks.gov.za or www.etenders.gov.za Location: room.256 Madiba Street Pretoria ,CGO Building
F.3.5	A two-envelope procedure will not be followed.
F.3.9.3	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with F.3.9.4."
F.3.9.4	Omit the wording of the first sentence and replace with: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
F.3.9.4 (continued)	Add sub-paragraph c) as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tenderer is to be classified as not acceptable/non-responsive and removed from further contention."
F.3.11	The procedure for the evaluation of responsive tenders is Method 2.
F.3.11.2	Not applicable.
F.3.11.2	The procedure for the evaluation of responsive tenders is Method 2.
F.3.11.3 and F.3.11.7	Scoring financial offers: The formula to determine points for price is: $W_C = W_3 \left[1 - \left(\frac{P - P_m}{P_m} \right) \right]$ where W_C = the number of tender evaluation points awarded for the financial offer

W_3 = the number of tender evaluation points for financial offer and equals:

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000; or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R 50 000 000

P_m = the lowest acceptable tender offer;

P = the tender offer under consideration.

F.3.11.3
(continued)

Scoring for preferences:

Up to 100 minus W_3 tender evaluation points will be awarded to the tenderer who submits a valid original or certified copy of its B-BBEE Status Level Verification Certificate which is in compliance with the requirements of instructions and guidelines issued by the National Treasury and is in accordance with notices published by the Department of Trade and Industry in the Government Gazette.

An original or certified copy of the SANAS Accredited B-BBEE status level verification certificate or Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE. Certificates issued by IRBA and Accounting officer have been discontinued;

In the case of Exempted Micro Enterprises (EME) and Qualifying Small Business Enterprise (QSE) a valid sworn affidavit must be submitted with the bid offer)

A consortium or joint venture will qualify for points for its B-BBEE status level only if such consortium or joint venture submits a consolidated B-BBEE status certificate which covers the consortium or joint venture as a combined unit as if it were a single enterprise. Tenderers anticipating tendering in consortium or joint venture must allow sufficient time for obtaining such status level verification.

Preference points will be allocated according to the following *table:

B-BBEE Status Level of contributor	Number of preference points, where W_3 :	
	= 90	= 80
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2

	<table><tr><td>Non-compliant contributor</td><td>0</td><td>0</td></tr></table> * PPPFA Regulations 2017 – Reg. 6(2) and Reg.7 (2).	Non-compliant contributor	0	0
Non-compliant contributor	0	0		
F.3.11.3 (continued)	Calculate total tender evaluation points: The points calculated for financial offer will be added to the points scored for preference for each individual tender offer according to the formula: Total tender evaluation points = W_c + preference points based on B-BEE status level of contributor.			
F.3.11.4 and F.3.11.5	Not applicable.			
F.3.11.9	Not applicable.			
F.3.17	The number of paper copies of the signed contract to be provided by the employer is <u>one</u> .			

T2. RETURNABLE DOCUMENTS

This tender document in its entirety, all returnable documents which must be attached to this tender document, and all returnable schedules must be returned when the tender is submitted.

T2.1 List of Returnable Documents (Responsiveness Criteria). All documents must be duly completed and signed where applicable.

- (1) Copies of present registration with the **South African Council for the Architectural Profession** as "Professional Architect", with the registration numbers, of all the registered principals and professionals mentioned under T1.2 Tender Data, clause F.2.1, item 2, as well as in C1.2.3 Data provided by the Service Provider, clause 7.1.2 Key Persons.
- (2) A valid original or certified copy of SANAS Accredited B-BBEE status level one or level two verification certificate or sworn affidavit.
- (3) An exposition, with necessary annexures, in suitable format and in sufficient detail, providing all the information necessary for the evaluation panel to be able to evaluate the functionality and risk set out in T1.2 Tender Data, clause F.2.1.

T2.2 Returnable Schedules (Administrative Responsiveness Criteria)
All documents must be duly completed and signed where applicable.

T2.2.1 SUBSTANTIVE COMPLIANCE RESPONSIVENESS CRITERIA

Failure to submit fully completed documents as stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
4	☒	Submission of Form of Offer and Acceptance (C1.1),
5	☐	Submission of fully completed (C2.2) Activity Schedule for Time Based Fees, which is applicable in accordance with C2.1.1.1.
6	☐	Submission of DPW-09 (PSB): Particulars of Tenderer's Projects.
7	☐	Submission of (PA-16): Preference points claim form in terms of the Preferential Procurement Regulations 2017.
8	☐	Submission of DPW-21 (EC): Record of Addenda to tender documents.

9	☒	Provide proof of valid professional registration and other documentation relating to eligibility to tender as contained in (C.2.1 of T1.2 -Tender Data).
10	☒	Data provided by the Service Provider (C1.2.3) fully completed.
11	☐	Submission of DPW-16.1 (PSB): Tender Clarification Meeting Certificate as proof of attendance of compulsory tender clarification meeting. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
12	☒	Submission of proof of attending compulsory virtual tender clarification meeting. <i>A compulsory meeting is required to convey salient information required for tender purposes that would not otherwise be knowledgeable to the Tenderer. Also, this is not a standard Architectural Service required.</i>
13	☐	Submission of certified copies of BBBEE certificate (SANAS) accredited or sworn affidavit
14	☐	<i>Specify other responsiveness criteria</i>
15	☐	<i>Specify other responsiveness criteria</i>

T2.2.2 ADMINISTRATIVE RESPONSIVENESS CRITERIA

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within 7 calendar days from request will disqualify the tender offer from further consideration.

1	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	☒	Submission of (PA-11): Bidder's disclosure
4	☒	Submission of PA-16.1 (PSB): Ownership Particulars
5	☒	Submission of documentation relating to risk assessment criteria as contained in C 2.1 of T1.2 Tender Data.
6	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer.
7	☒	All parts of tender documents submitted must be fully completed in ink and signed where required.
8	☒	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
9	☐	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
10	☒	<i>Submission of (PA-16): Preference points claimed form in terms of the Preferential Procurement Regulations 2017</i>
11	☒	<i>Submission of DPW-09 (PSB): Particulars of Tenderer's Projects</i>
12	☒	<i>Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) for all sub-consultants/ specialists</i>
13	☒	Submission of fully completed (C2.2.2) Activity Schedule for Value-based Fees OR (C2.2.3) Activity Schedule for Time-based Fees, whichever is applicable in accordance with C2.1.1.1
14	☐	<i>Specify other responsiveness criteria</i>
15	☐	<i>Specify other responsiveness criteria</i>

PA-16.1 (PSB): OWNERSHIP PARTICULARS

- NB:** 1. This form is to be read with the Notice and Invitation to Tender and F.2.1 sub paragraphs 1 and 2 of the Tender Data pertaining to this Tender, and completed according to the definitions and information contained in said documents.
2. **Failure to complete this form may result in the tender being disqualified.**

Project title:	Architectural services for: DEVELOPMENT OF A DESIGN GUIDELINES FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS.
Tender no:	H22/011 AI

1. REQUIRED DOCUMENTARY PROOF

The following documentation must be included in the tender as part of the Returnable Documents. Failure to provide the said documentation may result in the tender being disqualified.

Legal Status of Tendering Entity: If the Tendering Entity is:	Documentation to be submitted with the tender:
(a) A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement – CK1
(b) A profit company duly registered as a private company.	Copies of: (i) Certificate of Incorporation – CM1; (ii) Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or (iii) Memorandum of Incorporation in the case of a personal liability company.
(c) [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	
(d) A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).

	registered as profit or non-profit company(ies).	
(e)	A profit company duly registered as a public company.	Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
(f)	A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: (i) the Founding Statement – CK1; and (ii) the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
(g)	A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: (i) such natural person/ sole proprietor, or (ii) each of the Partners to the Partnership.
(h)	A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

DPW-09 (PSB): PARTICULARS OF TENDERER'S PROJECTS

Project title:	DEVELOPMENT OF A DESIGN GUIDELINE FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS			
Tender / quotation no:	H22/011AI	Closing date:	03.02.2023	
Advertising date:	09.12.2022	Validity period:	84 days	

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Work stages completed	Work stages in progress
1						
2						
3						

4									
5									
6									
7									

1.2. Completed projects

Projects completed in the last 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Date of appointment	Date of completion
1						
2						

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer
box)

☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

9.			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10.			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein; and
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter.

Signed by the Tenderer

Name of representative	Signature	Date

DPW-16.1(PSB): TENDER CLARIFICATION MEETING CERTIFICATE

Project title:	ARCHITECTURAL SERVICES FOR: DEVELOPMENT OF A DESIGN GUIDELINE FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS		
Tender no:	H22/011 AI	Reference no:	N/A

This is to certify that I, _____

representing _____

attended the tender clarification meeting on: _____

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPWI Representative	Signature	Date

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

- 2.2.1 If so, furnish particulars:

.....
.....

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

YES / NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works & Infrastructure in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			

5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works & Infrastructure in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

1 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows:

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 2 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
- 3 The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

 _____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			

6			
7			
8			
9			
10			

The tendering enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1	
2	
3	
4	
5	
6	
7	
8	

Held at _____ (place)

on _____ (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

_____ (project description as per Tender Document)

Tender Number: _____ (tender number as per Tender Document)

Mr/Mrs/Ms:

in *his/her Capacity as: _____ (position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

- C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

- D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

- E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

- F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.
- G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

 _____ (code)

Postal Address: _____

 _____ (code)

Telephone number _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			

	Name	Capacity	Signature
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The tendering enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 The value of this bid is estimated to (all applicable taxes included) and therefore the...**80/20**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

POINTS

1.3.1.1 PRICE

80%

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Select B-BBEE Level

20%

Total points for Price and B-BBEE must not exceed

100%

- (a) Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- (b) An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.
- (c) Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.
- (d) The purchaser reserves the right to require of a bidder, 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 purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through

price quotations, advertised competitive bidding processes or proposals;

- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out

work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8

6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

8 SUB-CONTRACTING (relates to 5.5)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

.....

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number
.....

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (a) The information furnished is true and correct;
- (b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (c) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (d) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (i) Disqualify the person from the bidding process;
 - (ii) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (iii) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (iv) restrict the bidder or contractor, its shareholders and directors, or only

the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (v) forward the matter for criminal prosecution.

WITNESSES:

1.

2.

SIGNATURE(S) OF

BIDDER(S)

DATE:..... ADDRESS:.....

.....
THIS FORM IS ALIGNED TO SBD 6.1

C1 AGREEMENT AND CONTRACT DATA

C1.1 Form of Offer and Acceptance

Offer

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

ARCHITECTURAL SERVICES

on the Project

DEVELOPMENT OF A DESIGN GUIDELINE FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

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

The offered price for Architectural Services inclusive of all applicable taxes (All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) is :

R (in figures)

.....

..... **Rand**(in words)

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as ***a firm and final offer***.

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 Service Provider in the conditions of Contract identified in the Contract Data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or close corporation: whose registration number is: whose income tax reference number is: and whose National Treasury Central Supplier Database (CSD) numbers are: CSD supplier number: Tax Compliance Status Pin (TCSP).....	OR	Natural person or partnership: whose identity number(s) is/are: whose income tax reference number is/are: and whose National Treasury Central Supplier Database (CSD) numbers are: CSD supplier number: Tax Compliance Status Pin (TCSP).....
---	------------------	---

AND WHO IS (if applicable):

Trading under the name and style of:

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as: 	Note: A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.
---	---

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....
.....
.....
.....

Other contact details of the tenderer are:

Telephone no: Cellular phone no:

.....

Fax no:

Postal address:

.....

Banker: Branch:

.....

Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider 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 Agreements and Contract Data, (which includes this agreement)
- Part C2 Pricing Data
- Part C3 Scope of Services
- Part C4 Client Specific Information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as 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 set documents are valid unless contained in this schedule.

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. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission 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.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works & Infrastructure
Address of organisation:	

Witnessed by:

Name of witness	Signature	Date

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the Employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1.2.1. Subject:

Detail:

1.2.2. Subject:

Detail:

1.2.3. Subject:

Detail:

1.2.4. Subject:

Detail:

1.2.5. Subject:

Detail:

1.2.6. Subject:

Detail:

By the duly authorised representatives signing this agreement, 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 changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the Contract between the Parties arising from this agreement.

C1.2 Contract Data

C1.2.1 Standard Professional Services Contract

The conditions applicable to this Contract are the **Standard Professional Services Contract (July 2009 edition)** published by the **Construction Industry Development Board (CIDB)**.

The Standard Professional Service Contract is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:

http://www.cidb.org.za/procurement/procurement_toolbox/cidb_pub/default.aspx

C1.2.2 Data provided by the Employer (Part 1)

Clause	
	The General Conditions of Contract in the Standard Professional Services Contract (July 2009) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract. Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Employer is the Government of the Republic of South Africa in its Department of Public Works & Infrastructure .
1	The Period of Performance is from inception of this Contract until the Service Provider has completed all Deliverables in accordance with the Scope of Services.
1	The Project is: Architectural Services for the Project: DEVELOPMENT OF A DESIGN GUIDELINE FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS
3.4 and 4.3.2	The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in T1.1 Notice and Invitation to Tender under item T1.1.6.
3.4.1	Communication by e-mail is not permitted.
3.5	The Services shall be executed in the Service Provider's own office and on the Project site as described in C3.2.2 Project description. No portion of the work may be performed by a person employed by the State. No portion of the work may be sublet to any other person or persons without the prior written approval of the Employer.

3.6	Omit the following: “... within two (2) years of completion of the Service ...”. i.e. written approval must be obtained in all events.
3.12.1	Period of Performance shall be sub dividable in separate target dates according to the programme to be submitted in terms of clause 3.15 hereof. A Penalty amount of R1 000 per day will be applicable per target date for the full period of the delay. In the event that the delay exceeds 30 days, the Employer will have the option to either: (i) terminate the contract and recover any loss as a result of the termination from the Service Provider, or (ii) allow the Service Provider to continue with the Services after the agreement of a new target date and recover the penalty of R1 000 per day for the full period of the delay.
3.15	<u>For fees stipulated as “value based” in C2.1 Pricing Instructions, C2.1.1.1:</u> Programme: A programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent in terms of C3.5.1 Service Providers, to the departmental project manager, within a period of two (2) weeks following the briefing meeting. The programme will be the result of the co-ordination of all appointed Service Providers’ inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described in part C3 of the various appointed Service Providers’ tender documents and presented in bar chart format. No milestones may, at the co-ordination stage, be extended beyond the timeframes outlined in C3.2.2.3 Project Programme without acceptable reasons. The programme thus compiled and presented by the principal agent must be counter-signed by all appointed Service Providers as proof that the programme was agreed upon by all during the said co-ordination action. The Employer retains the right to negotiate such submitted programme with the principal agent in consultation with the appointed Service Providers, if required, to promote the interest of the project. <u>For fees stipulated as “time based” in C2.1 Pricing Instructions, C2.1.1.1:</u> Project Execution Plan (PEP): A PEP for the performance of the Service shall be submitted by the Service Provider, to the departmental project manager, within a period of two (2) weeks following the briefing meeting. In the event of the Employer not being satisfied with the submitted PEP, the Parties will negotiate in good faith towards a PEP that will be agreeable to both. Such an agreed-upon PEP will form the basis for the management of the appointment and remuneration purposes. Should

	circumstance change from the initial briefing, the Service Provider and the Employer will negotiate a revised PEP to satisfy such change(s). Should the Parties fail to reach agreement on the PEP or revised PEP, the matter will be dealt with in terms of clause 12.1.2 of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer.
3.16.2	Where CPI_s = the index of StatsSA P0141 (Table B) for the month during which the tender closed. CPI_n = the index of StatsSA P0141 (Table B) for the month in which the anniversary of the tender date falls. The indices of StatsSA P0141 are available on the Website: http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141
4.1.1	Briefing meeting: The departmental project manager shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional team as referred to in C3.5.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the departmental project manager, together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Providers, all documentation relevant to the execution of the Service.
5.4.1	Minimum professional insurance cover of R1,5 million, with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability – all as more comprehensively described in C1.2.3 Data provided by the Service Provider and in respect of which the Service Provider must provide data as required.
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1 Travelling for which payment will be claimed, as defined in C2.1.7 Travelling and subsistence arrangements and tariffs of charges; 2 Deviate from the final programme as per the programme in clause 3.15 above; 3 Deviate from the programme (delayed or earlier); 4 Deviate from or change the Scope of Services; 5 Change Key Personnel on the Service.
8.1	The Service Provider is to commence the performance of the Services immediately after the Contract becomes effective and execution to be as per the programme in clause 3.14 above (see C3 Scope of Services, C3.6 Brief).

8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed two (2) years.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.1	In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa).
12.2.4 / 12.3.4	Final settlement is by litigation.
13.1.3	All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Contract.
13.5	The amount of compensation is unlimited.
13.6	The provisions of 13.6 do not apply to the Contract.
14.4	In the first sentence, change "... period of twenty four months after ..." to "... period of thirty six months after ...".
15	In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act no 1 of 1999).

C1.2.3 Data provided by the Service Provider (Part 2)

Clause	
	Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person or partnership named in C1.1 Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the person named in the resolution PA-15.1 or PA-15.3 by the tendering Service Provider.
5.4.1	<u>Indemnification of the Employer</u>

I, the undersigned, being duly authorized by the Service Provider, in terms of the completed resolution (PA-15.1 or PA-15.3)

.....(Name of authorized person)

hereby confirm that the Service Provider known as:

.....(Legal name of entity tendering herein)

tendering on the project:

.....
.....(Name of project as per C1.1 Form of offer and acceptance)

holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than **R1,5 million**, with the first amount payable not exceeding 5% of the value of indemnity. I further confirm that the Service Provider will keep such professional indemnity fully subscribed. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract.

I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.

I confirm that the Service Provider renounces the benefit of the *exceptionis non causa debiti, non numeratae pecuniae* and *excussionis* or any other exceptions which may be legally raised against the enforceability of this indemnification.

	Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in terms of this agreement. NAME: CAPACITY: SIGNATURE:																																															
7.1.2	As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, and/or, one or more professional(s) employed to render professional services, for whom copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation. The Key Persons and their jobs / functions in relation to the Services are: <table border="1" data-bbox="331 958 1513 1865"> <thead> <tr> <th data-bbox="331 958 715 1171">Name</th> <th data-bbox="715 958 922 1171">Principal and/or employed professional(s)</th> <th data-bbox="922 958 1090 1171">Category of registration</th> <th data-bbox="1090 958 1513 1171">Specific duties</th> </tr> </thead> <tbody> <tr><td data-bbox="331 1171 715 1238">1.</td><td data-bbox="715 1171 922 1238"></td><td data-bbox="922 1171 1090 1238"></td><td data-bbox="1090 1171 1513 1238"></td></tr> <tr><td data-bbox="331 1238 715 1305">2.</td><td data-bbox="715 1238 922 1305"></td><td data-bbox="922 1238 1090 1305"></td><td data-bbox="1090 1238 1513 1305"></td></tr> <tr><td data-bbox="331 1305 715 1373">3.</td><td data-bbox="715 1305 922 1373"></td><td data-bbox="922 1305 1090 1373"></td><td data-bbox="1090 1305 1513 1373"></td></tr> <tr><td data-bbox="331 1373 715 1440">4.</td><td data-bbox="715 1373 922 1440"></td><td data-bbox="922 1373 1090 1440"></td><td data-bbox="1090 1373 1513 1440"></td></tr> <tr><td data-bbox="331 1440 715 1507">5.</td><td data-bbox="715 1440 922 1507"></td><td data-bbox="922 1440 1090 1507"></td><td data-bbox="1090 1440 1513 1507"></td></tr> <tr><td data-bbox="331 1507 715 1574">6.</td><td data-bbox="715 1507 922 1574"></td><td data-bbox="922 1507 1090 1574"></td><td data-bbox="1090 1507 1513 1574"></td></tr> <tr><td data-bbox="331 1574 715 1641">7.</td><td data-bbox="715 1574 922 1641"></td><td data-bbox="922 1574 1090 1641"></td><td data-bbox="1090 1574 1513 1641"></td></tr> <tr><td data-bbox="331 1641 715 1709">8.</td><td data-bbox="715 1641 922 1709"></td><td data-bbox="922 1641 1090 1709"></td><td data-bbox="1090 1641 1513 1709"></td></tr> <tr><td data-bbox="331 1709 715 1776">9.</td><td data-bbox="715 1709 922 1776"></td><td data-bbox="922 1709 1090 1776"></td><td data-bbox="1090 1709 1513 1776"></td></tr> <tr><td data-bbox="331 1776 715 1843">10.</td><td data-bbox="715 1776 922 1843"></td><td data-bbox="922 1776 1090 1843"></td><td data-bbox="1090 1776 1513 1843"></td></tr> </tbody> </table>				Name	Principal and/or employed professional(s)	Category of registration	Specific duties	1.				2.				3.				4.				5.				6.				7.				8.				9.				10.			
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7.2	A Personnel Schedule is required.																																															

If the space provided in the table above is not sufficient to describe the **specific duties**, this space may be utilized for such purpose:

C2 PRICING DATA

C2.1 Pricing Instructions

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

C2.1.1.1 Professional fees for Architectural Services will be paid on a **fixed fee basis**

C2.1.1.2 This is a lump sum fixed contract and no price adjustments of whatever nature, except for reductions or increase in the value added tax (VAT), shall be applicable to this contract.

C2.1.1.3 The service provider shall make provision, in his price, for possible fluctuations in costs and shall bear the risk for increases in the cost of labor and/ or materials.

C2.1.1.4 Payment at various stages will occur in alignment with the Schedule of Payment upon completion of the deliverables (to the satisfaction of the Project Manager) as set out in this document.

C2.1.2.1 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.1.5 herein will be paid in full, irrespective of the rates tendered as referred to in C2.1.1.2 above.

C2.1.2.2 **Disbursements in respect of all travelling and related expenses** (including all travelling costs, time charges and subsistence allowances related thereto) **as may be described in fee scale documents issued by the SACAP will not be paid for. Tenderers must make provision for and include all such costs in their tender when calculating the percentage or rates as described in C2.1.1.2 above.**

The site, and/or venues for meetings, and/or offices for applications must be visited as often as the Services require for the execution of all duties on the Project. All disbursements in this regard will be deemed to be included in the applicable fees as stated in C2.1.1.1.

C2.1.2.3 All fee accounts are to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

C2.1.2.4 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.

C2.1.2.5 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be

communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of clause 14.3 of the General Conditions of Contract.

C2.1.2.6 Accounts for Services rendered may be submitted on the successful completion of each stage of work as per the agreed PEP. No interim accounts prior to completion of stages will be entertained. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with clause 14.3 of the General Conditions of Contract.

C2.1.2.7 Fee accounts shall be submitted on the Employer's prescribed format, if available, obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines".

C2.1.2.8 Remuneration / Pricing Schedule

The financial offer must contain two separate elements:

- **Tender amount breakdown**
- **Cash flow forecast per item**

The following template is provided to indicate the format of the Pricing Schedule breakdown.

All service providers shall complete the Pricing Schedule below in full and return same together with the official forms.

Pricing Schedule Template:

(See attached Annexure B)

C2.1.3 Set off

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

C2.1.4 Typing, printing and duplicating work and forwarding charges

C2.1.4.1 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in terms of the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.4.2 Typing and duplicating

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

If the Service Provider undertakes the work themselves, they shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

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

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

C2.1.4.3 Drawing duplication

(a) For drawing duplication the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed **or** may be claimed according to the provisions as in (b) or (c) below.

(b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.

(c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.

(d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing prints required to form part of the original set of drawings/ deliverables including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

C2.1.4.4 Forwarding charges

(a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.

(b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc., is deemed to be included in the value based fees and time based fees paid.

C2.1.5 Travelling and subsistence arrangements and tariffs of charges

Notwithstanding the ruling in C2.1.2.4 above (regarding disbursements and travelling expenses which will not be paid), when the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.6.1 to C2.1.6.5 herein.

C2.1.6.1 General

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

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

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

C2.1.6.2 Travelling time

Fees for travelling time are as set out in Table 8 in the "Rates for Reimbursable Expenses".

Fees are payable for travelling time at the tariff, as set out in C2.1.3.10 Time charges for work done under a value based fee. Travelling time will be fully reimbursed.

C2.1.6.3 Travelling costs

Fees for travelling costs are as set out in Table 3 in the "Rates for Reimbursable Expenses".

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed.

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

C2.1.6.4 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the departmental project manager.

C2.1.6.5 Subsistence allowance

The subsistence allowances are as set out in Tables 4 and 5 in the "Rates for Reimbursable Expenses".

Only actual costs are payable in respect of absence from office of less than 24 hours.

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5. Accommodation should be limited to the equivalent of a three star hotel and no alcoholic beverages or entertainment costs may be claimed for.

C2.2 Activity Schedule

C2.2.1 Activities

The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services hereof.

C2.2.2

Additional Services –

Where a provisional lump sum has been allowed for in the "rate" column and the quantity has been indicated as "lump sum" below, the Service Provider, shall, in cooperation with the departmental Project Manager, (a) compile a "Request for Quotation"-document according to the same format and principles as this quotation; (b) obtain a minimum of three quotations from registered professionals in the disciplines prescribed below; (c) in consultation with the departmental project manager select the sub-consultant to appoint according to the same principles applicable in this quotation; (d) appoint sub-consultant and manage deliverable(s) required to complete the objective of this project. Remuneration for such procurement task (document and adjudication) is to be on time basis at the rates tendered herein under category B.

Where the unit below has been indicated as "hours", the rate to be tendered will be a single rate not linked to the categories referred to above.

Description	Quantity	Unit	Rate	
				= R (1)
				= R (2)
				= R (3)
				= R (4)
				= R (5)
				= R (6)
				= R (7)
Sub-total Additional Services (1+2+3+4+5+6+7)				R (8)
Sub-total Normal Fixed Price tender + Additional Services				R (9)

Add VAT @ 15% ((9) x 15%)

TOTAL FINANCIAL OFFER⁽⁹⁺¹⁰⁾

R	(10)
R	(11)

NOTE: 1. Total Financial Offer, (11) above, **must be carried over to C1.1 Form of Offer and Acceptance**. Failure to carry this over to the Form of Offer and Acceptance **may render the tender non-responsive**.

2. In terms of time spent on travelling, as well as any other travel related expenses (such as travelling costs and subsistence allowances) will not be remunerated – except as provided for in C2.1.6.
2. Any Additional Services, not provided for in the Activity Schedule above, which become necessary/required in terms of the C3 and C4: Scope of Services at any stage of the Service after constitution of the contract, requiring further sub-contracting, will be the subject of prior negotiation with, and approval by, the department project manager, who will instruct the Service Provider on the procedure for such negotiation and the approvals required in the process. **Any additional services, procured on sub-contracting basis, without the involvement of the departmental project manager, will not be reimbursed.**

TERMS OF REFERENCE:

DEVELOPMENT OF A DESIGN GUIDELINE FOR THE
PLANNING OF DEPARTMENT OF HOME AFFAIRS SERVICE
CENTRE BUILDINGS IN SOUTH AFRICA
(See attached C4)

C3 SCOPE OF SERVICES

C3.1 Employer's objectives

This tender is for:

DEVELOPMENT OF A DESIGN GUIDELINE FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS IN SOUTH AFRICA

These services may entail any or all of the Services described in C3.2 as circumstances may dictate and facts become known after the onset of the project. Services anticipated at the time of compilation of this tender are highlighted.

- To complete the project within the time frame and tender amount;
- Develop all presentation material for meetings and reports specified as deliverables.
- Provide a Guideline DHA (Department of Home Affairs) Service Centre Buildings in South Africa in South Africa, as set out in C4.
- Invoices will be accompanied by progress reports supported by proof of evidence in the form of draft deliverables.
- Involve NDPWI officials in the development process as part of training and development.

C3.2 Description of the Services

C3.2.1 Project description

DEVELOPMENT OF A DESIGN GUIDELINES FOR THE PLANNING OF DHA (DEPARTMENT OF HOME AFFAIRS) SERVICE CENTRE BUILDINGS

C3.2.1.1 Scope of Project

A guideline is required to assist the future delivery of buildings specific to Department of Home Affairs. The guideline should be able to address and inform a consultant team on how to execute the project within certain parameters.

Currently, the operational standard for design of new facilities for Department of Home Affairs vary considerably.

This document must address various combinations of service centre types and show how different functions interlink. Also refer to C4.

The Tendering entity is referred to the space limits and cost norms of the Department of Public Works & Infrastructure, or space norms as may be published in the government gazette, or norms determined by the Employer, collectively referred to as the "Client's needs assessment". The applicable document(s) is/are to be used as a benchmark for the project to be developed. A document in which this is set, if applicable, must be obtained from the client department. NDPWI Technical Services will advise and guide in this regard.

C3.2.1.2 Location of the Project

No specific site is identified as the project is aimed at developing a design guideline. The design guideline must make provision for considerations for any site in South Africa. It should describe minimum requirements to be set for DHA service centre buildings placement, parameters of the site, etc.

C3.2.1.3 Project Programme

Also refer to C4.

With the milestones in mind, a Project Execution Plan (PEP) must be submitted in the format and within the time period stated in 3.15 of the Contract Data. The following milestones or activities must be included in the PEP as a minimum requirement but is not limited to these items only:

- (a) **Inception Report** and **Status Quo** report (to clarify the scope of works, data assembly and reporting on the current status)
- (b) Identification of **existing policies and guidelines** that could be applicable to DHA service centre planning.
- (c) Development of **operational spatial models** for DHA service centre **Buildings**
- (d) Development of **checklists**
- (e) Develop a clear set of **generic guidelines for the planning, design and management** of DHA service centre **Buildings**
- (f) Development of **standard material choices and schedules** that could be utilised
- (g) Development of **typical layouts for specific areas** that would be standard within the DHA service centre facility.
- (h) A list of **critical issues** that the service provider considers to be of importance for the project
- (i) Develop a **high level Maintenance Strategy** for DHA service centre **Buildings** and alignment possibilities with **EPWP**
- (j) Develop **costing models**
- (k) Submission of **1st Draft Planning Guideline for the Development of DHA buildings**

It is expected that various components of the project be executed concurrently.

The PEP shall depict the work procedure proposed to obtain required results. It must, *inter alia*, include:

- (a) cost per key milestone events/activities and/or deliverables and a breakdown thereof to assist with evaluation of fee payments;
- (b) programme of key milestone events or activities and methodology for completion of Services;
- (c) responsibilities, and facilities/resources that will be provided; and
- (d) the CV's of all persons whom the consultant proposes to use where qualifications or experience are of crucial importance.

C3.2.1.4 Information available from Employer
Also refer to C4.

NDPWI TECHNICAL SERVICES (All disciplines that could possibly be involved during the development of the document)

- Town Planning Service
- Architectural Service (including Landscape Architecture and Heritage)
- Structural Engineering Service
- Civil Engineering Service
- Electrical Engineering Service (including lifts, security)
- Mechanical Engineering Service (including air conditioning, fire extinguishing)
- Quantity Surveying Services

NDPWI CONSTRUCTION MANAGEMENT (CM)

- Construction Project Management (CPM)

NDPWI FACILITIES MANAGEMENT (FM)

- Maintenance and Management of State Assets

POLICY UNIT:

- Green Building Unit (Green Building Policy)
- IKS (Indigenous Knowledge Systems) Policy

The Role of the NDPWI Architectural Services in this project:

- (a) Be the Project Manager for the project on behalf of the NDPWI;
- (b) Co-ordinate meetings and provide venues with internal units of NDPWI for inputs;
- (c) Co-ordinate, arrange and provide venues for initial meetings with Client Departments;
- (d) Provide access to internal information of the department, internal contact persons, contact information of User Departments, examples of Planning Deliverables completed within the unit as benchmark documents.

C3.2.1.5 Availability/Allocation of resources

Resource allocation schedule: Proposals must indicate what resources (human and otherwise) they have available and intend allocating to this project, and on what basis (that is, for what aspect of work, and whether full or part time). Other resources, for example, would be the type of software package intended for use on this project, whether or not it is owned or licensed to the tenderer, or whether it is available through some other means.

The resources listed by the tenderer must be available to the project and the tenderer must indicate the current utilisation of such resources in order for their availability to be assessed.

Tenderers should note that, during the course of any contract arising from this tender, any of the personnel listed at tender stage may only be replaced with personnel with similar or higher qualifications and experience, subject to the approval of the Client.

C3.2.1.6 Reporting Requirements and Approval Procedure

As identified in C3.3 extent of the Services and the to-be-submitted PEP.

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the Services and will be deemed part of the normal scope of work.

The Service Provider may also be required to prepare, or contribute to ad hoc reports and/or presentations on specific aspects of the project.

Furthermore, the Service Provider shall submit monthly cost reports to the Client showing expenditure aligned to the deliverables as outlined elsewhere in the tender document in order to track the progress of the project.

The Service Provider will also be required to attend progress meetings on a monthly basis/ when requested by the Project Manager.

C3.2.1.7 Format of Guideline submissions

All requests for formal approval from the Client, or any other body, shall be submitted in writing in both electronic and hardcopy format.

Interim payment claims shall be submitted in hardcopy format and accompanied by an original tax invoice. These payments will be made in upon successful completion of the milestones set out under C3.2.1.3.

Ad-hoc communication between the Client and the Service Provider may be conducted per email.

All submitted documentation (designs, reports, etc.) must be submitted both in hardcopy format and as electronic working documents in formats as agreed with the Project Manager.

Project deliverables:

- (a) All project deliverables are to be submitted to the Department in reproducible and editable electronic format/s (to be specified on appointment) as well as printed format.
- (b) The project deliverables, in all prescribed formats, will become, and remain, the property of the National Department of Public Works and Infrastructure.
- (c) Deliverables must include original electronic reports in MS Word, CAD or similar drawing programs, PDF of final project report and two colour hard copies of each deliverable.
- (d) URL links to digitised policies and guidelines are required as part of the project.

C3.3 Extent of the Services

The specific architectural services required on this Project and referred to in C3.2 above entails the following, relative to the design guideline to be developed: [The Employer reserves the right to increase/decrease the services marked herein].

C3.3.1 The following deliverables are required:

- (a) Inception Report
- (b) Status Quo Report
- (c) Existing policies and guidelines applicable to court planning (Report).
- (d) Operational spatial models for various Court Building types (Figures)
- (e) Checklists for different types of courts
- (f) Generic guidelines for the planning, design and management of Court Buildings
- (g) Standard material choices and schedules
- (h) Typical layouts for specific areas aligned with court types and functions
- (i) Maintenance Strategy for Court Buildings
- (j) Costing Model

The aspects mentioned above to be included in the final submission

C3.3.2 Applicable National and International Standards

The Service Provider shall take cognizance of, and adhere to, all applicable national and international standards, regulations and best practice in the execution of the work. International standards should ideally be used where no national standards, regulations and best practice exist, or where it is the norm to use or refer to such international standards, regulations and best practice.

Notwithstanding any approval received from the Client, the Service Provider shall remain responsible for all work carried out by the Service Provider and its sub-consultants and sub-contractors in terms of this contract.

C3.4 Use of reasonable skill and care

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

- (a) Although the Service Provider's documents may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by Others. In the event of mal-performance, default or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.
- (b) Occupational Health and Safety Act, 1993 (Act 85 of 1993)
The Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision in terms of the said Act, whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under the Act.
- (c) Others may include, but are not limited to, Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

C3.5 Brief

C3.5.1 Targeted dates and times

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

All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 3.15 of the Contract Data (and/or PEP according to the same clause, if applicable).

C3.5.2 Final disposal of documents

Upon approval and finalisation of the final account of projects requiring a security clearance, it is a requirement that the Service Provider forward to the Employer all documents relating to this service. The same may be requested on any other project of the Employer.

C3.6 Applicable legislation and standards

This section applies to legislation emanating from national and provincial governments as well as that of any local authorities in whose area of jurisdiction the subject of the appointment falls and which has a bearing on the activities and services under this appointment.

All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.

Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the departmental project manager.

The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the services to be affected by the Services shall be in accordance with all relevant legislation.

C3.7 Access to land/buildings/sites

Access to the land/buildings/sites shall be negotiated in consultation with the departmental project manager and with the pre-agreement with owner of such land/buildings/sites where necessary and will be arranged prior by the Project Manager and Specialist Client Department.

C3.8 Software application for programming

The Service Provider must avail himself of software to be used in the Project documentation for compatibility with other Service Providers as well as the Employer.

C3.9 Security clearance

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring security clearance, be kept to a minimum and that such persons will not object to being submitted to a security clearance, if the Employer so requires.

If the latter is applicable, the necessary forms will accompany this tender or be provided to the Service Provider at any stage thereafter. These forms must be completed, if attached, and returned with the tender. It is important to furnish information which is complete in every respect.

Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained of any of the staff members of the Service Provider, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the Project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained.

The Employer will not accept liability for any costs in this regard.

FINGER PRINTS (except Defence projects)

Persons of whom security clearance is required can obtain a finger print form SAP 91(a) from any police station. Kindly ensure that the police official responsible for taking the finger prints certifies the form since non-certification will result in the form being unacceptable.

C3.10 Condition to accept unregistered persons with suitable built environment qualifications on secondment

It is an express term of the contract that the Service Provider, after award of tender, accept unregistered, suitably qualified (built environment) persons in his office for the purpose of exposing the latter to the full extent of professional work, or as may be required according to specific circumstances, in order to gain experience which can be presented to the relevant Council for consideration towards professional registration. The secondment of such unregistered persons will be negotiated with the Service Provider in terms of numbers, periods of training and extent of professional work opportunity to be afforded. The conditions of secondment will be the subject of a separate Memorandum of Understanding with the Service Provider which will serve as an annexure hereto. Any secondment arrangements will cease upon the professional registration of the seconded person or as agreed on and so included in the aforesaid Memorandum of Understanding. The responsibility for salaries of seconded persons will remain with the Employer, but responsibility for operational expenses, necessary for the execution of the work, will vest with the Service Provider, all of which will be dealt with in the Memorandum of Understanding.

C4 - CLIENT SPECIFIC INFORMATION



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Terms of Reference:
**APPOINTMENT OF PROFESSIONAL SERVICE
PROVIDERS TO DEVELOP A DESIGN GUIDELINE FOR
THE PLANNING OF THE DEPARTMENT OF HOME
AFFAIRS FACILITIES**

TENDER H22/011AI

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1. EXECUTIVE SUMMARY (C4)

This ToR (Terms of Reference) will aim to clarify the scope of works for the design guideline in more detail and set minimum requirements that are to be met in the design guideline.

This section proposes an indicative Table of Content/format for the design guidelines with an explanation to each section to better explain to the service provider what is required.

This section also refers to some of the relevant existing policies and guideline documents within NDPWI, standards of the Department of Home Affairs and other relevant departments.

A basic/indicative list of important aspects that must be addressed in the design guideline is provided but this list is not exhaustive, and the service provider may add aspects that may be important and relevant. Proposals relating to additional headings/ aspects must be made to the Project Manager.

2. PROPOSED FORMAT FOR THE DESIGN GUIDELINE

The following headings are to be included in the Design Guide as a minimum requirement:

1. Table of Content
2. Introduction
3. Background (by Client)
4. Systemic Response
5. Typology
6. Spatial Relationship
7. Schematic Diagrams of Functional Requirements
8. Spatial Norms
9. Support and Administrative Spaces
10. Landscape Approach for the Site
11. Branding and Identity
12. Fittings and Finishes
13. Signage
14. Acoustic Treatment
15. Building Management
16. Maintenance Management
17. Sustainability and “Green” Design
18. Contextual Response
19. Cost Models
20. Glossary
21. List of Annexures
22. References

Each one of these items will be discussed in more detail below.

3. GLOSSARY:

The Service Provider must complete the Glossary by expanding on acronyms, definition, etc.
Example:

DHA	Department of Home Affairs
NDPWI	National Department of Public Works and Infrastructure
FM	Facilities Management
IT	Information Technology
PEP	Project Execution Plan
NBR	National Building Regulations
SANS	South African National Standards
GBCSA	Green Building Council of South Africa
PV	Photovoltaic
BMA	Border Management Authority
HVAC	Heating, Ventilation, and Air-conditioning
CIDB	Construction Industry Development Board
ToR	Terms of Reference

4. INTRODUCTION:

As the custodian of immovable assets, the Government Immovable Asset Management Act, Act 19 of 2007 (GIAMA) is clear that the DPWI has a responsibility to ensure that the value of immovable assets is optimised throughout its life cycle. DPWI has to ensure coordination of the use of state-owned immovable assets with service delivery objectives of a national department (user) and the efficient utilisation of immovable assets. NDPWI's mandate is to ensure that National government departments' accommodation needs are met. These needs are met through accommodation in state-owned buildings (under the custodianship of DPWI), leases in externally-owned buildings, and in certain instances in accommodation acquired by means of public-private partnerships (PPP).

This project aims to achieve the development of a comprehensive design guideline to guide the consultant architect when designing a new/addition to DHA building in South Africa.

To ensure efficient and cost-effective designs that can be completed within a short time span, the National Department of Public Works and Infrastructure (NDPWI) has opted to investigate the possibility of standard designs.

Due to the large number of variables and specific needs for a specific location, it would not be possible to compile a complete standard plan for all DHA buildings/facilities. It is however possible to focus on certain spaces/ areas that are generally grouped together and to create a typical layout showing interconnectivity, functioning, finishes, layouts etc. The design guideline aims to address this requirement.

The design guideline document will assist with understanding different stages of the process towards implementation of DHA building/facility and provide guidelines for each of these stages to explain more clearly what is to be incorporated in the design.

4.1 **Scope**

- 4.1.1 The design guideline will describe the type of spaces commonly associated with facilities for DHA and explain the functioning of a court, resulting in uniformity, better communication, application of departmental priorities and policies.
- 4.1.2 The design guidelines will apply to the design and construction of new buildings as well as additions and alterations to existing infrastructure.

4.2. **Objectives**

- 4.2.1 The design guideline aims to provide a design guide for architects with comment on certain aspects from other disciplines, but from an architectural point of view.
- 4.2.2 The document will guide planners to estimating the cost of erecting a structure together with planning and budgeting for such buildings within the department while ensuring cost effective buildings.
- 4.2.3 The document will assist in setting a basic standard for all DHA buildings/facilities to comply with.
- 4.2.4 The document will set minimum standards for materials, sustainability targets, etc.
- 4.2.5 The document will describe all major spaces and spatial groupings within a DHA building/facility.

5. **BACKGROUND**

The Department of Home Affairs is a national government department that is responsible for Civic and Immigration services.

5.1 Civic Services

The department offers a multiple of services to South African citizens, as well as foreign nationals who wish to visit, work or reside in the country. The Civic Services branch is the custodian of the National Population Register which contains the records of all citizens and permanent residents, including changes in status such as marriage and death.

5.2 Immigration Services

The Immigration Services branch is responsible for the determination of the status and identity of foreign nationals, regulation of immigration through permitting and movement control systems and provision of consular services abroad. Through the Inspectorate, the branch enforces the Immigration Act and Regulations. It is also responsible for processing and determining the status of asylum seekers and refugees.

5.3 Department of Home Affairs's Footprint

In fulfilling its Constitutional mandate, the department adopted a multi-channel strategy to enable the delivery of many of its services which comprised of the following distribution channels:

- 5.3.1 Traditional offices (Civic Services Front offices, Ports of entry (Land, Air, Sea), Refugee centres, Visa Facilitation centres, Missions abroad)
- 5.3.2 Mobile Units
- 5.3.3 Partnerships with both public and private organisation and

5.3.4 The use of ICT to improve access to the department's service. The emphasis on the use of ICT was to reduce the number of times clients visits out offices

5.4 Type of Service Points

The following table depict the types of service points utilised by the Department of Home Affairs in the delivery of its mandated services. Furthermore, the table outlines the type of services provided in each type of a service point located across the country is to be expanded to ensure coverage in all types of geographical areas in line with population catchment.

Table 1: Types of DHA Facilities and services rendered

Types of service points	Services rendered
Local Office Large Local Office Medium Local Office Small (PSP) / (TSC)	✓ Birth/Marriage/Death registrations, certificates and amendments including solemnization of marriages ✓ Smart ID cards ✓ Green ID Books ✓ Travel documents (Passports, Doc for travel purposes, emergency certificate) ✓ Citizenship ✓ Late birth registration ✓ Inspectorate (Inspections, Detention and deportation) ✓ Adoption ✓ Duplicates ✓ Divorce
Ports of Entry (Land, Sea and Air)	✓ Facilitate and regulate the secure movement of persons through the ports of entry into and out of South Africa ✓ Confirm and provide enabling documents to foreign visitors legally residing within South Africa ✓ Issuance of Asylum seeker transit permits
Refugee Reception Centres	✓ Determination of the status of asylum seekers ✓ Regulate refugee affairs and contribute towards realising a positive skills migration trend into South Africa.
Detention Centre	✓ Enforcement of immigration legislation and effect deportations
Visa Facilitation Centres	✓ processing visa applications ✓ Online applications and set up an appointment before visiting the nearest facilitation centre ✓ Process personal biometrics (fingerprints and photographs). ✓ Handling electronic payments of visa fees
Facilities for Accommodation purposes in Land Ports of entry	✓ Accommodate officials working at the Ports of Entry

Civic Services uses three types of local offices, namely, local office large, local office medium and local office small. The table provides the list of key services and functions that are performed at different types of service points which determines the Model office for each type of service point. It should be noted that the Border Management Bill has been passed by parliament which provides for the establishment, organisation, regulation, functions and control of the Border Management Authority. The Border Management Authority will be responsible for the functions pertaining to border management control and at this stage, it is not clear as to whether the BMA will also be responsible for Ports of entry Footprint and Infrastructure.

In addition, VFS Global is responsible for managing visa applications in 11 facilitation centres across the country on behalf of the Department of Home Affairs and responsible for infrastructure as well.

6. SYSTEMIC RESPONSE

The design guideline must address the client needs. The client for this design guideline is the **National Department of Home Affairs**

VISION: A safe, secure South Africa where all of its people are proud of, and value, their identity and citizenship.

MISSION: The efficient determination and safeguarding of the identity and status of citizens and the management of immigration to ensure security, promote development and fulfil our international obligations.

VALUE STATEMENT:

The Department of Home Affairs (DHA) is committed to being:

- ⬇ People-centred and caring
- ⬇ Patriotic
- ⬇ Professional and having integrity
- ⬇ Corruption free and ethical
- ⬇ Efficient and innovative
- ⬇ Disciplined and security conscious

6.1 Mandate of Civic Services

The purpose of civic services is to ensure secure, efficient and accessible services and documents for citizens and lawful residents through the execution of the following core functions:

- ⬇ Management of legislation relating to issuance of identity documents; births, marriages and deaths (BMD); passports and travel documents.
- ⬇ Management of births, marriages and death records.

- ✚ Maintain secure, accurate, accessible systems National Population Register (NPR), Home Affairs National Identification System (HANIS) and data.
- ✚ Affirm and regulate official identity, civil status and the acquisition and loss of citizenship.
- ✚ Provide access to secure and efficient services and enabling documents.

6.2 Mandate of Immigration Services

The purpose of Immigration Services is to facilitate and regulate the secure movement of people through ports of entry into and out of the Republic of South Africa (RSA); determine the status of asylum seekers and regulate refugee affairs; confirm and provide enabling documents to foreign visitors legally residing within the Republic; enforce immigration legislation and effect deportations. The core immigration mandate is to:

- ✚ Facilitate and regulate the secure movement of people through ports of entry into and out of the Republic of South Africa.
- ✚ Confirm and provide enabling documents to foreign visitors legally residing within RSA.
- ✚ Enforce immigration legislation and effect deportations.
- ✚ Determine the status of asylum seekers and regulate refugee affairs.
- ✚ Contribute towards realising a positive migration trend into the RSA that enhances the skills base and support foreign direct investment.

6.3 Key Services rendered by the Department:

They Key services rendered by the Department of Home Affairs include the following:

Civic Services	Immigration Services
✚ Birth and death registration	✚ Refugee identity documents
✚ Identity documents	✚ Refugee travelling documents
✚ Marriage and divorce registration	✚ Permanent residency
✚ Travel and citizenship documents	✚ Temporary residency
✚ Status determination and verification	✚ Refugee and asylum seeker status determination
✚ Adoption registration	

4 Personal Amendments

7. TYPOLOGY

This chapter will highlight the function of each type of a service point together with specialist staff that will be working in this space. Special requirements may be highlighted.

7.1 Typology: Local Offices and Refugee Centres

The Department of Home Affairs renders all Civic Services products and services in front offices, namely, Local Office Large, Local Office Medium and Local Office Small. These offices provides inspectorate services, which is part of immigration services and includes inspections, deportation and investigation.

Table 2: Types of services rendered by type of service point

Types of Service Points	Space requirements (m ²)	Population threshold	Counters	Staff
Local Office Large	2861	400 000 (Up to 1932 clients/day)	35	77
Local Office Medium	2245	260 000 (Up to 1256 clients/day)	26	58
Local Office Small	1736	168 000 (Up to 811 clients/day)	18	41
Refugee Reception Centre	2230	260 000 (Up to 1256 clients/day)	20	52

The Department of Home Affairs developed geographic norms and standards for each type of office to improve its geographic access to the beneficiaries of its services. Furthermore, each type of office has service standards, internal capacity standards as well as facility standards in order to improve the quality of services delivered to citizens.

The table provides the space specifications by type of service point as well as the population threshold of service points. Population threshold provides the minimum and/or maximum number of beneficiaries that can be served at a service point in a given time period, for example, per day and per year.

7.1.1 Local Office Large

The minimum space required for a Local Office Large is approximately 2861 m², with the capacity of service approximately 400,000 people per annum. In order to process 1932 clients per day, the offices requires about 35 counters with 77 officials manning the counters, supporting operations and managing operations.

7.1.1.1 The office must have the following spaces reserved for clients

- ✓ Waiting area for each phase of interaction with the clients, that is, Meter Greeter, Photo Booth, FLO, Cashier, BMD, Amendments, Citizenship and collection counters.
- ✓ Baby room
- ✓ Ablution (Male and females)

- ✓ Fingerprint area
- ✓ Interview rooms for detained foreign national
- ✓ Holding rooms and
- ✓ Ablution for foreign nationals within holding rooms (Female and males)

7.1.1.2 The office has common spaces reserved for officials

- ✓ Kitchen
- ✓ Boardrooms
- ✓ Ablution (Males and Females)

7.1.1.3 The office has areas for supporting operations

- ✓ Server room
- ✓ UPS and Surveillance room
- ✓ Archive and storage rooms

7.1.1.4 Security Guards Room

- ✓ Consists of two rooms of 8 m² each with one used for security guards office and the other for processing clients for entry and exist of the premises.

7.1.1.5 Parking

1. Public parking

- ✓ In public zone within the premises of DHA offices
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Disabled parking
- ✓ Storm water in cases where parking is on the site (leased buildings)

2. Government vehicles

- ✓ In private zone of the site, preferably, underground parking
- ✓ Garage or enclosed covered areas

3. Mobile Trucks

- ✓ Garage or enclosed covered area
- ✓ Size of the Mobile trucks to be taken into consideration and enough space around the truck to be provided to ensure safe parking and embarking of officials from the trucks

4. Staff

- ✓ In private zone of the site, preferably, underground parking
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Paving type
- ✓ Storm water in leased buildings
- ✓ Disabled parking
- ✓ Pedestrian walk

7.1.1.6 Secure drop off areas

- ✓ Secure entrance and parking with direct access to the secure zone of the building without access to public or other staff without any obstructions.
- ✓ Size of the delivery trucks to be taken into consideration and enough space around the truck to be provided to ensure safe off-loading of alleged undocumented foreign nationals
- ✓ Remote control gate

7.1.2 Local Office Medium

The Local Office Medium requires about 2245m² office space which will provide the office capacity to service approximately 260,000 people per annum. In order to process 1932 clients per day, the offices requires about 26 counters with 58 officials manning the counters, supporting operations and managing operations.

7.1.2.1 The office must have the following spaces reserved for clients

- ✓ Waiting area for each phase of interaction with the clients, that is, Meter Greeter, Photo Booth, FLO, Cashier, BMD, Amendments, Citizenship and collection counters.
- ✓ Baby room
- ✓ Ablution (Male and females)
- ✓ Fingerprint area
- ✓ Interview rooms for detained foreign national
- ✓ Holding rooms and
- ✓ Ablution for foreign nationals within holding rooms (Female and males)

7.1.2.2 The office has common spaces reserved for officials

- ✓ Kitchen

- ✓ Boardrooms
- ✓ Ablution (Males and Females)

7.1.2.3 The office has areas for supporting operations

- ✓ Server room
- ✓ UPS and Surveillance room
- ✓ Archive and storage rooms

7.1.2.4 Security Guards Room

- ✓ Consists of two rooms of 8 m² each with one used for security guards office and the other for processing clients for entry and exist of the premises.

7.1.2.5 Parking

1. Public parking

- ✓ In public zone within the premises of DHA offices
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Disabled parking
- ✓ Storm water in cases where parking is on the site (leased buildings)

2. Government vehicles

- ✓ In private zone of the site, preferably, underground parking
- ✓ Garage or enclosed covered areas

3. Mobile Trucks

- ✓ Garage or enclosed covered area
- ✓ Size of the Mobile trucks to be taken into consideration and enough space around the truck to be provided to ensure safe parking and embarking of officials from the trucks

4. Staff

- ✓ In private zone of the site, preferably, underground parking
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Paving type
- ✓ Storm water in leased buildings
- ✓ Disabled parking

- ✓ Pedestrian walk

7.1.2.6 Secure drop off areas

- ✓ Secure entrance and parking with direct access to the secure zone of the building without access to public or other staff without any obstructions.
- ✓ Size of the delivery trucks to be taken into consideration and enough space around the truck to be provided to ensure safe off-loading of alleged undocumented foreign nationals
- ✓ Remote control gate

7.1.3 Local Office Small

The Local Office Small should have a minimum office space of approximately 1736 m² to provide the department with the capacity to service up to 168,000 people per annum, translating to about 811 clients per day. This will require the internal capacity of about 18 counters and 41 officials to provide quality services, support and manage operations.

7.1.3.1 The office must have the following spaces reserved for clients

- ✓ Waiting area for each phase of interaction with the clients, that is, Meter Greeter, Photo Booth, FLO, Cashier, BMD, Amendments, Citizenship and collection counters.
- ✓ Baby room
- ✓ Ablution (Male and females)
- ✓ Fingerprint area
- ✓ Interview rooms for detained foreign national
- ✓ Holding rooms and
- ✓ Ablution for foreign nationals within holding rooms (Female and males)

7.1.3.2 The office has common spaces reserved for officials

- ✓ Kitchen
- ✓ Boardrooms
- ✓ Ablution (Males and Females)

7.1.3.3 The office has areas for supporting operations

- ✓ Server room
- ✓ UPS and Surveillance room
- ✓ Archive and storage rooms

7.1.3.4 Security Guards Room

- ✓ Consists of two rooms of 8 m² each with one used for security guards office and the other for processing clients for entry and exist of the premises.

7.1.3.5 Parking

1. Public parking

- ✓ In public zone within the premises of DHA offices
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Disabled parking
- ✓ Storm water in cases where parking is on the site (leased buildings)

2. Government vehicles

- ✓ In private zone of the site, preferably, underground parking
- ✓ Garage or enclosed covered areas

3. Mobile Trucks

- ✓ Garage or enclosed covered area
- ✓ Size of the Mobile trucks to be taken into consideration and enough space around the truck to be provided to ensure safe parking and embarking of officials from the trucks

4. Staff

- ✓ In private zone of the site, preferably, underground parking
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Paving type
- ✓ Storm water in leased buildings
- ✓ Disabled parking
- ✓ Pedestrian walk

7.1.3.6 Secure drop off areas

- ✓ Secure entrance and parking with direct access to the secure zone of the building without access to public or other staff without any obstructions.
- ✓ Size of the delivery trucks to be taken into consideration and enough space around the truck to be provided to ensure safe off-loading of alleged undocumented foreign nationals

- ✓ Remote control gate

7.1.4 Refugee Reception Centres

The minimum space required for a Refugee Reception Centre is approximately 2230 m², with the capacity of service approximately 260,000 people per annum. In order to process 1932 clients per day, the offices requires about 20 counters with 52 officials manning the counters, supporting operations and managing operations.

7.1.4.1 The office must have the following spaces reserved for clients

- ✓ Waiting area for the clients
- ✓ Security room and area by the entrance for secure entry and exits
- ✓ Supervisor offices behind counters
- ✓ Ablution for clients (Males and females)

7.1.4.2 The office has common spaces reserved for officials

- ✓ Kitchen
- ✓ Boardrooms
- ✓ Photocopy rooms
- ✓ Ablution (Males and Females)

7.1.4.3 The office has areas for supporting operations

- ✓ Server room
- ✓ UPS and Surveillance room
- ✓ Archive and storage rooms
- ✓ Generator enclosed area

7.1.4.4 Parking

5. Public parking

- ✓ In public zone within the premises of DHA offices
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Disabled parking
- ✓ Storm water in cases where parking is on the site (leased buildings)

6. Government vehicles

- ✓ In private zone of the site, preferably, underground parking

- ✓ Garage or enclosed covered areas

7. Staff

- ✓ In private zone of the site, preferably, underground parking
- ✓ Paved area in accordance with municipal by-laws and SANS 10400
- ✓ Paving type
- ✓ Storm water in leased buildings
- ✓ Disabled parking
- ✓ Pedestrian walk

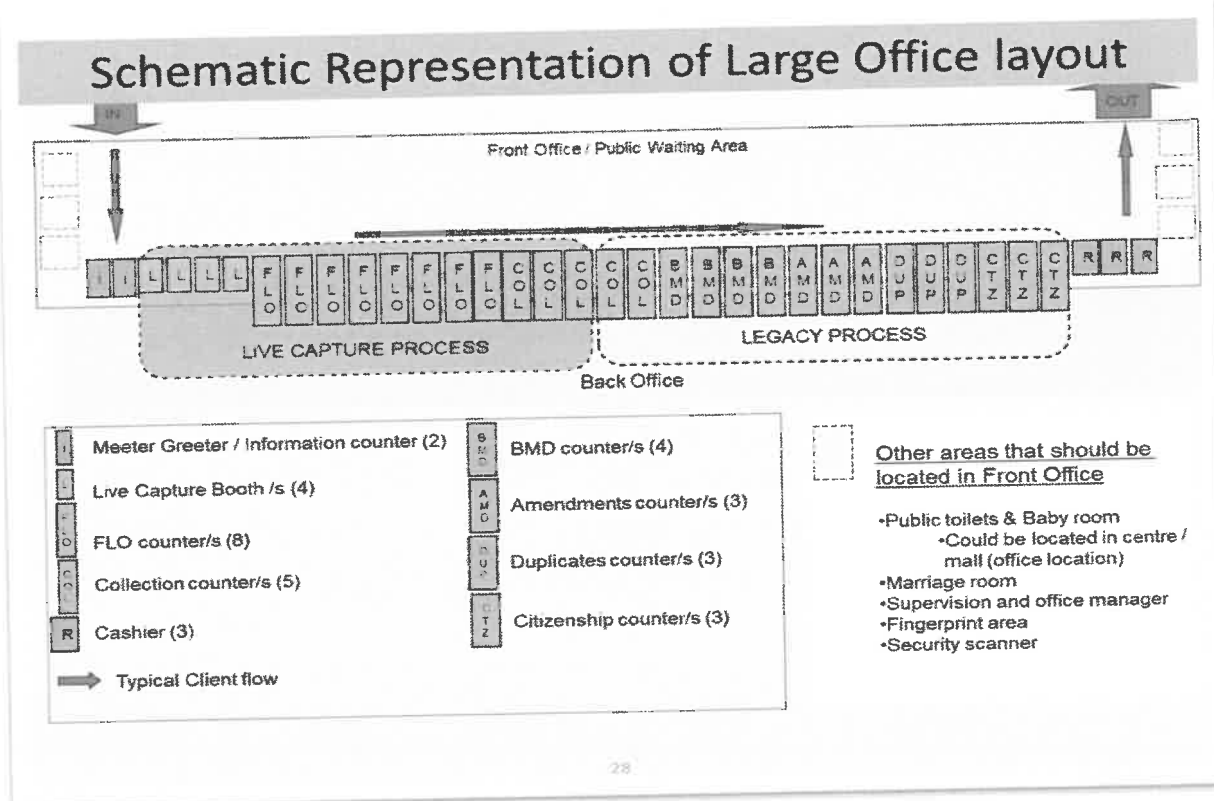
8. SPACIAL RELATIONSHIP

To be read in conjunction with item 7 Typology

8.1 Schematic representation of service points

The following schematic representations provides the spatial relationships between different spaces available within different types of service points as outlined in section.

Figure 1: Schematic representation of Local Office Large



Source: Footprint Development and Hospital, Department of Home Affairs

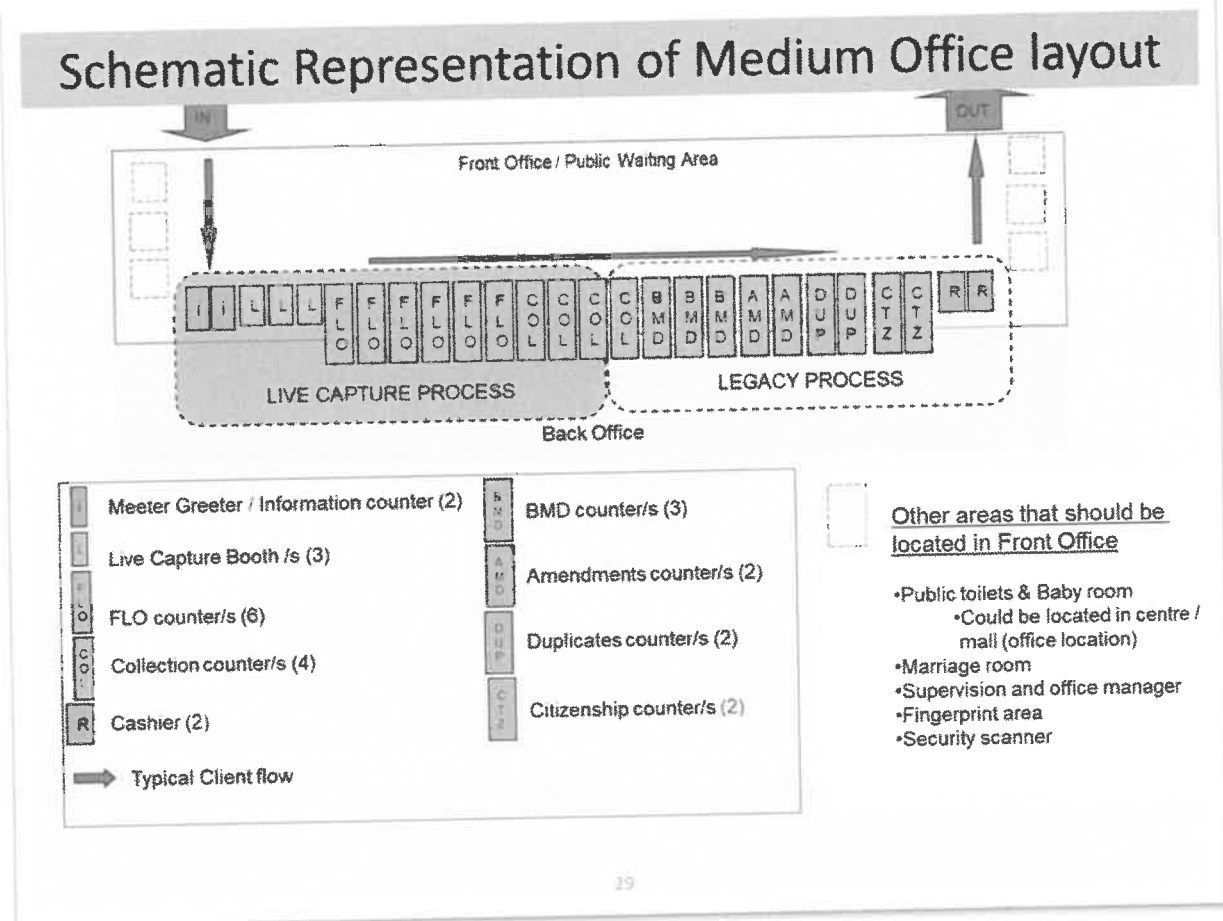
Figure 1 depict the schematic representation of Local Office Large with the breakdown of counters and spaces required in front office area of the office. Accordingly, the Local Office Large requires 35 counters, of which two (2) are Meter Greeters, four (4) Photo Booths, eight (8) FLOs, five (5) collection counters, four (4) BMD counters, three (3) amendment counters, three (3) duplicate counters, three (3) counters for citizenship and three (3) cashier counters.

Other spaces that should be located in front office area includes:

- ✓ public toilets, baby room, marriage room,
- ✓ supervisor and office manager's offices,
- ✓ fingerprint area and security scanners.

There must be a separate entrance and exit as well as the waiting area with public seating for each service provided in the office.

Figure 2: Schematic representation of Local Office Medium



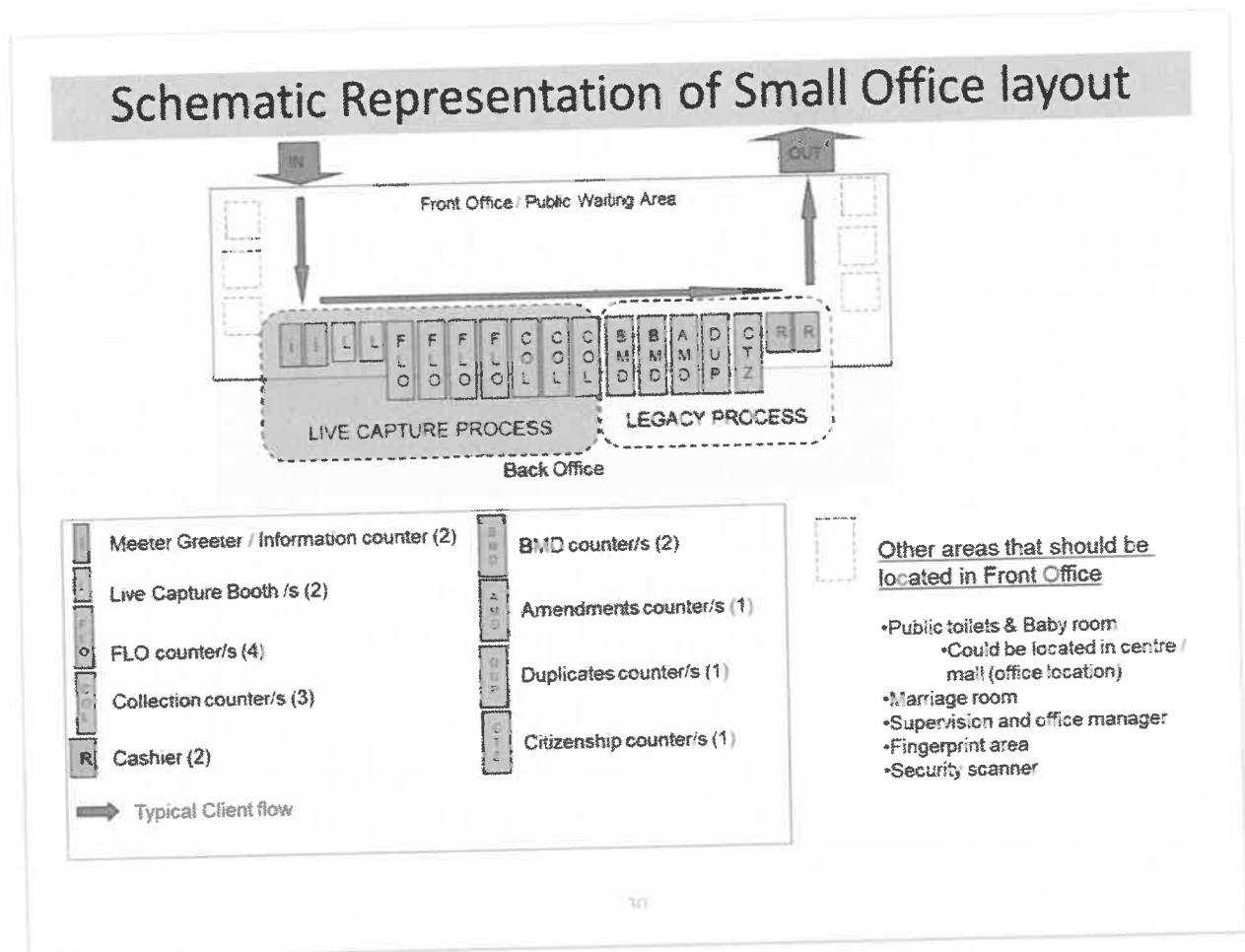
Source: Footprint Development and Hospital, Department of Home Affairs

Figure 2 depict the schematic representation of Local Office Medium with the breakdown of counters and spaces required in front office area of the office. Accordingly, the Local Office Large requires 26 counters, of which two (2) are Meter Greeters, three (3) Photo Booths, six (6) FLOs, four (4) collection counters, three (3) BMD counters, two (2) amendment counters, two (2) duplicate counters, two (2) counters for citizenship and two (2) cashier counters. Other spaces that should be located in front office area includes:

- ✓ public toilets, baby room, marriage room,
- ✓ supervisor and office manager's offices,
- ✓ fingerprint area and security scanners.

There must be a separate entrance and exit as well as the waiting area with public seating for each service provided in the office.

Figure 3: Schematic representation of Local Office Small



Source: Footprint Development and Hospital, Department of Home Affairs

Figure 2 depict the schematic representation of Local Office Medium with the breakdown of counters and spaces required in front office area of the office. Accordingly, the Local Office Large requires 26 counters, of which two (2) are Meter Greeters, two (2) Photo Booths, four (4) FLOs, three (3) collection counters, two (2) BMD counters, one (1) amendment counters, one (1) duplicate counters, one (1) counters for citizenship and two (2) cashier counters.

Other spaces that should be located in front office area includes:

- ✓ public toilets, baby room, marriage room,
- ✓ supervisor and office manager's offices,
- ✓ fingerprint area and security scanners.

There must be a separate entrance and exit as well as the waiting area with public seating for each service provided in the office.

8.2 Schematic representation of a model office layout

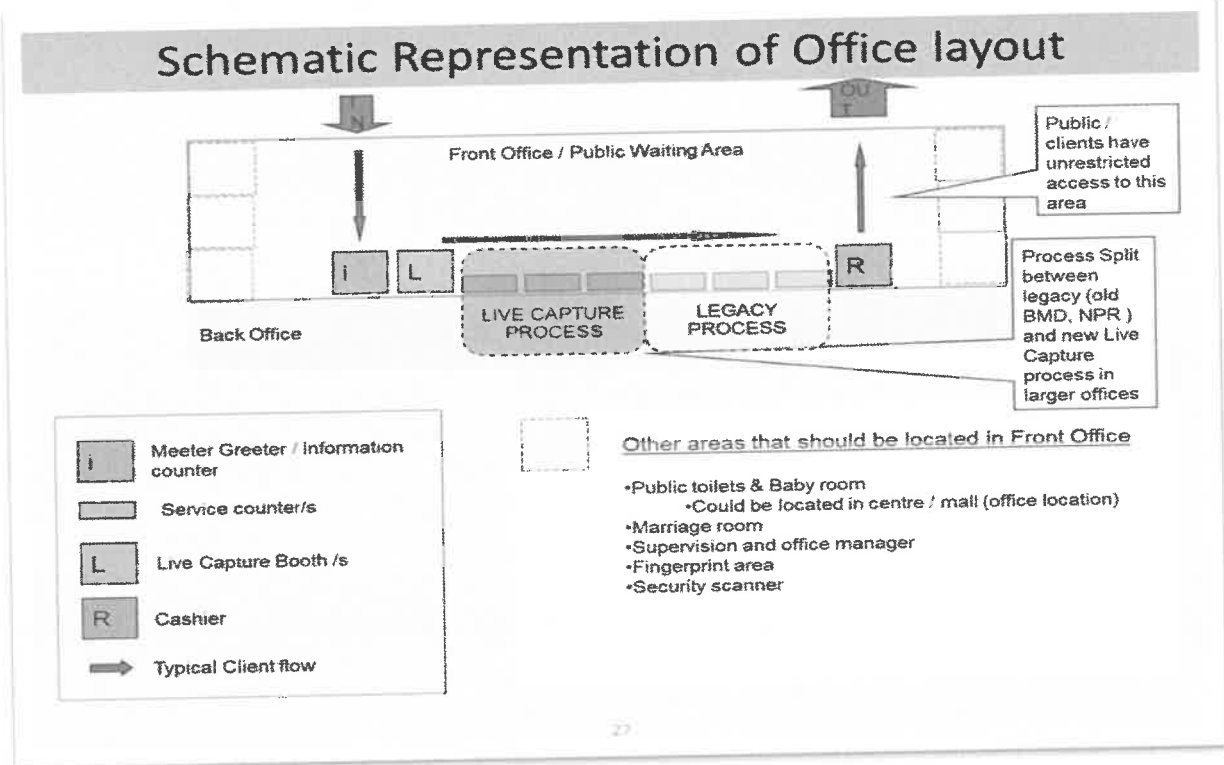
Local offices for the Department of Home Affairs consists of four (4) main special areas, namely, front office, back office, administrative area and immigration area.

8.2.1 Schematic representation of the front office layout

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS TO DEVELOP A DESIGN GUIDELINE FOR THE PLANNING OF THE DEPARTMENT OF HOME AFFAIRS SERVICE POINTS

The front office space consist of counters and waiting area for clients, public toilets, baby room, supervisor and office manager's offices, marriage room, fingerprint area and security area as depicted in figure 4 below.

Figure 4: Schematic representation of front office layout

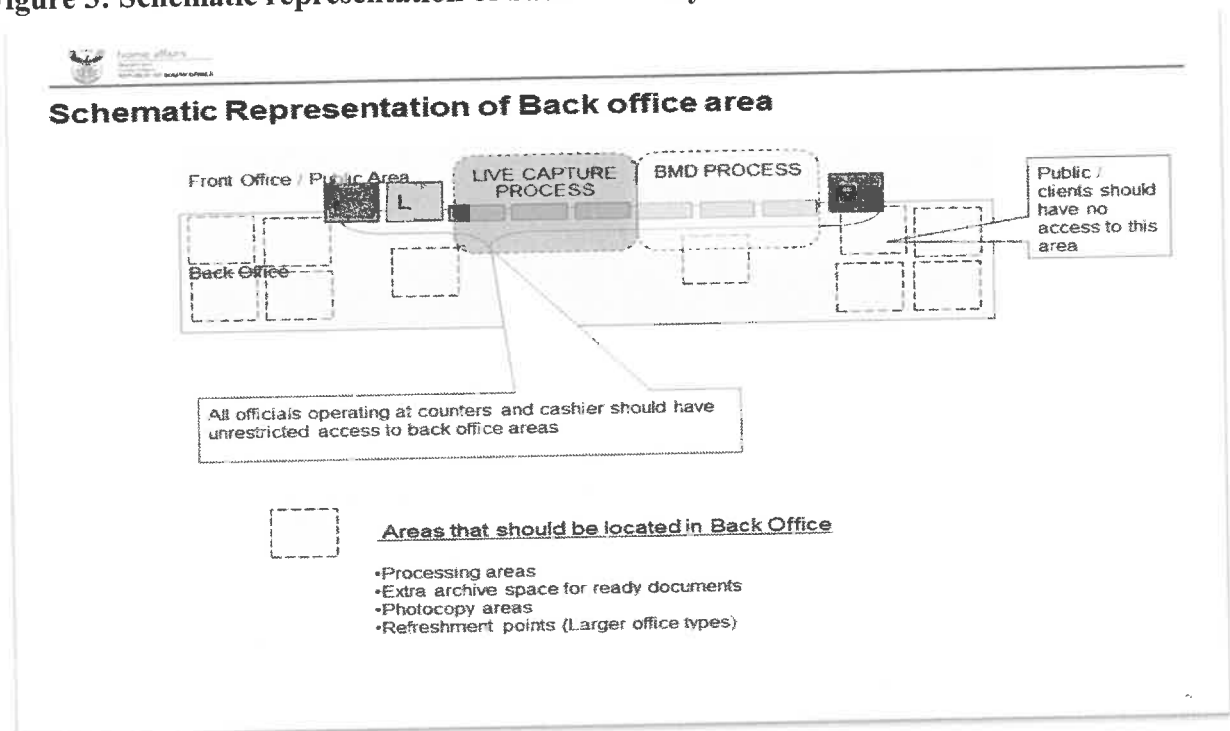


Source: Footprint Development and Hospital, Department of Home Affairs

8.2.2 Schematic representation of the back office layout

The back office space consist of official operating area behind the counters, including processing areas, archive for readily available products/documents for collection, photocopy areas and refreshment points as depicted in figure 5 below.

Figure 5: Schematic representation of back office layout



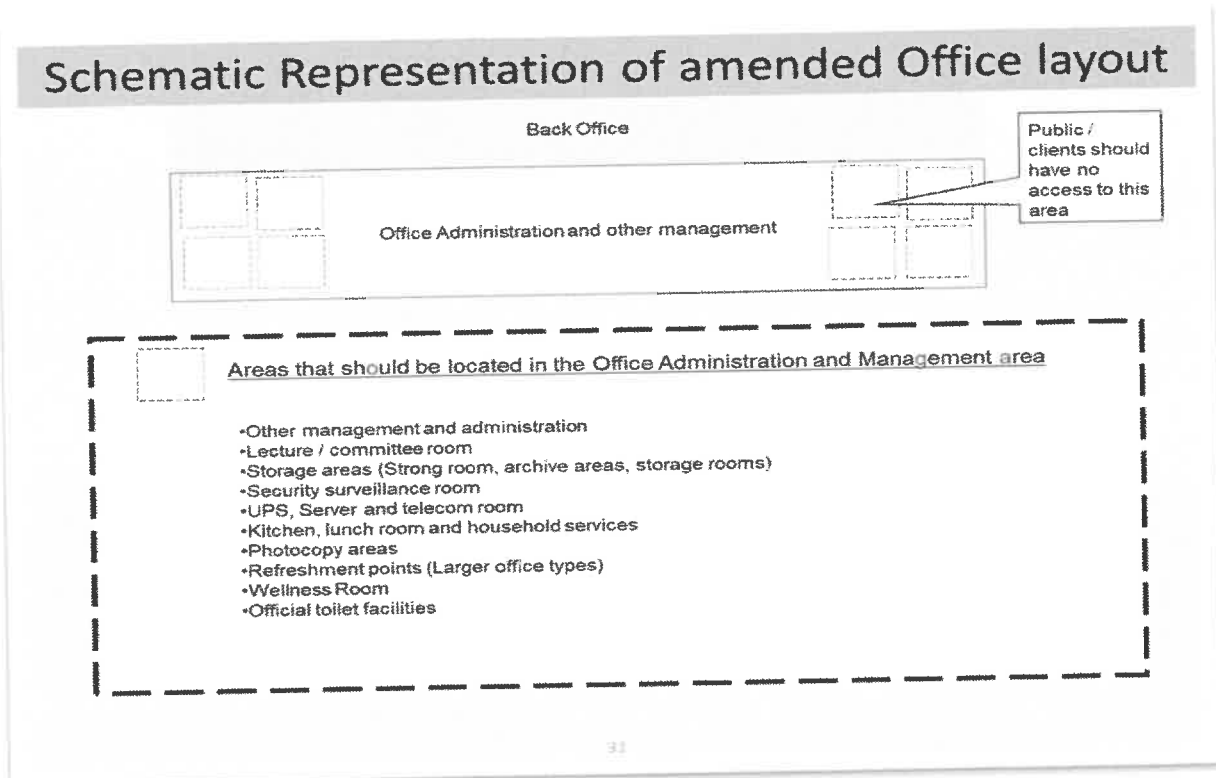
Source: Footprint Development and Hospital, Department of Home Affairs

8.2.3 Schematic representation of the administrative area layout

Administrative and management space is a restrictive area consist of official management and supporting areas for operations, including:

- ✓ Boardroom/ Lecture room
- ✓ Storage areas (Strong room, archive room and storage rooms)
- ✓ Security surveillance room
- ✓ Server, UPS and telecommunication rooms
- ✓ Kitchen, lunchroom and EAP room
- ✓ Photocopy areas
- ✓ Wellness room
- ✓ Official toilets

Figure 6: Schematic representation of office administration and management layout



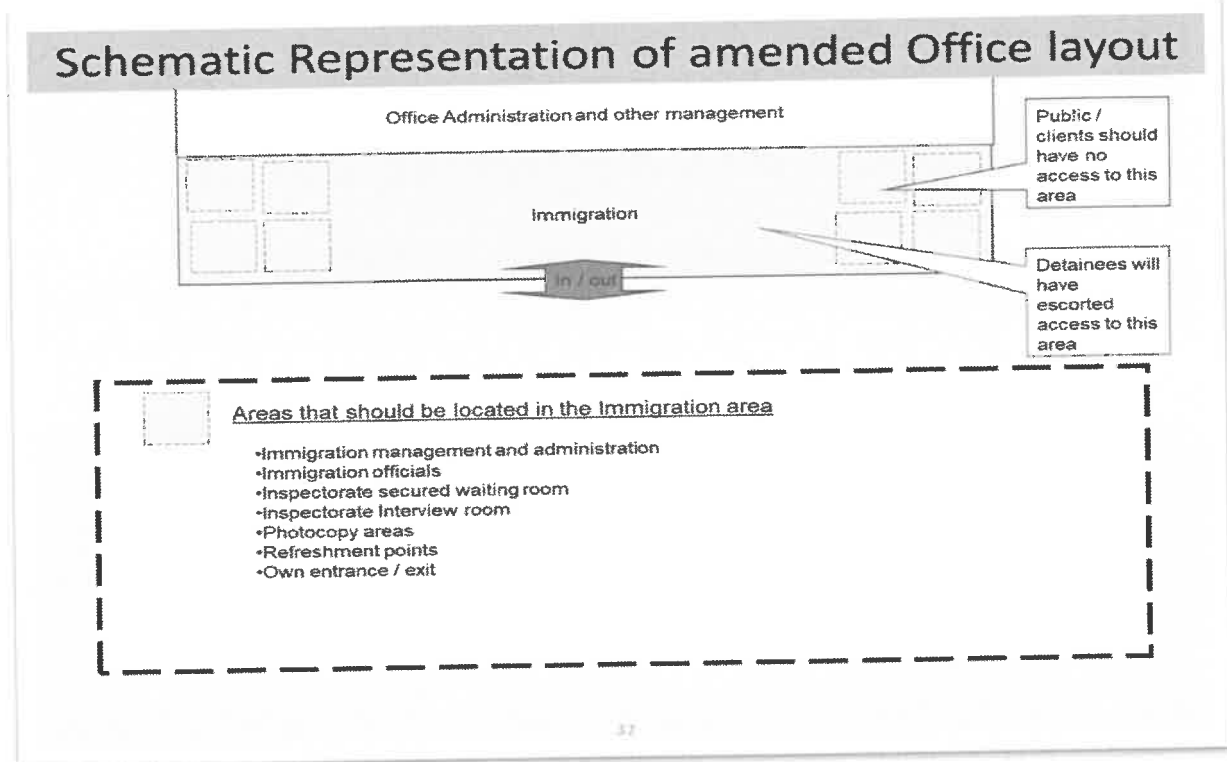
Source: Footprint Development and Hospital, Department of Home Affairs

8.2.4 Schematic representation of the immigration office layout

The immigration services area is located at the back of the service points, just after the administration and management area. This is the area where foreign nationals are processed, in particular, the detainees apprehended during inspection and investigations are conducted. Immigration area consists of the waiting area covers the following areas:

- ✓ Immigration administration and management
- ✓ Immigration officer's offices
- ✓ Inspectorate secured waiting rooms
- ✓ Inspectorate interview rooms
- ✓ Holding cells with enclosed ablution
- ✓ Photocopy areas
- ✓ Refreshment points
- ✓ Separate entry and exit
- ✓ Ablution for officials

Figure 7: Schematic representation of immigration office layout

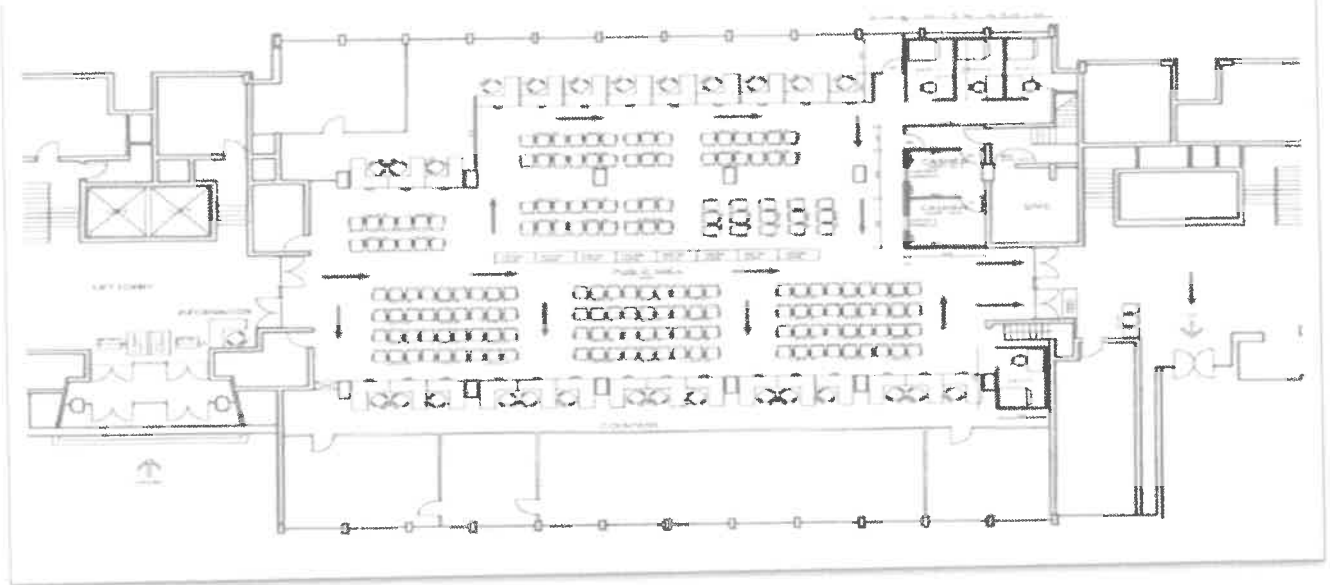


Source: Footprint Development and Hospital, Department of Home Affairs

8.3 Sample office layout

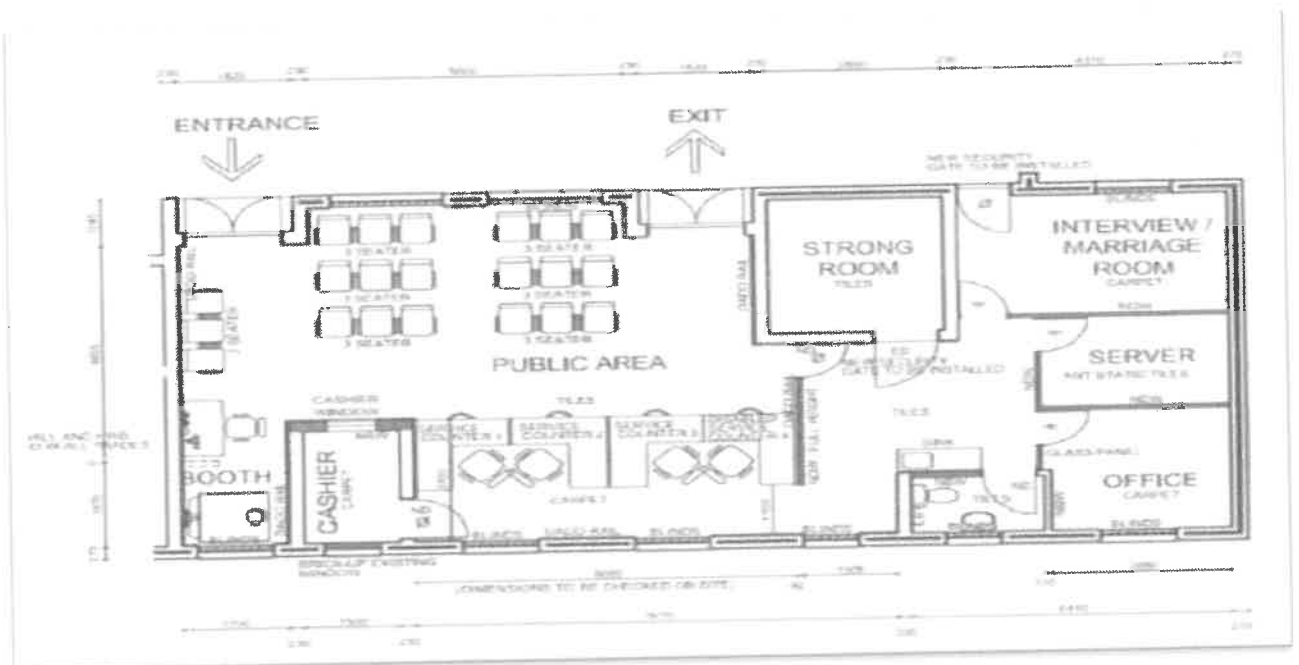
Sample office layout provides an illustration of the structure of local offices as well as the service areas and waiting area. The back and administrative areas is also illustrated including immigration area. The counters and seating areas are also depicted on the layout and the enclosed cashiers. The layout follows the end to end business process to ensure efficient flow of clients on the floor and effective management of queues.

Figure 8: Sample office layout for local office



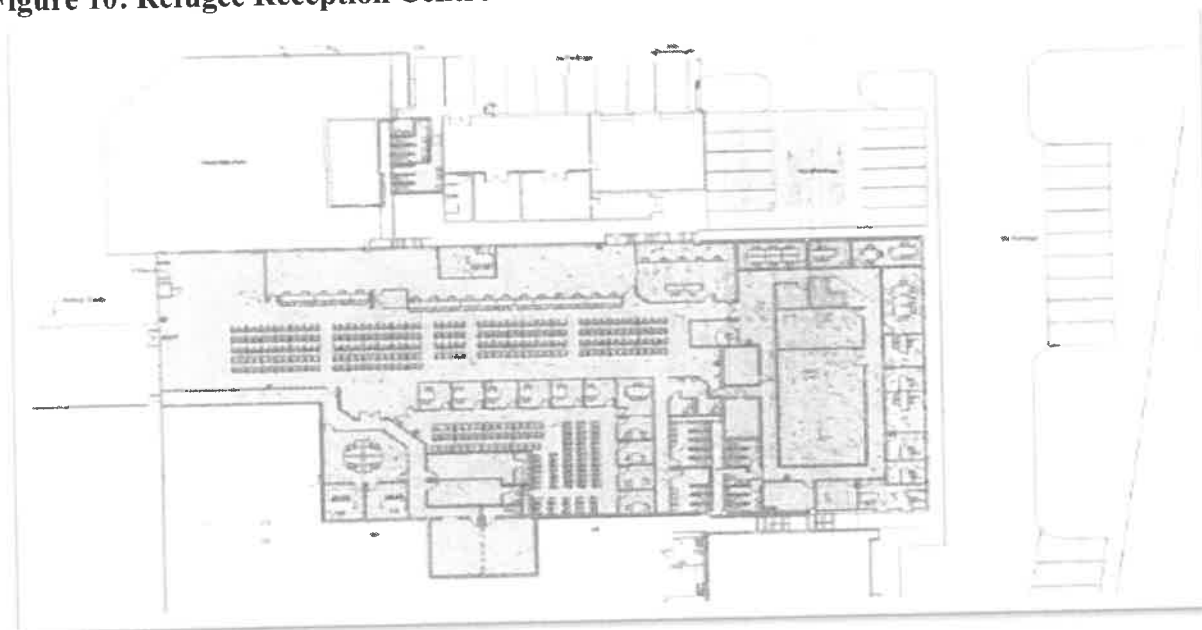
Source: Footprint Development and Hospital, Department of Home Affairs

Figure 9: Sample layout of local office s



Source: Footprint Development and Hospital, Department of Home Affairs

Figure 10: Refugee Reception Centre



Source: Property Management, Department of Home Affairs

The model office for Refugee reception centres has not been designed and in order to have a standardised norms and standards for the acquisition of refugee reception centres, a standards model office is required.

8.4 Procurement Instruction templates

The Department of Home Affairs developed a Model Office which provides facility standards for all types of service points in line with the required resources to deliver services. The role of the Office Model design is to improve the quality of services provided in DHA service points. It lists the uniform set of facility standards, including physical accessibility standards and space specifications that applies to every type of service points and the facility standards further informs the construction of new service points and the refurbishment and reconfiguration of existing offices. Table 2 below provides space specifications for official space, clients space, counter space, cashier space, parking space, back office space, assignable and non-assignable space, including the space norms utilised for the computation of the total space required for different types of offices.

Table 3: Procurement Instruction for DHA Local Offices

Detail Level Requirement	Standard establishment	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	Norms required units	Remarks	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)
Employee required space	Transport Officer - Vehicle (L6)	2	2	1	6	DPW norms open plan	12'00	12'00	6'00
Employee required space	Office manager (L 12)	1	0	0	12	Extra 4m² for meetings	16'00	0'00	0'00
Employee required space	Office manager (L 11) (L 10 Small Office)	0	1	1	12	Extra 4m² for meetings	0'00	16'00	16'00
Employee required space	IMS Head (L10)	0	1	0	10	DPW norms, separated area not visible to client, not necessarily a separate room	0'00	10'00	0'00
Employee required space	Civic Services Supervisor (L8)	8	6	4	8	DPW norms closed area	64'00	48'00	32'00
Employee required space	Chief Admin Clerk HR (L7)	2	2	1	8	DPW norms	16'00	16'00	8'00
Employee required space	Admin clerk (L 6) (Service Counter / Back office Staff)	32	24	16	6	DPW norms open plan minus area behind counters	132'00	99'00	65'00
Employee required space	Cashier (L5)	3	2	2	6	Captured in Cashier counter area	18'00	12'00	12'00
Employee required space	Security Officer (L3)	2	2	2	6	DPW norms closed area	12'00	12'00	12'00
Employee required space	Messenger / Driver (L3)	1	1	1	6	DPW norms open plan	6'00	6'00	6'00
Employee required space	Cleaner (L3)	4	3	2	6	DPW norms open plan	24'00	18'00	12'00
Employee required space	Deputy Director IMS (L11)	1	0	0	12	DPW norms, separated area not visible to client, not necessarily a separate room	12'00	0'00	0'00
Employee required space	Assistant Director IMS (L9)	0	0	1	10	DPW norms, separated area not visible to client, not necessarily a separate room	0'00	0'00	10'00
Employee required space	Control Immigration Officer IMS (L8)	3	2	2	8	DPW norms closed area	24'00	16'00	16'00
Employee required space	Immigration Officer IMS (L6)	18	12	8	6	DPW norms open plan	108'00	72'00	48'00
Employee required space	Subtotal Civics staff	55	44	30					
Employee required space	Subtotal IMS staff	22	14	11					
Employee required space	Total office staff	77	58	41			444'00	337'00	243'00
BO required space	Cabinets	77	58	41	0'9	Linear meter	70'00	53'00	37'00
BO required space	Shelves	308	232	164	0'167	Establishment x 4 x norm	52'00	39'00	28'00
BO required space	Spare office space (PM, DMO, H/O officials)	1	1	1	12'00	Extra office space to facilitate Provincial support staff to work when they visit	12'00	12'00	12'00
BO required space	General store	77	58	41	0'16	Norm x establishment with a minimum of 12m². To be used for consumable storage as well as temporary furniture storage.	13'00	12'00	12'00

BO required space	Stationery store Photocopy room closed (for Management)	77	58	41	0'13	Norm x establishment with a minimum of 8m ²	8'00	8'00	8'00
BO required space		1	1	1	8'00	Attendant included (4m ² / photostat machine)	8'00	8'00	8'00
BO required space	Photocopy space in open plan facility area	18	13	9	1'00	Minimum space for equipment (Multifunction photocopier). Two service counters to share one copier.	18'00	13'00	9'00
BO required space	Inspectorate Interview room	1	1	1	12'00	Minimum 12m ²	12'00	12'00	12'00
BO required space	Inspectorate secured waiting room (Male and Female)	2	2	2	20'00	Should be big enough to have around 20 people waiting	40'00	40'00	40'00
Subtotal BO space							233'00	197'00	166'00
HR required space	Kitchen	1	1	1	10'00	Minimum, open plan with the kitchen. Ideally connected to lunch room.	10'00	10'00	10'00
HR required space	Lunch room (Connected to kitchen)	1	1	1	20 or 16	Standard 20 m2 for larger offices and 16 for Smaller	20'00	20'00	16'00
HR required space	Refreshment points (containing water dispenser)	4	3	2	4'00	Minimum for wet refreshment point	16'00	12'00	8'00
HR required space	Lecture/committee room (board room) that can be divided	77	58	41	1'40	For first 30 units 1.4, for following 20 units 1.2m ² and for outstanding units 1.1m ²	96'00	75'00	56'00
HR required space	Male toilets	4	3	2	1'20	1m ² for actual toilet + 20% for wash basin space outside (Check OHS standards)	5'00	4'00	3'00
HR required space	Female toilets	4	3	2	1'80	1.5m ² for actual toilet + 20% for wash basin space outside	8'00	6'00	4'00
HR required space	Disabled toilet	1	1	1	4'00	Based on building regulation SABS CODE of PRACTICE 0246-1993	12'00	12'00	12'00
HR required space	Wellness Room	1	1	1	12'00	Based on building regulation SABS CODE of PRACTICE 0246-1993	12'00	12'00	12'00
Subtotal HR space							179'00	151'00	121'00
General building required space	Strong Room (Inclusive of built in safe for cash)	1	1	1	12'00	Minimum 12m ²	12'00	12'00	12'00
General building required space	Record archive space	3	3	2	12'00	Norm x space required for Civics, IMS and Support	36'00	36'00	24'00
General building required space	Archive space for ready documents behind collections counter	1	1	1	8'00	DPW norms closed area	8'00	8'00	8'00
General building required space	Security surveillance control room with a HDMI link to office manager's office.	1	1	1	12'00	Security specifications in accordance with MISS policy	12'00	12'00	12'00
General building required space	Server, UPS and Telecom room	1	1	1	12'00	Minimum area for equipment	12'00	12'00	12'00

Subtotal general building space								80'00	80'00	68'00
Counter required space	Counters:Meeter Greeter	2	2	2	2	1'70	Minimum norm with equipment on top	3'40	3'40	3'40
Counter required space	Counters: Live Capture / booth	4	3	2	2	6'00	Cubicle of 2m width x length of 3m (to fit photo booth of 1,5m x 1,5m); aligned with final spec	24'00	18'00	12'00
Counter required space	Counters:Frontline Officer (FLO)	8	6	4	4	1'70	Minimum norm with equipment on top	13'60	10'20	6'80
Counter required space	Counters:Collections	5	4	3	3	1'70	Minimum norm with equipment on top	8'50	6'80	5'10
Counter required space	Counters:Cashier	3	2	2	2	1'70	Minimum norm with equipment on top	5'10	3'40	3'40
Counter required space	Counters:Births/ Marriages/Deaths (BMD)	4	3	2	2	1'70	Minimum norm with equipment on top	6'80	5'10	3'40
Counter required space	Counters:Amendments	3	2	1	1	1'70	Minimum norm with equipment on top	5'10	3'40	1'70
Counter required space	Counters:Duplicates	3	2	1	1	1'70	Minimum norm with equipment on top	5'10	3'40	1'70
Counter required space	Counters:Citizenship	3	2	1	1	1'70	Minimum norm with equipment on top	5'10	3'40	1'70
Counter required space	Counters: Area in front	35	26	18	18	1'70	Desk of 1,7m going to the back x width of counter of 1,7m (width of countertop 1000mm); aligned with final spec of counter)	60'00	45'00	31'00
Counter required space	Counters: Area behind Service counters	35	26	18	18	1'70		60'00	45'00	31'00
Subtotal Counter required space								196'70	147'10	101'20

Detail Level Requirement	Standard establishment	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	Norm required units	Remarks	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)
Clients required Waiting area	Waiting area: Meter Greeter	2	2	2	1'70	Number of clients standing x 0.5m2 standing space per client x width of counter x 2 counters (40 clients allowed in waiting queue in a Large Office; 30 Clients in waiting queue in waiting in a Medium Office; 20 Clients in waiting queue in a Small Office)	34'00	25'50	1'700
Clients required Waiting area	Waiting area: Photobooth	4	3	2	1'70	Number of clients that can be served in one-hour (60/2.55min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	160'00	120'00	80'00
Clients required Waiting area	Waiting area: FLO	8	6	4	1'70	Number of clients that can be served in one-hour (60/4.40min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	186'00	140'00	93'00
Clients required Waiting area	Waiting area: Collection	5	4	3	1'70	Number of clients that can be served in one-hour (60/3.0min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	170'00	136'00	102'00
Clients required Waiting area	Waiting area: Cashier	3	2	2	1'70	Number of clients that can be served in one-hour (60/1.5min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	204'00	136'00	136'00
Clients required Waiting area	Waiting area: B/M/D	4	3	2	1'70	Number of clients that can be served in one-hour (60/11.7min avg processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	35'00	27'00	18'00
Clients required Waiting area	Waiting area: Amendments	3	2	1	1'70	Number of clients that can be served in one-hour (60/10min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	31'00	21'00	11'00
Clients required Waiting area	Waiting area: Duplicates	3	2	1	1'70	Number of clients that can be served in one-hour (60/10min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	31'00	21'00	11'00
Clients required Waiting area	Waiting area: Citizenship	3	2	1	1'70	Number of clients that can be served in one-hour (60/20min processing time) x number of counters x width of the counter x 1m depth per client (inclusive of 1m privacy space)	16'00	11'00	6'00
Subtotal Waiting area required space							867'00	637'50	474'00

Detail Level Requirement	Standard establishment	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	Norm required units	Remarks	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)
Clients required space	Fingerprint separated area (LRB)	1	1	1	10'00	DPW norms	10'00	10'00	10'00
Clients required space	Cashier enclosed area	3	2	2	8'00	DPW norms closed area	24'00	16'00	16'00
Clients required space	Rooms: Matrimonial	1	1	1	20'00	DPW norms	20'00	20'00	20'00
Clients required space	Rooms: LRB Interviews	1	1	1	12'00	DPW norms closed area	12'00	12'00	12'00
Clients required space	Rooms: Baby room (with seating, counter, basin and bin)	1	1	1	8'00	New norm suggested by DHA	8'00	8'00	8'00
Clients required space	Male toilets	4	3	2	1'20	1m² for actual toilet + 20% for wash basin space outside	5'00	4'00	3'00
Clients required space	Female toilets	4	3	2	1'80	1.5m² for actual toilet + 20% for wash basin space outside	8'00	6'00	4'00
Clients required space	Disabled toilet	1	1	1	4'00	Based on building regulation SABS CODE of PRACTICE 0246-1993	4'00	4'00	4'00
Immigration Clients required space	Male disabled toilets	1	1	1	1'20	1m² for actual toilet + 20% for wash basin space outside	2'00	2'00	2'00
Immigration Clients required space	Female disabled toilets	1	1	1	1'80	1.5m² for actual toilet + 20% for wash basin space outside	2'00	2'00	2'00
Subtotal client's space							95'00	84'00	81'00
Total Assignable area							2094'70	1633'60	1254'20
Non assignable area	Corridor								
Non assignable area	Entrance hall								
Total Non Assignable area					20%		418'94	326'72	250'84
Total inside requirement							2513'64	1960'32	1505'04
Equipment	Generator cage	1	1	1	9	Based on generator specification, half the space of a parking	9'00	9'00	9'00
Equipment	Diesel storage (fenced of together with the generator)	1	1	1	9	Preliminary estimate	9'00	9'00	9'00
Parking	Under roof parking	12	9	7	18	Should cover manager parking, parking for DHA meetings and official visitors - for subsidized vehicles	216'00	162'00	126'00

Detail Level Requirement	Standard establishment	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	Norm required units	Remarks	Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)
Parking	Lock-up parking for normal government vehicles	3	2	1	18	For GG vehicles (Government Garage)	45'00	36'00	18'00
Parking	Lock-up parking for mobile units	1	1	1	50	Based on unit of 7x4 and 1,5m in front and end and 0,5m on either side extra	50'00	50'00	50'00
Parking	Disabled parking (under roof)	1	1	1	18	Standard requirement	18'00	18'00	18'00
Total outside requirement							347'00	284'00	230'00
Total space requirement							2861'00	2245'00	1736'00

Source: Footprint Development and Hospital, Department of Home Affairs

9. SCHEMATIC DIAGRAMS OF FUNCTIONAL REQUIREMENTS

Schematic layouts will explain the relationship between the various courts; relationship between judges, public, accused, staff etc.



Source: Footprint Development and Hospital, Department of Home Affairs

10. SPATIAL NORMS

Bubble diagrams must indicate the relationship between the areas and the diagrams must also provide the access routes relevant to staff, public etc. in relationship to the space positions. The following spatial relationships, amongst others are to be developed:

- 10.1 A spatial relationship diagram to be developed for each type of court facility, taking the types of security levels into account.
- 10.2 Organizational relationship diagram to be developed for each type of court facility relating to its support spaces and users.
- 10.3 A process diagram to be developed for ways in which a court facility functions including other participant interface with the court facility e.g. South African Police Services, Department of Correctional Services, Defense and Prosecuting attorneys, Social Services, Cashiers, Public, etc.

11. SUPPORT AND ADMINISTRATIVE SPACES

This chapter addresses the administrative and support functions of the court e.g. General offices for various units; cash hall; archives, cafeterias, library, tea rooms, kitchenettes; witness waiting areas; etc.

Bubble diagrams and typical layouts as described above in 10. will be provided for each together with relevant comments that apply to the function.

12. LANDSCAPE APPROACH FOR THE SITE

The landscape approach for different sites must be discussed and applied to site specific designs.

Landscape design must be completed by a qualified landscape architect.

The following aspects must be considered and must be included in the guideline, but is **not exhaustive**

- 12.1 Plant material design and plant species application in public urban space
- 12.2 Bulk infrastructure considerations in site selection and development planning
- 12.3 Precinct and facility site management guidelines (with reference to maintenance guidelines once the site is handed over to the user) A checklist to ensure that all aspects have been covered is requested
- 12.4 Regional principles to suit the local context
- 12.5 Community participation and process guideline
- 12.6 Irrigation solution
- 12.7 Maintenance period, requirements and conditions

13. BRANDING AND IDENTITY

(See Annexure C)

14. FITTINGS AND FINISHES

The approach to the positioning of services must be determined to ensure that security is not compromised and the most cost effective layout can be achieved.

Public Areas Finishes Floors:

JOHNSON "KUHLE" 400 X 400 FLOOR TILE As supplied by Ceragran code C2932CD, Approved Glazed Porcelain tile, laid in 45° Pattern with "Goldstar" tile adhesive, with Aluminum formable straight edge code ASE 100 in transition between Public Areas and back offices, public areas and main entrance door.

Skirting:

JOHNSON "KUHLE" 400 X 400 FLOOR TILE As supplied by Ceragran code C2932CD, Approved Glazed Porcelain tile, laid in 45° Pattern with "Goldstar" tile adhesive, with with polysulphide joint between vertical and horizontal tiles in Public Areas.

Dado Rails:

115x16mm Meranti Moulded Essential Moulding Dado rail Code 92 37 317 Mould N 17, Stained with Mahogany color fixed 1100 above Finished Floor Level.

Walls:

Below Dado Rail:

JOHNSON "KUHLE" 400 X 400 FLOOR TILE As supplied by Ceragran code C2932CD, Approved Glazed Porcelain tile, laid in 45° Pattern with "Goldstar" tile adhesive, with with polysulphide joint between vertical and horizontal tiles in Public Areas.

Above Dado Rail:

Two coats Dulux Caramel Sand 5 or any similarly approved Plascon Double Velvet Colour

Ceiling:

Gypsum plaster board or suspended ceiling or plastered ceiling. All painted with PVA paint (colour White)

Doors:

Two coats Dulux Caramel Sand 3 or any similarly approved Plascon Double Velvet Colour Caramel Sand 3

Frames:

Two Coats Dulux Colour: Caramel Sand 5 or Similarly approved Plascon Double Velvet

Steel Windows:

Two Coats Dulux Colour: Caramel Sand 5 or Similarly approved Plascon Double Velvet

Counter

- ✓ **Counter as per drawings** Melawood (MLB super wood Substrate) 839 Cherry Royale, with Formica Moss Granite 654 Top
- ✓ **Lock:** US 20 Center patch lock and US 20 patch lock cover with single throw lock (code DL 810) and lock keeper plate (code DL01/1) finished in polished chrome Hinge: 180°
- ✓ **Hinge** bevelled (code DL 73B/30) and 180° clamp (code 76/3)
- ✓ **Finished:** Polished chrome Connector: DL76/3 Glass to glass connector Finished: Polished chrome edging.
- ✓ **Dividers:** 10mm Laminated Safety Glass to be Sand Blasted and to be polished on all edges.
- ✓ **Official Seat:** Operator chair with clutch Mechanism- Gas Height Adjustment- Nylon base castors with Draughtmans height with p/u non-flexi arms and Black p/u rubber, with a black foot ring, swivel and tilt Finishing Schedule - Rev 1 Finishing Schedule - Rev 1 mechanism upholstered in Vulcan black fabric and pu base on castors (or Similarly approved) for Service counters only.
- ✓ **Writing Ledge Standing** Melawood (MLB super wood Substrate) 839, Formica Moss Granite 654

Top Queue Rail System:

Natural Anodized PSG (or Similarly Approved) Post with Black ABS base with Bottle green belt (belt to be minimum 1,8m) Queue Rail system • Natural Anodized PSG (or Similarly Approved) End Post with Black ABS base without belt Queue Rail system

15. SIGNAGE

- Signage in compliance with SANS and Universal design with reference to way finding systems.
- Adaptability to be determined- i.e. when including the name of a person- who can leave the staff establishment of court or should only the post title be provided?

- Due to difficulty in obtaining the correct language translation, a standard list is to be developed and included in this document that contains all official languages. This list can then be utilized without requests for information from the client department for every project developed.

Signage:

To details

- 400 x 460mm New Sand Blast Vinyl Stick on Business Hours decal on shop front
- 400 x 460mm wall mount slats, V400 Aluminium sign for Business Hours decal foxed to Wall all in accordance with according to vista system – with 2 metal (aluminium) end caps for V400 extrusion Code DHA 100.
- 798 x 1300 wall mount Price List directory per Services with 2 x Perspex information leaf let all in accordance with Vista System, Code DHA 110:
 - ✓ VA4 (215mm/8.42") aluminium sign holder extrusion, Clear Anodize, 800 mm.
 - ✓ Clear cover (Non glare on one side) for VA4 extrusion (1mm thick), Glossy/Non glare, 800 mm.
 - ✓ 2 Metal (Aluminium) end caps for VA4 extrusion, Clear Anodize.
 - ✓ V600 (600mm/23.62") aluminium sign holder extrusion, Clear Anodize, 1399 mm.
 - ✓ Clear cover for V600 extrusion (2mm thick), Glossy/Non glare, 1399 mm.
 - ✓ 2 Metal (Aluminium) end caps for V600 extrusion, Clear Anodize.
 - ✓ 2 V100 (100mm/3.93") aluminium sign holder extrusions, Clear Anodize, 1399 mm. •
 - 2 Clear covers (Non glare on one side) for V100 extrusion (1mm thick), Glossy/Non glare, 1399 mm.
 - ✓ 4 Metal (Aluminium) end caps for V100 extrusion, Clear Anodize.

This sign is divided into 2 sides

Side 1 contains 33 Black divided strips spaced as follows: 16 units, 52mm height. 16 units, 52mm height. 17 units, 26mm height. 17 units, 26mm height. 1 unit, 26mm height. 1 unit, 26mm height.

Side 2 contains 33 Black divided strips spaced as follows: 16 units, 52mm height. 17 units, 26mm height. 1 unit, 26mm height.

- A4 215 x 350 mm Perspex Poster frame with Translation leaflet in Local Language - **DHA 120:**
 - ✓ VA4 (215mm/8.42") aluminium sign holder extrusion, Clear Anodize, 350 mm.
 - ✓ Clear cover (Non glare on one side) for VA4 extrusion (1mm thick), Glossy/Non glare, 50 mm.
 - ✓ 2 Metal (Aluminium) end caps for VA4 extrusion, Clear Anodize.
 - ✓ Black divided strip.
 - ✓ VLetterRack-2555 - Clear PETG Rack Letter folded.
- 150 x 500mm Suspended Service Counter Slats Sign all in accordance with Vista system **CODE - DHA 130:**
 - ✓ 2 V150 (150mm/5.9") aluminium sign holder extrusions, Clear Anodize, 500 mm.
 - ✓ 2 Clear covers (Non glare on one side) for V150 extrusion (1mm thick), Glossy/Non glare, 500 mm. Finishing Schedule - Rev 1 Finishing Schedule - Rev 1

- ✓ 2 Stainless steel cable 1.5 mm, 3 Foot.
- ✓ 4 Metal (Aluminium) end caps for V150 extrusion, Clear Anodize.
- ✓ 2 Double sided connectors for V150 (double sided tape included).
- ✓ 4 Cable clamps.

This sign to receive a vinyl print of the specific service being offered on the counter, a reference to the counter number and a pictogram of the service being offered.

- 100 x 400 Sign all in accordance with Vista System - Code DHA 140:
 - ✓ V400 (400mm/15.74") aluminium sign holder extrusion, Clear Anodize, 100 mm.
 - ✓ Clear cover for V400 extrusion (1.5mm thick), Glossy/Non glare, 100 mm.
 - ✓ 2 Metal (Aluminium) end caps for V400 extrusion, Clear Anodize.
- 400 x 2000 Free Standing V400 Tower complete with 2 x A4 Brochure Holder and 1 x A4 Display Holder all mounted on Tower and in accordance with Vista System Code DHA 150:
 - ✓ 3 V400 (400mm/15.74") aluminium sign holder extrusions, Clear Anodize, 2000 mm.
 - 3 Clear covers for V400 extrusion (1.5mm thick), Glossy/Non glare, 2000 mm.
 - ✓ Metal (Aluminium) end cap for V400 triangle sign, Clear Anodize.
 - ✓ Metal (Steel) base for triangle design V400 (~15.7"), Black Painted.
- 215 X 200 New Statutory Indicator Sign all in accordance with Vista system sign to include metal End Cap Code DHA 160:
 - ✓ VA4 (215mm/8.42") aluminium sign holder extrusion, Clear Anodize, 200 mm.
 - ✓ Clear cover (Non glare on one side) for VA4 extrusion (1mm thick), Glossy/Non glare, 200 mm.
 - ✓ 2 Metal (Aluminium) end caps for VA4 extrusion, Clear Anodize.

Blinds:

- Perforated Silver aluminium venetian blind, size to be confirmed on site with 25 x 0,21mm thick slats including 25 x 25mm high matching aluminium powder coated top and bottom tracks with stainless steel separator pins, cord lock and roller pins, and blinds to be face fixed to plastered brickwork.

Terminal Seating

Modern designed airport seating benefiting you in your everyday need in terminal seating, to be used at Airports, Hotel lobbies, Railway and Bus stations, Hospitals and other public buildings, which make the use of Seating worth your while.

- **Main Option:**

01030 SILVELINE 3 SEATER 1800mm (W) 680mm (D) 800mm (H)

- **Material**

The Silverline bench is must be produced out of mild steel. The curved perforated shell with its waterfall seat makes air flow ventilation possible as well as easy blood flow throughout the human body.

It is must be in a powder coated silver finish and side rails, armrests and legs are chrome plated for a scratch free, highly polished look.

The thickness of the nickel deposits is between 25-35 microns. The decorative chrome plating is deposited on to the nickel plating, the thickness of which will be 0.3 microns minimum.

The beam has a wall thickness of 1.6 and is black powder coated. The brackets on the beam are welded right through on all 4 sides which makes it stronger than the standard spot-welding process on other products.

- Accessories / Variations
- Adjustable feet come standard, making it easy to adjust the bench in areas with uneven floor surfaces • Floor fixing brackets are optional
- Warrantee

The Silveline bench must carry a 5-year warrantee against faulty workmanship and component defects. The use of chemicals other than the specified cleaning method stated by the supplier will eliminate the warrantee on this product.

16. ACOUSTIC TREATMENT

The acoustic treatment of the court facility is extremely important due to the sensitivity of recording equipment. The following aspects must receive attention and specifications are to be provided for each.

1. Material choices for floors, ceiling and walls
2. Ceiling shape, ceiling height, material, etc.
3. Positioning of recording equipment, ducting options
4. Mechanical equipment choice
5. Mechanical equipment placement
6. Foyer areas

17. BUILDING MANAGEMENT AND SECURITY

This section provides the minimum building and security requirements which should inform the construction of new facilities, reconfiguration and refurbishment of existing offices.

17.1 Building requirements

Table 4: Building specifications

Type of requirement	High-level description	Detailed description	Required for		
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)

Compliance to acts and regulations	National building regulations	Building has to be compliant with the National Building Regulations	x	x	x
Compliance to acts and regulations	Required certificates	Completion certificate from the local authority	x	x	x
Compliance to acts and regulations	Required certificates	Structural engineer certificate	x	x	x
Compliance to acts and regulations	Required certificates	Gang nail trust design certification by professional engineer	x	x	x
Compliance to acts and regulations	Required certificates	Glazing certificate from SAGGA	x	x	x
Compliance to acts and regulations	Required certificates	Electrical compliance certificate	x	x	x
Compliance to acts and regulations	Required certificates	Plumbing certificate	x	x	x
Compliance to acts and regulations	Required certificates	Firefighting equipment certification	x	x	x
Compliance to acts and regulations	Required certificates	Fire clearance certifications (from local authority or consulting architect /fire specialist)	x	x	x
Compliance to acts and regulations	Required certificates	Certification of lettable floor areas	x	x	x
Compliance to acts and regulations	Required certificates	Airconditioning certificate with regards to air velocity/fresh air etc.	x	x	x
Compliance to acts and regulations	Required certificates	Entomologist report (for buildings with lots of wood)	x	x	x
Compliance to acts and regulations	Required certificates	Soil poisoning certificate (for new buildings only)	x	x	x
Compliance to acts and regulations	Health and Safety	Building has to be compliant with the Occupational Health and Safety Act 85 of 1993	x	x	x

Type of requirement	High-level description	Detailed description	Required for		
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)
General physical building requirements	Ventilation	Fresh air supply should be ventilated through the entire building	x	x	x
General physical building requirements	Ventilation	Airconditioning should be provided in the entire building, preferably split units	x	x	x
General physical building requirements	Ventilation	The air-conditioning for the server room has to be a split unit, with the right BTU's based on square meters	x	x	x
General physical building requirements	Ventilation	The air-conditioning for the cashier room has to be a split unit, with the right BTU's based on square meters	x	x	x
General physical building requirements	Natural light	Internal closed offices to be provided by glass panels for natural light in accordance with the Occupational Health and Safety Act	x	x	x
General physical building requirements	Disabled friendly	Building needs to be disabled friendly (provide ramps, disabled ablution facilities and lifts); refer to SABS CODE of PRACTICE 0246-1993	x	x	x
General physical building requirements	Fire escapes	Provision needs to be made for fire escapes and emergency evacuation procedures	x	x	x
General physical building requirements	Water facilities	Washing basin to be provided with hot and cold-water facilities in fingerprint separated area	x	x	x
General physical building requirements	Water facilities	Washing basin to be provided with hot and cold-water facilities in mothers room	x	x	x
General physical building requirements	Water facilities	Washing basin to be provided with hot and cold-water facilities in kitchen connected to the lunch room	x	x	x
General physical building requirements	Water facilities	Washing basin to be provided with hot and cold-water facilities in the refreshment points	x	x	x
Location	Location requirements	Building should be near public transport facilities and public parking areas	x	x	x
Contractual obligations for leased buildings		Owner is responsible for implementing the DHA corporate identity which includes the internal painting, the floors (tiles and carpets), doors and doorframes, blinds, attachment of the signage and the counters	x	x	x
Exterior security	Burglar proofing on all windows and doors		x	x	x
Exterior security	Parameter fence	Have a fence around outside of building including parking area	x	x	x
Exterior security	Lock-up parking	For government vehicles	x	x	x
Interior security	Fire detectors		x	x	-
Interior security	Cashier separated area	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder lock, ceilings secured with wired mesh/slab, bullet proof glass windows	x	x	x
Interior security	Strong Room	Double brick walls, concrete slab ceiling, steel strong room door, no windows, presence of electricity points	x	x	x
Interior security	Extra archive space	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows	x	x	x
Interior security	Archive space for ready documents behind Information counter	Enclosed with either brick walls or reinforced drywalling, solid wood doors with access control, ceilings secured with wired mesh/slab, no windows	x	x	x

Type of requirement	High-level description	Detailed description	Required for		
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)
Interior security	Security surveillance control room	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows	x	x	x
Interior security	Server/Telcom room	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows, raised floors, gas system. Equipped with special air co system, server specific UPS and clean power	x	x	x
Interior security	UPS room	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows, anti-static floors	x	x	x

Source: Footprint Development and Hospital, Department of Home Affairs

17.2 Security requirements

Table 4: Security specifications

High-level description	Detailed description	Required for		
		Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)
Burglar proofing on all windows and doors	All windows reachable from the ground level to fitted with a good quality burglar proofing with the following specifications: 12mm round bar spaced not more than 100mm apart The proposed bars must be secured in the brick and mortar walling of the building	x	x	x
Parameter fence	Palisade fencing must be erected where possible around the building with an approximate height of 2.4m	x	x	x
Lock-up parking	For government vehicles	x	x	x
Camera surveillance system for larger offices	Specified is an Embedded Digital Video Recording System. For detailed specification see attached word document.	x	x	x
Camera surveillance system for PSP and Thusong - simpler version (recording only, unmanned)	Specified is an Embedded Digital Video Recording System of a smaller type. Instead of the 16ch DVR's it is downsized to a 8ch	-	-	-
Alarm system with control panel, motion detection, panic buttons, link to armed response company and SMS service	The intruder detection system shall be installed for this contract in accordance with the requirements of Department of Home Affairs and in accordance with SABS 0192, SABS 0193 as well as all recommendations and requirements of SAIDSA. For a more detailed	x	x	x
Electronic card reading system for access cards of DHA employees	The Access Control System for all Department of Home Affairs will be an integrated system based on S.A.C.S. software and Saflec proximity card readers. Should be outfitted with anti-pass back features enforcing staff members to swipe the pass when entering	x	x	x
Metal detector at entrance for clients	Bi-directional operation Mass of metal indicator (optional) Detects ferrous and non-ferrous metals	x	x	x
X-ray machine at entrance for clients	Able to recall previous visible image areas, zoom overview Must meet all applicable laws and regulations with respect to X-ray emitting devices	x	x	x

High-level description	Detailed description	Required for		
		Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)
Security guard for the grounds during office hours	Guards used for this purpose must be in possession of a grade D security certificate	x	x	x
Security guard for the grounds outside office hours	Guards used for this purpose must be in possession of a grade D security certificate	x	x	-
Security guard at the entrance of the office to operate the x-ray machine	Guards used for this purpose must be in possession of a grade D security certificate	x	x	1
Security guard in the security surveillance control room full-time	Guards used for this purpose must be in possession of a grade D security certificate	x	x	1
Controlled access to BO areas	Access can be granted on the DHA access card, all doors to BO areas have a card reader	x	x	x
Fire detectors		x	x	x
Cashier separated area	Enclosed with brick walls, solid wood doors with high cylinder lock, ceilings secured with wired mesh/slab, bullet proof glass windows	x	x	x
Strong Room	Double brick walls, concrete slab ceiling, steel strong room door, no windows, presence of electricity points	x	x	x
Extra archive space	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows	x	x	x
Archive space for ready documents behind Information counter	Enclosed with either brick walls or reinforced drywalling, solid wood doors with access control, ceilings secured with wired mesh/slab, no windows, gas system	x	x	x
Security surveillance control room	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows	x	x	x
UPS room	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows, anti-static floors	x	x	x

Source: Footprint Development and Hospital, Department of Home Affairs

17.3 IT Requirements

The following table provides the minimum requirements for the deployment of ICT infrastructure in different types of offices. These specifications pertain to the requirements for Server, UPS, Telecommunication rooms and surveillance room. The total number data lines and points are specified, cabling and power skirting, number of red and white plugs required are also specified. These standardised IT specifications ensure that the infrastructure caters for ICT infrastructure prior to deployment of the infrastructure.

Table 5: IT Specifications

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)	
Server/Telcom room	Room security requirements	Enclosed with either brick walls or reinforced drywalling, solid wood doors with high cylinder locks, ceilings secured with wired mesh/slab, no windows, raised floors, gas system. Equipped with special air co system, server specific UPS and clean power (refer to SITA specifications)	x	x	x	Constitutes a building requirement
Server/Telcom room	Server specific UPS for the Server/Telcom room	Off Line and Online Dual conversion UPS systems, switchover time for Off Line UPS's shall be 4 ms or less, the UPS shall have a serial communications port to be connected to a server for auto shut-down procedure (refer to SITA specifications)	x	x	x	
Server/Telcom room	Special air co system for the server room	An air-conditioner with sufficient capacity for the room size and the heat dissipation of the active equipment shall be supplied. The air-conditioner shall be a split unit. The manufacturer's equipment to be used shall be negotiated with the CLIENT prior to the installation thereof (refer to SITA specifications)	2	2	2	
Server/Telcom room	Server(s)	Number of servers required to be determined based on the needs of the office environment	x	x	x	
Server/Telcom room	Cisco Router	Capacity of the Router to be determined based on the size and needs of the specific office. Router placement recommended to be in the server room	1	1	1	
Server/Telcom room	Cisco Switch	Numbers of Switches needed depends on numbers of floors of the building; one Switch per floor recommended	Min 1	Min 1	Min 1	
IT equipment	Internal LAN network	The capacity and bandwidth requirements need to be assessed per office environment	1	1	1	
IT equipment	Data lines	Primary data line for production purposes, capacity needs to be assessed per office environment	1	1	1	

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)	
IT equipment	Data lines	Back up data line for business continuity, ideally needs to be sourced out of a different exchange	1	1	1	Software package to be defined as a standard across the board with access to be defined based on user profile
IT equipment	Computers	Computers for FO counters	35	26	18	
IT equipment	Computers	Computers for matrimonial and interview rooms	2	2	2	
IT equipment	Computers	Computers for BO staff	4	4	2	
IT equipment	Computers	Computers for CS Management and supervision staff	9	7	5	
IT equipment	Computers	IRE system in Cashier Offices	3	2	2	Every computer to be connected to the DHA network and LAN
IT equipment	Computers	Computers for IMS Management and supervision	4	3	3	
IT equipment	Computers - Data lines and data points	Connection to the DHA network and LAN	57	44	32	
IT equipment	Online verification equipment	Online verification scanner	57	44	32	Assumption is that online verification will be used for all Civic Services going forward and Permits, so include on every Service counter
IT equipment	Track & Trace equipment	Barcode scanner	35	26	18	Assumption is that T&T will be applied to other applications as well, even Permits, which means equipment needs to be on every Service counter. As BO clerks touch applications as well they also need the equipment.
IT equipment	Track & Trace equipment	Receipt slip printer	35	26	18	Same as above except that BO clerks don't need to print T&T receipts for clients
IT equipment	Track & Trace equipment	Fingerprint scanner for staff to access system (BACM)	35	26	18	Assumption is that T&T will be applied to other applications as well, even Permits, which means equipment needs to be on every Service counter. As BO clerks touch applications as well they also need the equipment.

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)	
IT equipment	Printers & copiers- Data Lines and data points	Connection to LAN	55	43	30	Every shared printer to be connected to the LAN
IT equipment	Printers	A4 Laserprinter for management, printers to be LAN connected	9	7	5	Assumption is that T&T will be applied to other applications as well, even Permits, which means equipment needs to be on every Service counter
IT equipment	Printers	A4 Laserprinters for BO staff; printers to be LAN connected	4	4	2	Assumption is that T&T will be applied to other applications as well, even Permits, which means equipment needs to be on every Service counter
IT equipment	Printers	Dotmatrix printers for BMD certificates; printers to be LAN connected	4	3	2	Dotmatrix printer on half of the Civic Services counters
Communication equipment	PABX	Capacity of the PABX to be assessed based on the number of telephone lines required in the office environment, cater for expansion requirements, placement recommended in the server room. For smaller service points use direct lines rather	1	1	0	
Communication equipment	Fax machines		19	14	10	
Communication equipment	Normal telephones	General telephones with free range external lines	57	44	32	
Communication equipment	One-line telephones ("Red phones")	Telephones for online verification purposes with one line to BVR helpdesk, recommended to be a direct Red Phone option	35	26	18	Recommended to have on all of the service counters
Communication equipment	Client phones	Phones in the waiting area for use by clients to only call the DHA contact centre for free	0	0	0	To be determined after conclusion of pilot by the Contact Centre team
Office equipment	Multifunction Photocopiers	MFD Photocopiers (that include printing, copying and scanning capabilities). Management FO and BO staff for online verification purposes, printing and supporting document scanning; to be LAN connected	38	29	21	These printers to be shared between service counters

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP/TSC)	
Finance equipment	Card Payment (POS) devices	For cashless payments at cashier counters	3	2	2	Assumption is that cashless payments at service counters will reduce client waiting time and ease congestion at the cashier office.
Office equipment	Shredders		19	14	10	
IT equipment	Live capture photo booths		4	3	2	Photo booth, with all peripherals, of 1,5m x 1,5m to be fitted within cubic space of 2m width x length of 3m together with a workstation desk and chair; aligned with final spec

Source: Footprint Development and Hospital, Department of Home Affairs

17.4 Furbish Requirements

The Department of Home Affairs has adopted a corporate image for all its service points termed the “Look and feel” and informs all refurbishment activities executed in all types of service points. The furbish requirements pertain to the minimum materials and items required for the image of the department, including, the size and materials used for the counters, corporate colours, signage, terminal seating or client seating,

Table 6: Furbish specifications

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	
General	General UPS for the building	Inclusive of red power supply points for the server and every desktop computer in the office	1	1	1	

General	Generator	Capacity to be determined based on the size and needs of the specific building	1	1	1	
General	Trunking for all electrical and data cabling					
General	Outside electricity points (for signage)		x	x	x	Electrical and data point positioning to be determined by architect in conjunction with DHA
General	PA/Audio system		x	x	x	
Health & Safety	First aid kit	First aid kit to be attached to the wall	x	x	x	
Health & Safety	Fire extinguisher	Fire extinguisher attached to the wall	2	2	1	
Numbers of counters	Service counter		X	X	X	Number per office to be determined
Numbers of counters	Service counter	Service counter Civic Services	26	19	12	
Numbers of counters	Service counter	Information / Meter Greeter counters	2	2	2	
Furniture	Sit down counters	Live Capture cubicle	4	3	2	
Furniture	Table	For interview rooms (Not required)	1	1	1	
Furniture	Client chairs (seats one person)	For matrimonial room	1	1	1	
Furniture	Official counter chairs	For service counters	26	19	12	
		For service counters	26	19	12	

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	
Furniture	Boardroom table which can be subdivided, and chairs,	For lecture/committee room	1	1	1	
Furniture	Furniture for lunch room to be determined when actual refurbishing takes place					
Furniture	Desks & 2 chairs	For office management & support	X	X	X	
Furniture	Desks & 2 chairs	Spare office space	2	2	2	
Furniture	Desks & 2 chairs	BO clerks	4	4	2	
Furniture	Desks & 2 chairs	Deputy Director IMS (L11)	0	0	0	
Furniture	Desks & 2 chairs	Immigration Officials	6	4	3	
Furniture	Desks & 2 chairs	For security guard next to x-ray machine	1	1	0	
Live capture booth Furniture	Desks & 1 chair	For photo booth operator	4	3	2	
Live capture booth Furniture	1 Height adjustable client chair	For photo to be taken at adjustable heights	4	3	2	
Furniture	Cabinets		77	58	41	
Furniture	Shelves		308	232	164	
Furniture	Seating units (3 seats)	For matrimonial room	2	2	2	

Furniture	Seating units (3 seats)	For Inspectorate waiting area	8	8	8	
Furniture	Seating units (3 seats)	For clients waiting area	108	80	59	50% of waiting space allocated to seating. 4m2 per seating unit (including circulation space)
Furniture	Seating units (3 seats)	For fingerprint waiting area	1	1	1	
Furniture	Information pillars		2	2	1	
Furniture	Ledge counter units	Can be put back to back or separate to a wall	6	4	1	

Type of requirement	High-level description	Detailed description	Required units			Remarks
			Local Office Large	Local Office Medium	Local Office Small (PSP and TSC)	
Furniture	Queue rail units	Where necessary				Assumption is two units between every service and information counter
Appliances	Water cooler		2	2	1	
Appliances	Plasma screen		4	3	1	
Appliances	Sinks	For refreshment points	5	4	3	
Appliances	Fridges	For refreshment points	5	4	3	
Appliances	Boiling water unit	For refreshment points	5	4	3	
Appliances	Cupboard unit	For refreshment points	5	4	3	
Appliances	Microwave	For refreshment points	5	4	3	
Signage	Outside signs	General DHA sign	1	1	1	
Signage	Outside signs	Office hours sign	1	1	1	
Signage	Outside signs	Forbidden to enter sign	1	1	1	
Signage	Inside signs	Counter signs	32	24	16	Types and numbers to be decided per office
Signage	Inside signs	Seating signs	325	239	178	Types and numbers to be decided per office
Signage	Inside signs	General Indicator signs (toilets, baby room etc.)	52	46	18	Types and numbers to be decided per office
Signage	Inside signs	Inside directional signs (toilets, baby room etc.)	1	1	1	Types and numbers to be decided per office
Signage	Inside signs	Emergency exit	1	1	1	
Signage	Inside signs	Escape route	2	2	2	
Signage	Inside signs	Fire extinguisher	8	6	2	
Signage	Inside signs	Services & prices board	1	1	1	To be put up next to the cashier area
Signage	Inside signs	Inside directional signs colour coded footprint signs on waiting room floor	x	x	x	To be put up in waiting area
Signage	Inside signs	Services Charter A0 Clip-on frame	4	3	1	To be put up in waiting area

Source: Footprint Development and Hospital, Department of Home Affairs

18. MAINTENANCE MANAGEMENT

1. Access to services for maintenance (lights, air-conditioning etc.)
2. Window washing and cleaning- accessibility and safety
3. Pigeon proofing
4. Type of building management system provided (Can the system assist with monitoring, reporting and identification of electricity and water use/ leaks etc. Also refer to 17 above)
5. Policy regarding a Maintenance manual
6. Guarantees, warranties, and who keeps it and ensures that maintenance is followed up timeously
7. Stockpiling of i.e. carpets. Etc.

19. SUSTAINABILITY AND “GREEN” DESIGN

The design guidelines should aim to improve sustainability and address environmental aspects in planning, design and management and should seek to implement green design principles. Sustainability/ “green” buildings are seen to include energy, water and waste management and infrastructure. The aspects below are examples of the areas that must be covered and must be expanded upon.

19.1 The following aspects must be elaborated on and the list expanded to cover energy, water and waste resources:

19.1.1 The building should be **functional, accessible, cost-effective to maintain, resilient and sustainable** in terms of waste and energy.

19.1.2 Compliance with **SANS 10400 XA** is a requirement.

19.1.3 The consultant team must include at least one **accredited professional** as validated by the GBCSA.

19.1.4 **Passive design principles** must be applied (orientation, limitation of windows on the eastern and western facades, overhangs, sun screening etc. all appropriate to the relevant climatic zone).

Building orientation has an economic impact. How much direct energy use does interior lighting normally have for a site, including induced HVAC use due to heat produced by them?

Creating a day-lit interior saves capex and opex. Appropriate building envelope design in response to orientation, end-user needs, and environmental context allows for the introduction of passive design innovations such as sun shading, thermal mass storage and potentially even natural ventilation based on prevailing wind conditions further reducing the HVAC load.

19.1.5 Longer narrow shape naturally allows natural lighting and ventilation; and bringing stairs, mechanical systems like lifts and restrooms to the building’s core creates a flexible and open surrounding floor plan. Ensuring that users can adjust windows and skylights will enable natural ventilation on good weather days.

19.1.6 When interventions are proposed, a **life cycle costing** must be presented to ensure that the payback period is acceptable. Analyse what the difference in cost will be on each part of the building project before a funding decision is made. Guide/ check list to be included to ensure that this can be done uniformly for all projects.

19.1.7 **Landscaping** adds value in that direct sunlight baking into the dark non-reflective surfaces surrounding your building will create a heat island, as will north and west-facing building

walls. Lattice for climbing plants creating a green screen will reduce this effect, as will the shade from mature trees over walls, roofs and parking areas. Living, green roofs are also proven to reduce the heat island effect, assist with storm water attenuation and contribute towards the comfort index of those inside the building too. Also refer to item 12 relating to the Landscape Approach for the site. Proposals are to be aligned with security requirements.

- 19.1.8 **Water harvesting, storm water management, utilization of grey water, reticulating stormwater run-off and re-use** thereof must be considered and a recommendation made to the department. Guide/ check list to be included to ensure that this can be done uniformly for all projects.
- 19.1.9 **Water saving devices** e.g. Smaller WHB, Push taps, motion sensors, vapour- only tap fittings back, low-flow toilets, indigenous and water-wise gardening. etc.
- 19.1.10 **Electricity saving devices** e.g. Motion sensors, light fittings, etc. Motion sensors on restroom taps, and office lighting with automatic dimmers.
- 19.1.11 **Alternative energy resource** that is relevant to the climatic zone is to be proposed as aligned to SANS 10400 XA and SANS 204.
- 19.1.12 It may from time to time be requested that a building must be rated with the GBCSA but this is not a requirement and must specifically be stated in the appointment letter.
- 19.1.13 **Integrated design approach** addressing the site, both the exterior and interior plans as well as the budget to give their necessary input on the effect that each planning decision will have on the overall project as well as the sustainability impact of the various design choices. Guide/ check list to be included to ensure that this can be done uniformly for all projects.
- 19.1.14 Avoid contributing to sprawl.
- 19.1.15 All proposals are to be made while keeping maintenance of the building in mind.

19.2 Check lists

Various Check Lists are to be developed to ensure that alternatives can be evaluated appropriately and uniformly for all designs. An example of such a checklist is mentioned below with a guide of the aspects that should be covered in the list.

Example of information required for a checklist to be developed to motivate the installation of e.g. **Photovoltaic panels**

Indicate the financial viability and payback in 3-5 years of the system.

The financial viability of solar PV is dependent on a number of different factors:

- Installation size: larger projects produce cheaper electricity as fixed costs, such as design and specification, are spread over more panels.
- Technology choice and exchange rate: prices still vary and some components need to be imported.
- Location, roof type and direction: influence the amount of sun reaching the solar panels.
- Consumption patterns: Eskom charges a peak charge during periods of highest use (typically, in a business context, during the day). Generating one's own electricity (also most effective during sunny periods) results in greater savings. Identify the base load, loads the will use PV and supplement Eskom power.
- Maintenance of PV System: Type of maintenance, frequency and replacement cost. Total ownership cost

- Life span of PV system / replacement period and cost: Design life of PV system, Life expectancy of PV Panel, Batteries, AC/DC Converters, Surge protection.
- All hot water systems to be solar backup with electrical supply. Heat pumps to be considered instead of solar as a more energy efficient solution.
- When PV panels are installed the roof footprint shall be sufficient for a cost effective PV installation.
- Thermal heating and cooling via Solar systems to be considers as part of the 20 % renewable energy efficient systems.
- Eskom by-laws on feeding back in to their system must strictly be followed to ensure a safe alternative supply to each building and future revenue by selling power back into the grid.
- All PV systems to be metered with Quality of supply meters to verify KWH, KWp generated into the system from the PV System. (Metering of normal power and PV power system separately)
- Type of system – Grid system or grid tied system.

20. CONTEXTUAL RESPONSE

The following examples of design principles must be adhered to and must be elaborated on in the design guideline (Additional items to be added):

- 20.1 Site considerations** such as orientation, slope, ground conditions, positioning of wetlands/ existing trees, climatic zone, relevant heritage implications, position of site from other relevant entities, etc.
- 20.2** Spaces to be sized to ensure most efficient **structural spans** to be used.
- 20.3 Heavy live load** areas such as archives, storage, etc. are to be placed on ground level to ensure compliance to loads whilst being economical.
- 20.4** Windows and glazed areas within the court should comply with **SANS requirements** relating to energy efficiency as well as security requirements due to the function within and could therefore become costly if not kept to the effective minimum e.g. cash hall windows are to be bullet proof internally and external windows are to be screened/ bullet proof/ not accessible or visible.
- 20.5 Building shape** is to be most economical whilst taking the site into consideration. Odd spaces created because the areas are not square should not be encouraged.
- 20.6 Natural light and ventilation** should receive priority.
- 20.7 Positioning of services, lights** etc. that requires **maintenance** must be accessible and the building shape should take the cost of such infrastructure due to the shape of the building into account. Conduit/ pipe etc. lengths will have an impact.
- 20.8** Building design must include **Universal Design** principles in all aspects.
- 20.9** All benches; judge/ magistrate offices; witness stands; spectator seating etc. must make allowance for access in a wheelchair.
- 20.10 Optimal building depth** is to be allowed to ensure that there are no internal offices or spaces. Should there be no other option, spaces such as service areas, libraries, archives, storage etc. should be located internally.

20.11 Co-ordination between various disciplines must be done and best site-specific proposal is to be provided.

20.12 All South African Acts, NBR, SANS 10400 regulations are to be complied with.

21. COST MODELS

Cost models to be developed for the various types of courts.

21.1 Cost models to be robust and allow for high level cost estimates at the initiation stage of the project.

21.2 The feasibility of linking the cost models to BIM-models must be investigated.

21.3 Cost models to make provision for the following, amongst other.

21.3.1. **Construction Cost** i.e. site preparation; all labour required to assemble the building materials; all overhead and profit of the contractor(s); all equipment and furnishings that are physically attached (fixed) to the building, basic site improvements, such as landscaping and on-grade parking and sidewalks associated with the building; signage; general conditions, such as warranties, permits, insurance, testing, shop drawings, etc.

TYPE OF COST (PER YEAR)	TYPE OF COST (ONCE OFF)	Cost Local Office Large	Cost Local Office Medium	Cost Local Office Small (PSP AND TSC)
OFFICE SPACE		R 25 254 000'00	R19 620 000'00	R14 850 000'00
PERSONNEL		R16 112 067'00	R11 606 475'00	R 8 203 857'00
	IT COSTS	R 3 903 600'00	R2 995 100'00	R 2 186 650'00
	FURBISH COST	R572 900'00	R393 800'00	R176 100'00
	GG VEHICLE COST	R -	R -	R -
	SECURITY	R -	R -	R -
	ESTIMATED COST	-	-	-
TOTAL SETUP COST 2019		R 45 842 567'00	R 34 615 375'00	R 25 416 607'00
YEARLY ESCALATION	10%			
SPECIFIC YEAR INCL.				
ESCALATION	2020	50 426 823'70	38 076 912'50	27 958 267'70

LEASE COST (IDEAL ESTABLISHMENT)

TYPE OF COST (PER YEAR)	TYPE OF COST (ONCE OFF)	Cost Local Office Large	Cost Local Office Medium	Cost Local Office Small (PSP AND TSC)
OFFICE SPACE		R5 050 800'00	R3 924 000'00	R2 970 000'00
PERSONNEL		R16 112 067'00	R11 606 475'00	R8 203 857'00
	IT COSTS	R3 903 600'00	R2 995 100'00	R2 186 650'00
	FURBISH COST	R572 900'00	R393 800'00	R176 100'00
	GG VEHICLE COST	R -	R -	R -
	SECURITY	R -	R -	R -
	ESTIMATED COST	-	-	-
TOTAL SETUP COST 2019		R25 639 367'00	R18 919 375'00	R 13 536 607'00
YEARLY ESCALATION	10%			
SPECIFIC YEAR INCL.				
ESCALATION	2025	41 022 987'20	30 271 000'00	21 658 571'20

- 21.3.2 **Other Project Cost Factors** i.e. professional fees, including reimbursements; demolition; utilities/bulk services (costs associated with providing utilities to a site, particularly a remote site or relocating of existing utilities); site survey(s) e.g. site contours, the location of utilities etc.; special testing e.g. test of soil conditions etc.; legal fees e.g. obtaining zoning changes etc.

22. LIST OF ANNEXURES

All annexures to be listed as well as where the document can be obtained.

Policies can be changed and to ensure that the consultant architect always utilizes the latest, correct document it is suggested that the reference rather be given in the design guide. For submission purposes however the service provider is requested to provide all relevant documentation to the Project Manager separately.

Example:

Annexure A – DHA Office Model – Schematic Representation
Annexure B – DHA Office Model – Space Requirements
Annexure C – DHA Office Model – Building Requirements
Annexure D – DHA Office Model – Security Requirements
Annexure E – DHA Office Model – IT Requirements
Annexure F – DHA Office Model – Furbish Requirements
Annexure G – Finishing schedule

23. REFERENCES

All references utilized during the compilation of the design guideline are to be listed.

DPWI documentation that should be considered for this guideline, and that could be of reference amongst others are as follows:

- DPW Manual for Private Architects: PW147
- DPW Sketch Plan Committee Manual: October 2016
(The above and other is available on: <http://www.publicworks.gov.za/consultantsdocs.html>)
- National Strategic Framework on Universal Design and Access
- National Spatial Development Framework (NSDF)
- Metric Handbook Planning and Design Data – *David Adler* (2015)
- Macro Business and Service Delivery Model (NDPWI - 2018)
- Empowerment Policy (NDPWI - 2016)
- IKS (Indigenous Knowledge Systems) [NDPWI – 2016]

24. DELIVERABLES

The Design Guideline shall include:

- a) Integrated planning **guidelines** for the development of sustainable Home Affairs buildings.
- b) **Operational and spatial models** to support the user departments' requirements for Home Affairs buildings.
- c) **Standard materials** that can be utilised provided that that material is the most appropriate for the specific site relating to availability, cost, sustainability etc.
- d) **Standard Block Designs** that prescribes the furniture, layout, fittings, etc. of a specific area e.g. The Back Office Area Area etc.
- e) **NDPWI Priorities** e.g. EPWP, sustainable design, water efficient design, etc.
- f) Reference to **supporting documents** as described elsewhere in this document.
- g) The particular grouping of spaces will be determined by the **Procurement Instruction** as issued by the Client Department through the NDPWI
- h) **Checklists** that will guide the consultants to deliver uniformly on various aspects as described above.

Deliverables:

A guideline is required to assist the future delivery of the planning programme that is aligned to existing Standard Operating Procedure specific to Department of Home Affairs. The guidelines should be able to address and inform a multi-disciplinary team to execute the project over the various phases.

Currently, the operational standard for design of new facilities for Department of Home Affairs vary considerably.

The following is proposed deliverables:

Inception Report and Status Quo report (clarify the scope of works, data assembly and reporting on the current status) together with a Project Execution Plan (PEP)

Identification of **existing policies and guidelines** that could be applicable to court planning.

Development of **operational spatial models** for Court Buildings

Development of **checklists** for the planning, design and management of Court Buildings.

Development clear set of generic **guidelines** for the planning, design and management of Court Buildings.

Development of **standard material choices, standard construction details** and **schedules** that could be utilised

Development of **typical layouts** for specific areas that would be standard within the Court facility (e.g. Court furniture, Judge/ magistrate's office furniture, cash hall etc.

Develop a high-level **Maintenance Strategy** for Court Buildings and alignment possibilities with EPWP

Develop a **costing model** for each precinct type

Other Items/ aspects that may be identified

26. CONCLUSION

The above information is not intended to be a final and complete list of items to be included in the Guideline document but aims to guide to Service provider relating to the requirements in the document. This is proposed as a minimum requirement. Deviation from the proposed content list can be made to the Project Manager for consideration. All alterations/ proposals must be done in writing and must be accepted in writing by the Project Manager prior to execution.