

## **Electronic Engineering Services**

### **Pricing Instructions:**

1. Pricing must be as per the latest gazetted edition of the latest gazetted Engineering Council of South Africa (ECSA) Guidelines for Scope of Services and Tariff of Fees for persons registered in terms of the Engineering Profession Act 46 of 2000.
2. The fee proposal must be a percentage fee for normal Electronic Engineering service based on the cost of works estimate of **R 56 162 673,00**. The cost of works estimate is inclusive of the estimated cost of Construction Works, Construction Work Contingency, Construction cost escalation and excludes Vat. The fee proposal must be priced as follows for the stages of appointment as outlined in the Scope of Service:

- 2.1. **Stage 3:** A percentage fee for Stage 3 should be submitted for the normal scope of service applicable to the implementation and completion of this stage. Refer to the Scope of Work document (Section C3.1) for the outline of deliverables for Stage 3.

A pricing of 70% of the total fee percentage allocation for Stage 3 (Design Development) is required on the tendered fee applicable for normal service for Stage 3 – refer to Pricing Schedule. The reduced pricing of Stage 3 percentage fee amount is required due to the following:

- The new Professional Consultant Team is appointed to only review and update the previously completed stage 3 work for the Domestic Arrivals portion of the project scope and are not required undertake a full redo of the Stage 3 work. The extent of review and update is described in Scope of Work - Section C3.1.
- 2.2. The new Professional Consultant Team is appointed to only undertake Full Stage 3 work for the Domestic Departure portion of the project scope due to the project having achieved completion of Stage 2 which will not be redone. The extent of the Stage 3 work for the Domestic Departure scope of the project is described in the Scope of Work - Section C3.1
  - 2.3. **Stages 4 – 6:** A percentage fee based on the cost of works estimate of R56 162 673,00 for the Electronic Engineering work. The cost of works estimate is inclusive of the estimated cost of Construction Works, Preliminary & General cost, Construction Work Contingency, Construction cost escalation and excludes Vat.
  3. The additional Electronic Engineering Services must be priced as a Lump sum based on the described scope of work in C3.1 and the Scope of Service for the additional service:

#### 3.1. Building Information Modelling (BIM):

Pricing of this service shall be a Lump Sum fee. A detailed breakdown of how the Lump Sum was derived / calculated must be submitted as supporting documents.

#### 3.2. Level 3 Full Time Construction Monitoring:

Pricing of this service shall be Lump Sum fee. A detailed breakdown of how the Lump Sum was derived / calculated must be submitted as supporting documents.

4. Disbursements cost must be included as a percentage of the total fee payable as guided by your fee scales and shall be claimed as proven costs and payable at agreed intervals during the life of the project. The pricing of disbursements must not include costs for travel, accommodation and parking as these costs are not payable on the project. Bidders must include in their disbursement a once off amount of R10 000 (Excl. VAT) to fund the Airport Access Permits and related Training costs per person allocated to work full time on this project. No mark-up to be levied on Permit costs. Bidders must provide supporting breakdown of the disbursement allowances and calculation.
5. Where provisional sum is provided (e.g. Specialist services allowance), it will be a fee provision which might not form part of the final payable fee to the service provider. If applicable, expenditure against the provisional sum will require submission of 3 quotations by the appointed service provider which will be adjudicated by the Employer prior to execution of service. Where the provisional sum is not spent or is partially spent, the balance of the unspent sum will be declared as a project saving.
6. Expenditure allocation against the provided fees contingency will only occur once substantiated and approved by ACSA. The consultant team is expected to conduct any and all aspects of work to assist ACSA in the decision-making process for the consideration of use of contingency. These activities are considered to be a part of the design development and associated standard fees. The use of contingency will only be adjusted (i.e. added to the construction value for fee determination) at the successful receipt of the investment decision in parallel with the FIDPM Stage 3 Approval.
7. The discounting of fees is **not compulsory for Stage 3 – 6** on the Standard and Additional Services and shall therefore be applicable at the discretion of the bidder (not compulsory).
8. Approved Tenderers pricing regime (i.e. % of fees, disbursement, discount, etc.) at tender stage shall be applicable throughout the life of the project.
9. The variation / adjustment of the Consultant Fees will be as follows:

  - 9.1. Variation / adjustment of fees at Stages 4 – 6 will be undertaken where the construction value at tender stage (Consultant appointment tender stage) is varied by more than 5% (Up or Down). Such variation shall be undertaken in line with the provision of the Contract Agreement and the variation fee calculation will be as per the Fee scale Guidelines from the respective Professional Councils.
  - 9.2. The adjustment of the fees for Stages 3 - 6, if applicable, will take place at the following intervals:

    - Upon receipt of the Investment Decision from ACSA subsequent to the approval of the FIDPM Stage 3 Report. The cost of work to be utilised for the adjustment of the Stages 4 – 6 fees shall be from the BOQ of the appointed Contractor/s as the confirmed cost of works.

- 9.3. Where approved original Construction Programme is varied for any reasons other than increase of project scope (e.g. extension of time delay), such variation will not result in variation of professional fees.
10. The accepted form of offer will be for the duration of all appointed project Stages, however the **Initial appointment is for stage 3 (Phase 1)** with full appointment for **stage 4 – 6 (Phase 2)** applicable after completion of Stage 3 / Phase 1 and the investment decision is determined and approved as per ACSA internal governance.
11. Instruction to proceed with the next phase of implementation in terms of this contract and the associated scope of work will be confirmed in writing by the Employer. Note that the Employer is under no obligation to continue with any stage/s of the outlined project phases. Should the bidder not be granted approval to commence with phase 2, this will not be seen as a cancellation, termination or abandonment of the project that will trigger termination fees or any additional payments apart from those for services rendered up to the previous completed phase.
12. Payment of fees shall be done as per percentage apportionment of fees at completion of each stage as set out in the relevant professional body's fee scale guidelines. The pro-rata payment of fees prior to completion of a stage will be motivated by the Professional Consultants for approval by the designated ACSA Project Steering Committee. All fee claims shall be submitted to the appointed project quantity surveyor for project costs' accounting purposes.
13. No advance payments of fees will be made. The professional Consultants' team members must all complete their respective scope of works before any of the team members are paid. Pro-rata payment of professional fees shall be applied as follows:
- 13.1. In the detail design and documentation phase (Stages 3 to 4):
- 70% of the fees per stage will only be submitted for payment upon submission of the draft stage gate report / documents.
  - The remaining 30% will only be submitted for payment upon the submission of the final stage gate report with the given sign off comments being actioned by the Professional Team.
- 13.2. During the construction phase (Stage 5):
- At this stage a pro-rata fee will be agreed prior to the commencement of Construction works based on the duration of the appointed Main Contractor's baseline construction programme approved by the Construction Project Manager up to Practical Completion.
  - The proposed pro-rata fees shall be submitted to ACSA's Project Board for approval prior to fees claim.
- 13.3. During Handover and Close Out Phase (Stage 6 and FIDPM Stage 7)
- At these stages, a pro-rata of 50% split of the total fees allocated to Stage 6 will be payable as follows:

- Initial 50% of the fees claim will be payable at the completion of the ORAT process and the signed off acceptance by ACSA (and Project Stakeholders) of the submitted handover documentation.
  - Remaining 50% fees will be payable after successful certification of Final Completion of the Works and sign off approval by ACSA of the Project Close Out Report.
14. Period for payment of an approved fee claim invoice will be in line with ACSA's payment cycle, which is 30 calendar days from approval and receipt of the correct invoice. Submission of approved invoices shall be made by no later than the 25<sup>th</sup> of each month.
15. The professional consultant team is expected to conduct any and all aspects of work to assist ACSA in the decision-making process. These activities are considered to be a part of the design development and associated standard fees.

**Table 1: Electronic Engineering Services**

CTIA DOMESTIC TERMINAL EXPANSION - Professional Services Fees				
Table 1– Basic Professional Fees	Estimated construction value		R 56 162 673,00	
Electronic Engineer	Fees as per Professional Engineers Act No 46 of 2000		Offered fees (Excl. VAT) R	
Stage of Services according to ECSA	% of basic fee per stage	Amount (Excl. VAT)	% Discount offered	Offered Fee (Excl. VAT)
<b>PHASE 1</b>				
Work-stage 1 Inception	N/A	N/A	N/A	N/A
Work-stage 2 Concept and Viability	N/A	N/A	N/A	N/A
Work-stage 3 Design development <b>ONLY PRICE 70% OF THE 20%</b>	20%			
<b>SUB TOTAL PHASE 1</b>	<b>20%</b>			
<b>PHASE 2</b>				
Work-stage 4 Documentation & Procurement	20%			
Work-stage 5 Works / Construction	35%			
Work-stage 6 / 7 – Handover Close-Out	5%			
<b>SUB TOTAL PHASE 2</b>	<b>60%</b>			
<b>SUB - TOTAL 1 (Add Totals for Phase 1 &amp; 2)</b>		<b>R</b>		<b>R</b>
Total Disbursements – include as a percentage (                      %)				R
<b>SUB TOTAL 2 (Add Sub-Total 1 &amp; Disbursements)</b>				<b>R</b>
Total Additional Services - From Table 1A				R
<b>SUB TOTAL 3 (Add Sub-Total 2, Total Specialist Services &amp; Provisional Sum)</b>				<b>R</b>
<b>CONTINGENCIES 20% OF SUB-TOTAL 3</b>				R
<b>TOTAL OFFERED FEE EXCL. VAT (Add Sub-Total 3 &amp; Contingencies)</b>				<b>R</b>
<b>VAT 15% (OF TOTAL OFFERED FEE)</b>				R
<b>TOTAL OFFERED PROFESSIONAL FEE INCL. VAT - Carry to FORM OF OFFER</b>				<b>R</b>

<b>BIDDERS NAME</b>	
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**TABLE 1A: Summary of Additional services - ELECTRONIC ENGINEER**

<b>Additional Services</b>	<b>Unit</b>	<b>Amount</b>	<b>% Discount offered</b>	<b>Total excl. Vat</b>
Building Information Modelling (BIM) Services	*Lump Sum			
Level 3 Construction Monitoring (For a period of 26 months)	*Lump Sum			
<b>TOTAL ADDITIONAL SERVICES (EXCL. VAT) - Total to be carried to Table 1C below</b>				

**\*Refer to Scope of Work and Scope of Service**

**\*Provide as an attachment, supporting breakdown of the calculation of the Lump Sum fee per service.**

<b>BIDDERS NAME</b>	
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**NOTE:**

Tenderers must be aware that the CIDB Best Practice Guidelines #A3 – Evaluating Tender Offers, will be used ensure that there is no gross under-pricing or over-pricing of submitted prices.

\*Project teams should make allowances for all communication and material commensurate with a project of this nature and value. This will include, but not be limited to, concept sketches, brochures with presentation material and user client sketches for approval, scale models, 3D representations etc. Note that the final rates utilised will be subject to prior approval by ACSA.

Payments for the additional services will be paid on a proven cost basis only.

Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.

Do not leave any area blank in the pricing schedules (e.g. if not applicable (N/A) or included in cost elsewhere, indicate accordingly).

Bidder's offers that contain correctional fluid will be disqualified. Corrections must be countersigned.

Airport Access Permit costs:

- Permit costs will need to be paid up front by the successful bidder and claimed back from the disbursement cost allowance for permits. Proof of payment for permits to support the claim will be required.
- No mark-up to be levied on Permit costs.
- All employees will be checked for criminal records.
- Cost for lost permits and new employees will not be reimbursed by ACSA.
- Foreign Nationals will need to provide a valid working permit.