



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SEDIBENG TECHNICAL VOCATIONAL EDUCATION & TRAINING COLLEGE

TERMS OF REFERENCE (TOR)

1. Open tender for the Appointment of a Consortium of Engineering Professionals / Principal Agent on an Ad-hoc Basis for a Period of Thirty-Six (36) Months.

1.1. BACKGROUND

The SEDCOL's objective is to appoint the Principal Agent to provide ad-hoc Built Environment Professional Services, over a period of 3 years. All proposed key personnel should meet the requirements as set out in the Tender Document.

Work allocation will be on an ad-hoc basis and be rotated among the Consortium members based on capacity, capability and experience. SEDCOL does not guarantee that all/any of the Consortium will be allocated work within the three-year cycle period, as work allocation is dependent on SEDCOL's strategic planning and funding allocations

EXTENT OF SERVICES (SCOPE OF WORKS)

1.1.1. Personnel registered with relevant professional bodies in terms of the Engineering Council of South Africa - Act 46 of 2000

Engineering Services: The Tenderer shall be capable of providing Engineering Services in terms of the Engineering Council of South Africa (ECSA). The Engineer shall be required to perform normal services. The envisaged projects will be for building/structural and civil works (water, sewer and roads) projects and any additional services as required.

1.1.2. Personnel registered in terms of the South African Council Project and Construction Management Professionals Act 48 of 2000:

Professional Project Management Services: The Project leader must be registered and capable of providing Project Management Services in terms of South African Council for the Project and Construction Management Professions (SACPCMP). The Project Manager shall be required to perform normal services and any additional services as required.

The Construction Project Manager shall be responsible for the co-ordination of the Professional Team and the Construction Activities. The Project Manager shall also act as the clients' agent (Principal Agent / Engineer/ Project Manager) in any contract agreement between SEDCOL and a Contractor. The Project Manager shall also be responsible for coordinating all inputs from other parties, College or other stakeholders that has an impact on the project.

1.2. The Principal Agent must include the following registered professional disciplines:

- Director/Owner (SACPCMP, SACAP, ECSA, SACQSP)
- Project Management (SACPCMP)
- Architectural Services (SACAP)
- Mechanical Engineering (ECSA)
- Electrical Engineering (ECSA)
- Civil and Structural Engineering (ECSA)
- Quantity Surveying (SACQSP)
- Occupational Health & Safety services (SACPCMP)

- Geo technical services (ECSA/GEOSCIENCE)

1.3. Duties and Responsibilities of the Principal Agent

1.3.1. Pre-Construction Phase Duties

1.3.1.1. Feasibility Analysis

- Evaluate project viability (technical, financial, legal).
- Assist in site selection and land acquisition advice upon request.
- Conduct environmental impact assessments.

1.3.1.2. Design and Planning

- Prepare conceptual and detailed architectural and engineering designs.
- Ensure designs comply with building codes, zoning laws, and client requirements.
- Coordinate multidisciplinary input (structural, mechanical, electrical, plumbing, etc.).
- Review and advise on sustainable/green building options.

1.3.1.3. Cost Estimation and Budgeting

- Prepare preliminary and detailed cost estimates.
- Advise on construction materials, techniques, and cost-effective alternatives.
- Develop project budgets and cost plans.

1.3.1.4. Regulatory Approvals

- Submit drawings and documents to authorities for permits and approvals before tendering.
- Ensure compliance with local building regulations and health/safety standards

1.3.1.5. Tender Documentation

- Prepare procurement tender packages such as bills of quantities, scope of work, specifications, Health & Safety specifications and drawings.

- Assist the client in bid evaluation as an when requested.

1.3.2. Construction Phase Duties

1.3.2.1. Project Management

- Monitor progress to ensure adherence to scope, time, cost, and quality.
- Conduct regular site visits and inspections.
- Coordinate among contractors, subcontractors, and client teams.
- Chair project meetings, prepare progress reports and submit them to clients monthly.

1.3.2.2. Contract Administration

- Ensure all parties adhere to contract terms.
- Manage change of orders, variations for client approval, extensions of time, and claims.
- Prepare interim payments and final accounts for approval by the clients.

1.3.2.3. Quality Assurance & Control

- Ensure construction meets design specifications and quality standards.
- Recommend corrective actions if substandard work is identified.
- Inspect and test materials and workmanship on-site.
- Provide contractors with quality plans and checklists to ensure quality assurance.

1.3.2.4. Health, Safety & Environmental (HSE) Oversight

- Compile health and safety specifications
- Ensure that safety standards and environmental protocols are being followed.
- Report and help mitigate on-site hazards or incidents.

1.3.3. Post-Construction Duties

1.3.3.1. Commissioning and Handover

- Oversee testing, commissioning, and final inspections of building systems.
- Prepare and verify punch lists (snagging).
- Coordinate the handover of the project to the client.

1.3.3.2. Final Documentation

- Prepare as-built drawings and operation & maintenance (O&M) manuals.
- Submit final project reports and certifications.

1.3.3.3. Defects Liability Period Monitoring

- Respond to issues arising during the defect's liability period.
- Ensure prompt rectification by the contractor.

1.3.4. Specialist Advisory Roles

1.3.4.1. Architectural Consultant

- Design aesthetics, layout, and space planning
- Select materials and finishes.
- Coordinate integration of design and function.

1.3.4.2. Structural Engineer

- Design structural frameworks and foundations.
- Ensure structural integrity and safety.
- Inspect structural components during construction

1.3.4.3. Quantity Surveyor (QS)

- Cost planning and financial management.
- Value engineering.
- All work must be thoroughly measured except special work(e.g. lift, kitchen equipment etc.)
 - Assist in procurement, tendering, and contractor payments.

1.3.4.4. Mechanical, Electrical & Plumbing (MEP) Consultant

- Design HVAC, electrical, water, and drainage systems.
- Ensure integration with architectural and structural designs.
- Supervise installation and commissioning.

1.3.4.5. Project Manager

- Oversee the entire project lifecycle.
- Maintain communication between all stakeholders.

- Resolve issues, manage risks, and ensure client satisfaction.
- Report to the client representative/project managers.

1.4. Project Deliverables

The following deliverables will be expected from successful Bidder/s:

STAGE 1. INCEPTION	
Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies	
Typical activities	Typical deliverables
<ol style="list-style-type: none"> 1. Assist in developing a clear project brief 2. Attend project initiation meetings 3. Advise on procurement policy for the project 4. Advise on the rights, constraints, consents and approvals 5. Define the scope of services and scope of work required 6. Conclude the terms of the agreement with the client. 7. Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services 8. Determine the availability of data, drawings and plans relating to the project. 9. Advise on criteria that could influence the project life cycle cost significantly (financial design criteria). 10. Provide necessary information within the agreed scope of the project to other consultants involved. 	<ul style="list-style-type: none"> ➤ Agreed scope of services and scope of work ➤ Signed agreement. ➤ Report on project, site and functional requirements. ➤ Schedule of required surveys, tests, analyses, site and other investigations. ➤ Schedule of consents and approvals ➤ Present stage 1 report to the client and obtain approval to proceed to the next stage.

STAGE 2. CONCEPT AND VIABILITY	
Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project).	
Typical Activities	Typical Deliverables
<ol style="list-style-type: none"> 1. Agree documentation programme with principal consultant and other consultants involved. 2. Attend design and consultants' meeting 3. Establish the concept design criteria. 4. Prepare initial concept design and related documentation. 5. And advise the client regarding further surveys, analyses, tests and investigations which may be required. 6. Establish regulatory authorities' requirements and incorporate into the design. 7. Refine and assess the concept design to ensure conformance with all regulatory requirements and consents. 8. Establish access, utilities, services and connections required for the design 9. Coordinate design interfaces with other consultants involved. 10. Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing. 11. Provide cost estimates and life cycle costs as required. 12. Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved. 	<ul style="list-style-type: none"> ➤ Concept design ➤ Schedule of required surveys, tests and other investigations and related reports. ➤ Process design. ➤ Preliminary design. ➤ Cost estimates as required. ➤ Present stage 2 report to the client and obtain approval to proceed to the next stage.
STAGE 3. DESIGN DEVELOPMENT / DETAIL DESIGN	
Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project)	
Typical Activities	Typical Deliverables
<ol style="list-style-type: none"> 1. Review documentation programme with principal consultant and other consultants involved. 	<ul style="list-style-type: none"> ➤ Design development drawings. ➤ Outline specifications.

<ol style="list-style-type: none"> 2. Attend design and consultants' meetings. 3. Incorporate client's and authorities' detailed requirements into the design. 4. Incorporate other consultant's designs and requirements into the design. 5. Prepare design development drawings including draft technical details and specifications. 6. Review and evaluate design and outline specification and exercise cost control. 7. Prepare detailed estimates of construction cost. 8. Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved. 9. Submit the necessary design documentation to local and other authorities for approval. 	<ul style="list-style-type: none"> ➤ Local and other authority submission drawings and reports. ➤ Detailed estimates of construction costs.
STAGE 4. DOCUMENTATION AND PROCUREMENT	
Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.	
Typical activities	Typical deliverables
<ol style="list-style-type: none"> 1. Attend design and consultants' meetings. 2. Prepare specifications and preambles for the works. 3. Accommodate services design. 4. Check cost estimates and adjust designs and documents if necessary to remain within budget. 	<ul style="list-style-type: none"> ➤ Specifications ➤ Services co-ordination ➤ Working drawings ➤ Budget construction cost ➤ Tender documentation

<ol style="list-style-type: none"> 5. Formulate the procurement strategy for contractors or assist the principal consultant where relevant. 6. Prepare documentation for contractor procurement. 7. Review designs, drawings and schedules for compliance with approved budget. 8. Prepare technical presentation for site briefings and clarification meetings. 9. Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required. 10. Assist with the preparation of contract documentation for signature between the contracting parties. 11. Assess samples and products for compliance and design intent. 	<ul style="list-style-type: none"> ➤ Tender evaluation report ➤ Tender recommendations ➤ Priced contract documentation ➤ Present stage 4 report to the client and obtain approval to proceed to the next stage
STAGE 5. CONSTRUCTION AND CONTRACT ADMINISTRATION	
Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works	
Typical activities	Typical deliverables
<ol style="list-style-type: none"> 1. Attend site handover 2. Issue construction drawings, specifications and instruction as when required. 3. Carry out contract administration procedures in terms of the contract 4. Prepare schedules of predicted cash flow 5. Prepare pro-active estimates of proposed variations for client decision making 6. Attend regular site, technical and progress meetings 7. Inspect works for conformity to contract documentation 8. Adjudicate and resolve financial claims by contractor(s) 	<ul style="list-style-type: none"> ➤ Schedules of predicted cash flow. ➤ Construction documentation. ➤ Drawing register. ➤ Estimates for proposed variations. ➤ Contract instructions financial control reports. ➤ Valuations for payment certificates. ➤ Progressive and approved final account(s). ➤ Practical completion and defects list. ➤ Electrical Certificate of Compliance. ➤ Present stage 5 report to the client and obtain approval to proceed to the next stage.

<p>9. Assist in the resolution of contractual claims by the contractor</p> <p>10. Establish and maintain a financial control system.</p> <p>11. Clarify details and descriptions during construction as required</p> <p>12. Prepare valuations for payment certificates to be issued by the principal agent</p> <p>13. Witness and review of all tests and mock ups carried out both on and off site.</p> <p>15. Check and approve contractor drawings for design intent</p> <p>16. Update and issue drawings register.</p> <p>17. Issue contract instructions as and when required</p> <p>18. Review and comment on operation and maintenance manuals, guarantee certificates and warranties</p> <p>19. Inspect the works and issue practical completion and defects lists</p> <p>20. Assist in obtaining statutory certificates</p> <p>21. Expedite Request for Information from the contractors</p> <p>22. Take responsibility for the designs.</p> <p>23. Ensure quality assurance, risk and safety management.</p> <p>24. The Principal Agent must get an approval from the client for any work changes to the project.</p>	
STAGE 6. Close-Out	
Fulfil and complete the project close-out including necessary documentation to facilitate effective project close-out report	
Typical activities	Typical deliverables
<ol style="list-style-type: none"> 1. Inspect and verify the rectification of defects. 2. Receive, comment and approve relevant payment valuations and completion certificates. 	<ul style="list-style-type: none"> ➤ Valuations for payment certificates. ➤ Works and final completion lists. ➤ Operations and maintenance manuals, guarantees and warranties.

3. Prepare and/or procure operations and maintenance manuals, guarantees and warranties. 4. Prepare and/ or procure as-built drawings and documentation. 5. Conclude the final accounts where relevant. 6. Prepare and produce project close out report.	➤ As-built drawings and documentation. ➤ Final accounts. ➤ Close out report.

1.5. Pricing Schedule for Principal Agent

PA to provide a percentage that is inclusive of all the above (refer to 1.2) professional disciplines:

Item	Description	Project-Based Fixed %
1	<p>Professional fee inclusive of all applicable disbursements.</p> <p>Bidders are required to indicate a ceiling percentage offer of all professionals on the total estimated time for completion of the six stages of a project life cycle, all expenses inclusive of disbursements and applicable taxes for a period of three years.</p> <p>NB! Indicated percentage above will be inclusive of all the following disciplines:</p> <ul style="list-style-type: none"> • Director/Owner (SACPCMP, SACAP, ECSA, SACQSP) • Project Management (SACPCMP) • Architectural Services (SACAP) • Mechanical Engineering (ECSA) • Electrical Engineering (ECSA) 	_____ %

	<ul style="list-style-type: none"> • Civil and Structural Engineering (ECSA) • Quantity Surveying (SACQSP) • Occupational Health & Safety service (SACPCMP) • Geo technical services (ECSA/GEOSCIENCE) 	
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1.6. Mandatory Requirements

Appendix Number	Description of Appendix	Requirement	Please indicate Yes/No
Appendix A	RFQ Document	Each page of the RFQ document to be initialled and signed where applicable by a delegated representative	
Appendix A1	Proof of payment	Attach proof of payment	
Appendix B	Technical specifications/ Terms of reference	Submit Terms of Reference with the Tender document	
Appendix B1	Pricing Schedule	Submit pricing schedule	
Appendix C	Bank confirmation letter	Not older than 3 months	
Appendix D	Company registration documents	Supply Company registration documents	
Appendix E	Tax PIN	Valid SARS Tax compliance status (Must be valid on the tender closing date)	

Appendix F	BBBEE certification	A relevant valid BBBEE certificate from SANAS accredited agency / An original Signed Sworn-In Affidavit	
Appendix G	Board resolution	Provide the board resolution if not sole proprietor	
Appendix H	Declaration of Interest	SBD 4 Bidder's disclosure SBD 6.1 Preference Points claim form SBD 8 Abuse of supply chain management systems SBD 9 Certificate of Independence Bid Determination	
Appendix I	Professional Indemnity	Provide proof of Professional Indemnity	
Appendix J	CSD	Supply proof of registration with the National Treasury	
Appendix K	Proof of residence	Lead Consultant / Principal Agent must be based or have offices in Gauteng Province that is traceable (provide proof, e.g. lease, municipality statement etc)	
Appendix L	CV's and Qualifications	Bidders to submit CV and qualifications for all professional disciplines including the Directors.	

STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum points score of **80** and above to progress to the next stage of evaluation.

All Quotations will be evaluated on the following criteria indicated below.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Provide five (5) valid written and contactable reference letters of contracts in building construction: Reference letter must be on client's letter head, signed, dated and have contact details i.e. telephone number and email address 5 Written verifiable references = 10 points 4 Written verifiable references = 7 points 3 or less Written verifiable references = 5 points None Provided = 0 points No completion certificate and appointment letter will be accepted.	10

<p>Director's experience and company profile</p> <p>Directors must supply proof of specific experience as a Principal Agent on projects in the built environment including CV, qualifications, professional registration (ECSA, SACPCMP, SACAP & SACQSP) and a company profile</p> <p>10 years or more experience with post professional registration with company profile = 15 points</p> <p>5 - 9 years' experience with post professional registration with company profile = 10 points</p> <p>Less than 5 years with post professional registration with company profile = 5 points</p> <p>No experience = 0 point</p>	<p>15</p>
<p>Project Manager</p> <p>Project Manager must supply proof of specific experience as a Project Manager/Principal Agent on projects in the built environment including CV, qualifications, professional registration (SACPCMP)</p> <p>7 years or more experience with post professional registration =10 points</p> <p>4 - 6 years' experience with post professional registration =07 points</p>	<p>10</p>

Less than 4 years with post professional registration	=05 points	
No experience	=0 point	
Architect Architect must supply proof of specific experience as an Architect on projects in the built environment including CV, qualifications, professional registration (SACAP)		
7 years or more experience with post professional registration	=10 points	10
4 - 6 years' experience with post professional registration	=07 points	
Less than 4 years with post professional registration	=05 points	
No experience	=0 point	

<p>Mechanical Engineer</p> <p>Mechanical Engineer must supply proof of specific experience as a Mechanical Engineer on projects in the built environment including CV, qualifications, professional registration (ECSA)</p> <p>7 years or more experience with post professional registration =7.5 points</p> <p>4 - 6 years' experience with post professional registration =05 points</p> <p>Less than 4 years with post professional registration =03 points</p> <p>No experience =0 points</p>	<p>7.5</p>
<p>Electrical Engineer</p> <p>Electrical Engineer must supply proof of specific experience as an Electrical Engineer on projects in the built environment including CV, qualifications, professional registration (ECSA)</p> <p>7 years or more experience with post professional registration =7.5 points</p>	<p>7.5</p>

4 - 6 years' experience with post professional registration	=05 points	
Less than 4 years with post professional registration	=03 points	
No experience	=0 points	
Civil/Structural Engineer Civil/Structural Engineer must supply proof of specific experience as a Civil/Structural Engineer on projects in the built environment including CV, qualifications, professional registration (ECSA)		
7 years or more experience with post professional registration	=10 points	10
	=07 points	
4 - 6 years' experience with post professional registration	=05 points	
Less than 4 years with post professional registration	=0 point	
No experience		

<p>Quantity Surveyor</p> <p>Quantity Surveyor must supply proof of specific experience as a Quantity Surveyor on projects in the built environment including CV, qualifications, professional registration (SACQSP)</p> <p>7 years or more experience with post professional registration =10 points</p> <p>4 - 6 years' experience with post professional registration =07 points</p> <p>Less than 4 years with post professional registration =05 points</p> <p>No experience =0 point</p>	<p>10</p>
<p>Geotechnical Specialist</p> <p>Geotech must supply proof of specific experience as Geotech on projects in the built environment including CV, qualifications, professional registration (ECSA)</p> <p>5 years or more experience with post professional registration =05 points</p> <p>3 – 4 years' experience with post professional registration =03 points</p>	<p>5</p>

Less than 3 years with post professional registration	=02 points	
No experience	=0 points	
Occupational Health and Safety Consultant OHS Officer must supply proof of specific experience as an OHS Consultant on projects in the built environment including CV, qualifications, professional registration (SACPCMP) 5 years or more experience with post professional registration =05 points 3 – 4 years' experience with post professional registration =03 points Less than 3 years with post professional registration =02 points No experience =0 points		5
Company offices in the Sedibeng District (submit proof of municipality rates and taxes, lease agreement must be in the company's name, no affidavit will be considered) Bidders address in Sedibeng District = 5 points= Bidders address outside Sedibeng District = 03 points No proof provided = 0 point		5

Audited Financial Statements for the company: (2023/2024) financial year (2024/2025) if available Attached copy of recent audited annual financial statements = 05 points None provided = 0 points	5
Total points	100