

TERMS OF REFERENCE “TOR”



SUBJECT	APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENT CONSULTANTS TO ENSURE THE STATE SECURITY AGENCY COMPLY WITH THE ACT
BID NUMBER	
DATE	August 2022

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SECTION A: GLOSSARY OF TERMS

In this Bid and in any other Project Documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

Architectural work	Means the process of applying artistic and scientific principles to the design, construction, enlargement, conservation, restoration or alteration of a building or structures or a group of buildings or a group of structures;
Bid	A proposal submitted by a Bidder in response to this RFP;
Bidder	A pre-qualified Bidder who having received this RFP responds thereto by submitting a proposal to undertake the Project, or forms an intention to submit a proposal in response to this RFP;
Briefing Note	Written notices issued by the SSA to disseminate further instructions, programme changes, information updates and clarifications in relation to the Project, each entitled "Briefing Note to the RFP", and to be consecutively numbered and referenced to the Project;
Built Environment	Refers to the functional area in which registered persons practice. The Built Environment includes all structures that are planned and/or erected above or underground, as well as the land utilised for the purpose and supporting infrastructure.
Built Environment Professions	The professions regulated by the built environment professions' Acts;
Compliant Bid	A Bid being in compliance with the Essential Minimum Requirements
Construction Programme	The programme for the works indicating the logic sequence and duration of all activities to be completed by the contractors, subcontractors, and suppliers in appropriate detail for the monitoring of progress on the works.
Construction Project Management	The management of projects within the built environment from conception to completion, including management of related professional services. The Construction Project Manager is the one point of responsibility in this regard.
Contract programme	Is the construction programme for the works agreed between the contractor and the Principal Agent
Department	Organ of state, Department or Public Entity that requires the provision of travel management services.
Environment	"environment" has the same meaning assigned to it in section 1 of the National Environmental Management Act, 1998 (Act No 107 of 1998);
Erf	The smallest subdivision of a farm as registered by the Surveyor General's cadastral Maps.
Essential Minimum Requirements	Minimum requirements to be met in respect of each Compliant Bid, as set out
Facilities	The buildings and other facilities together with all supporting infrastructure, plant and equipment as required to enable the Service Providers to exercise its rights and perform its obligations included in the Project Deliverables;
Infrastructure	The infrastructure includes various types of fencing and perimeter walls, bitumen and brick paved roads and parking areas, various soak away drains, bore-holes, open ditch channels, sewerage sumps, reservoirs, a complex electrical infrastructure and water reticulation and sewerage pipe system.
National Treasury	National Treasury of South Africa as established under the provisions of section 5 of the PFMA as contemplated in section 7(2) and Schedule 1 of the Public Service Act, 1994
Preferred Bidder	Pre-qualified Bidder who, following evaluation of its proposal in response to the bid is selected by the SSA as the Client
Project Initiation programme	The programme devised by the Principal Consultant in consultation with the client and other Consultants for all the work necessary to be completed prior to commencement of work by the contractors.

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Quality Management System	Collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management
Respondent	Each entity that wishes to be pre-qualified to bid to provide the Services (whether it is a single organization or a consortium);
Response	Response submitted by a respondent in response to this bid
Service Level Agreement (SLA)	Contract between the TMC and Government that defines the level of service expected from the TMC.
Site	Originally defined, which may comprise one or more erven and/or properties.
Site development plan	Means a scaled and dimensioned plan that shows details of the proposed land development, including the site layout, positioning of buildings and structures, property access, building designs and landscaping.
SMME	Any Enterprise, which satisfies any of the criteria listed in National Small Business Act, 1996 (Act No 102 of 1996) for small, micro and very small or medium enterprises, based on the economic sector in which the activities undertaken by such an enterprise in relation to the Project falls.
South Africa	Republic of South Africa, constituted in terms of the Constitution;
Structure	Means an architectural structure composed of structural elements including columns, beams and trusses.
Treasury Regulations	National Treasury Regulations as promulgated in terms of the PFMA;

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SECTION B: ACRONYMS

In this Bid and in any other project documents (as defined below) which so provides, the following are details of acronyms uses in the document

AP	Acceptable Performance
BMS	Building Management System
CR's	Construction Regulations
CRM	Customer Relationship Management
D&C	Design and Construct
DDMS	Document Delivery Management System
DMS	Document Management System
EMS	Environmental Management System
FM	Facilities Management
GSR's	General Safety Regulations
HR	Human Resource
HS	Health and Safety
HV	High Voltage
HVAC	Heating, Ventilating and Air-conditioning
ICT	Information Communication Technology
ISO	International Standards Organisation
IT	Information Technology
LC	Life Cycle
LV	Low Voltage
M²	Meter Squared
MISS	Minimum Information Security Standards
O&M	Operations and Maintenance
OEM	Original Equipment Manufacturer
OHS	Occupational Health and Safety
PFMA	Public Finance Management Act No 1 of 1999;
PP	Private Party
PPM	Planned Preventative Maintenance
PPPFA	Preferential Procurement Policy Framework Act
SABS	South African Bureau of Standards
SANS	South African National Standards
SE	Structured Entity
SHEQ	Safety, Health, Environmental and Quality
SLA	Service Level Agreement
SLM	Service Level Matrix
SLR	Service Level Requirement
SLS	Service Level Specification
SP	Service Provider
SPV	Special Purpose Vehicle
TOR	Terms of Reference
UPS	Uninterruptable Power Supply
VAT	Value Added Tax.
WLC	Whole Life Cycle
WLCO	Whole Life Cycle Cost of Ownership

SECTION C: TERMS OF REFERENCE

1. PURPOSE

- 1.1 To request suitably qualified professional Occupational Health and Safety Consultants to provide Occupational Health and Safety architecture and ensure compliance with the OHS ACT 85 of 1993 for a period of twelve (12) months period for specified deliverables, and the final two (2) years being for availability for any ad hoc requirements.
- 1.2 The professionals will be expected to conduct over all Occupational Health and Safety solutions from design, engineering, implementation, management and planning and close out.

2. INVITATION

- 2.1 The State Security Agency (herein referred to as SSA or the Department) invites the eligible, experienced companies with multi-disciplinary services to submit comprehensive proposals in response to request for the professional Occupational Health and Safety services which includes internal and external environmental factors
- 2.2 The project shall be treated with strict confidentiality to prevent speculation and escalation of prices.
- 2.3 The project shall be referred to as **“Appointment of an Occupational Health and Safety Consultants to provide Occupational Health and Safety architecture and ensure compliance with the OHS ACT 85 of 1993”**

3. BACKGROUND

- 3.1 The State Security Agency (SSA) is the department of the South African Government with overall responsibility for civilian intelligence operations. The department was created in October 2009 to incorporate the formerly separate National Intelligence Agency, South African Secrete Service, South African National Academy of Intelligence, National Communications Centre and COMSEC (South Africa)
- 3.2 The mandate of the State Security Agency (SSA) is to provide the government with Intelligence on domestic and foreign threats or potential threats to national stability, the constitutional order and the safety and wee-being or the people of South Africa.
- 3.3 Crucial to ensure compliance with OHS
- 3.4 The SSA has an extensive property and Immovable assets portfolio comprising building facilities and accommodation utilised by its members comprises of properties with a wide range of building types comprising of residential housing accommodation, medical facilities, and office space with plant and storage facilities that lend support services to the core business. These fixed assets require upkeep and maintenance and through the life, cycle of these structures from time to time also additions and alterations and in some cases, new developments are required to meet the growing demand on infrastructure and accommodation needs.

4. INTRODUCTION

- 4.1 Historically the SSA do not possess the in-house capacity of professional expertise typically required to execute planning design and construct projects related to the built environment incorporating all the disciplines to address the different fields of expertise.

4.2 In order to achieve these objectives the SSA intends to utilise the professional services of relevantly trained, registered and qualified built environment professionals to execute building projects on a when necessary or needed basis.

4.3 This request for proposal therefore details and incorporates, as far as possible, the tasks and responsibility of the potential Service Provider.

5. RATIONALE

5.1 The State Security Agency seeks to appoint an Occupational Health and Safety specialist / Consultants that will ensure legal compliance and a working environment that is safe and meets basic health standards

5.2 The Consultants must have the ability access to undertake the tasks within the following disciplines:

5.2.1 Environmental management services

5.2.2 Programme and Project Management Services

5.2.3 Architectural Services

5.2.4 Quantity Surveying Services

5.2.5 Mechanical Engineering Services

5.2.6 Electrical Engineering Services

5.2.7 Civil and Structural Engineering Services

5.2.8 Town Planning

5.2.9 Geotechnical engineering

5.2.10 Property Valuers

6. SITE INFORMATION

6.1 The works will be primarily at the:

6.1.1 SSA HQ site (Musanda), located at Delmas Road, Pretoria (Joe Nhlanhla road) and

6.1.2 SSA Intelligence Academy (IA), (Mzwandile Piliso Campus) site, located adjacent to the Ramatlabama Road, Mahikeng, referred to as the 'main' site, and facilities including:

6.1.2.1 The Northwest Provincial Office (Katlego) site, located adjacent to the Ramatlabama Road, Mahikeng and

6.1.2.2 Satellite offices (referred to as 'remote sites') which are within a radius of 100 km from the main site.

6.2 The remote sites and satellite comprise of the following types of SSA properties, in Gauteng and other Provinces:

6.2.1 Residential accommodation;

6.2.2 Accommodation on small holdings;

6.2.3 Office buildings; and

6.2.4 Provincial Office buildings.

6.3 The preferred service provider should consider facilitating localized sub-contractors' services for remote sites where such a request may arise. We have offices in all Provincial capitals.

7. ACCESS TO SITE

7.1 Access is restricted to the area(s) under the service providers control unless alternatively arranged. Access to the site is as per the Access and Control Procedure and Service Provider and their employees and sub-contractors must familiarize themselves with these.

7.2 The respective sites can only be entered through a dedicated security gate. All vehicles and personnel shall be searched when entering and leaving the site.

7.3 The Service Provider shall supply the SSA with the names and copies of the identification documents of all site staff who will be issued with access cards, at no cost to the Service Provider, for the 1st card issued per person.

- 7.4 All staff working on the contract shall obtain, at the SSA's cost, all security clearances required.
- 7.5 All the material and tools of the Service Provider shall be declared at the security gate when entering the site.
- 7.6 Laptop computers, cellular phones and cameras will only be allowed on site with prior approval and must be a motivated requirement for maintenance or specific maintenance projects.
- 7.7 Should there be any security breach and or any misconduct by the employee of the Service Provider, the SSA reserves the right to request the removal of such employee and the replacement cost will be of the Service Provider.
- 7.8 Access to main facilities, province office and remote sites are restricted at certain times depending on special events and core business activities of the SSA

8. MANDATORY REQUIREMENTS

8.1 Professional Requirements

- 8.1.1 The team will amongst others perform their duties in line with following mandatory guidelines and frameworks:
 - 8.1.1.1 The Engineering Council of South Africa, Section 34(2) of the Engineering Profession Act, 2000 (Act No. 46 of 2000)
 - 8.1.1.2 Board Notice 138 of 2015, guideline for Services and Processes for Estimating fees for fees for persons registered in terms of the Engineering Professional Act (ECSA)
 - 8.1.1.3 Architectural Professions Act No, 2000 (Act No 44 of 2000)
 - 8.1.1.4 Council for the Built Environment Act, 2000 (Act No 43 of 2000)
 - 8.1.1.5 Quantity Surveying Professions Act, 2000 ((Act No 49 of 2000)
 - 8.1.1.6 South African Council for the Project and Construction Management Professions has, under Section 34(2) of the Project and Construction Management Professions Act. 2000 (Act No. 48 of 2001) determined the guideline scope of services and tariff of fees in the schedule.
- 8.1.2 The tariff of professional fees will be revised according to notices issued by:
 - 8.1.2.1 The Engineering Council of South Africa (ECSA)
 - 8.1.2.2 The South African Council for the Project and Construction Management Profession (SACPCMP)
 - 8.1.2.3 The South African Council for the Quantity Surveyors Profession (SACQSP)
 - 8.1.2.4 The South African Council for the Architectural Professions (SACAP)

8.2 Compliance

- 8.2.1 Bidders should comply with the following minimum statutory requirements and standards, and proof of such certification should be provided:
 - 8.2.1.1 Occupation Health & Safety Act 85 of 1993 and regulations
 - 8.2.1.2 National Environmental Management Act 107 of 1998
 - 8.2.1.3 Occupational Health and Safety Management System (ISO 9001, ISO 18001/OHSAS 18001)
 - 8.2.1.4 Environmental Management System (ISO 14001)
 - 8.2.1.5 DWS 2410, Landscaping
 - 8.2.1.6 National Building Regulations

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- 8.2.1.7 SANS 10400-XA & SANS 204, applicable local authority requirements and code of practices and all applicable Municipal bylaws including statutory approvals
- 8.2.1.8 Construction Regulations 2014
- 8.2.1.9 Fire Regulations

9. SERVICE PROVISION APPROACH

- 9.1 The service provider is required to provide on request a broad-based Occupational Health and Safety service on agreed times by the client
- 9.2 All planned and scheduled works will take place during normal working hours
- 9.3 Service providers shall maintain a continuous telephone service where s/he can be reached at any time including Saturday, Sundays and Public Holidays.
- 9.4 The service provision approach are as follows:
 - 9.4.1 Regular Operating Hours with is Monday to Friday from 7:30 to 17:00, with the exception of
 - 9.4.2 Essential functions and emergencies must be provided on a 24 hour / 7 days per week basis including state holidays, or as maybe required
- 9.5 Where the service provider fails to meet works requirements, the SSA will, at its discretion, engage other services providers to attend to the default. Contra charge principles shall apply.
- 9.6 Service level requirements as per responsiveness to works requests will be measured as per table below:

SERVICE PROVISION APPROACH								
Performance Measurement Criteria			Platinum	Gold	Silver	Bronze	Minimum	
SERVICE LEVEL REQUIREMENTS(SLR)	Working hours response time at main site	Working Hours	<15min	<30min	<1hrs	<1.5hrs	<2hrs	
	Emergencies hours response time at remote sites	Working Hours	2hrs	3hrs	4hrs	24hrs	48hrs	
	Special requests	Working Hours	3hrs	4hrs	5hrs	12hrs	24hrs	
	Works completed must be invoiced within 30 day	Days	30 Days					
	Quotations within 48 hrs for minor works			2hrs	3hrs	4hrs	24hrs	48hrs
	Quotations within 7 days for major works All			4hrs	48hrs	4dys	5dys	7dys
Acceptable Performance (AP)*			95%	85%	65%	50%	Acceptable	

10. DESCRIPTION OF WORKS

The service providers are expected to perform Occupational Health and Safety service incorporating all professional services required for compliance in the built environment. The works will be categorized as project base tasks, and emergency services, directed by designated project manager of the SSA.

10.1 Requirements for Description of Works

The service providers shall:

- 10.1.1 Notify the SSA of any discrepancies before the commencement of Occupational Health and Safety assessment process. Be required to supply resources required for the duration of the contract period and for the completion of projects unless alternatively requested in the additional services section;

- 10.1.2 Constantly liaise with SSA to ensure that all problematic areas and potential problematic areas are reported to ensure proactive response, in particular structural and infrastructure problems, hazards and safety issues, and reliability of equipment.
- 10.1.3 The onus is on the contractor's to manage all contracts and sub-contractor's contract documentation, labour force and all works activities, vehicles and transport associated with operations on SSA sites;
- 10.1.4 Liaise directly with the SSA should it be envisaged that office staff or tenants may be inconvenienced for whatever reason, during OHS project activities;
- 10.1.5 Immediately notify the SSA in writing of possible scope changes and or variations on site;
- 10.1.6 The SSA's representative will perform random quality control checks, inspection of the works, also ensuring compliance with Health and Safety standards;
- 10.1.7 All obstacles on site and problems encountered that could impact on time, quality, efficient and effective service delivery or costs must be reported to the SSA in writing;
- 10.1.8 Required to work in conjunction with other contractors and service providers on site, viz., Building maintenance, Mechanical and Electrical maintenance, (HT, MV, UPS and Generator) Special Events, etc.;
- 10.1.9 Ensure that all sub-contractors obtain access to the relevant SSA properties and premises, subject to full compliance with the applicable policies, directives (security clearance and vetting);
- 10.1.10 be liable for any breakages or damage caused in the execution of works by them (use of concrete testing materials, hot spot identifications on DB boards etc.)
- 10.1.11 must note that the location of the main site is not adjacent to a route supported by public transport. Transport of employees and subcontractors to site must be arranged by the Service Provider; is a requirement;
- 10.1.12 Ensure the latest revisions of all applicable standards and regulations.

11. THE SCOPE AND SPECIFICATIONS

The scope of works will include the following:

- Assess current compliance status of the SSA infrastructure (condition assessment) including internal and external environmental factors
- Provide professional services in the built environment
- Review of the Occupational Health and Safety policy in accordance to the Occupational Health and safety Act 1993
- Training and development

11.1 Assessment current compliance status of the SSA infrastructure

The scope of works for the OHS Compliance programme will include

- OHS GAP analysis
- Hygiene Analysis
- Risk assessment on people with disabilities
- OHS Audit Risk Assessment
- OHS Legal Compliance Audit

- Baseline Medical Surveillance
- Ergonomics Assessments

11.2 Provide professional services in the built environment

Appointed professionals must be registered with respective regulatory council and abide by the rules and code of conduct for registered persons

- Stage 1 – Inception
- Stage 2 – Concept and Viability (often called preliminary design)
- Stage 3 – Design Development (also termed detailed design)
- Stage 4 – Documentation and Procurement
- Stage 5 – Contract Administration and Inspection
- Stage 6 – Close-Out

11.3 The detailed professional services required includes:

11.3.1 Architectural Service

The scope of Architectural work includes:

- South African Council for the Architectural Profession (SACAP)
- Architectural Profession (Act No. 44 of 2000) and any regulations issued in terms thereof
- Identification of work: SACAP Board Notice 27 of 2021

11.3.2 Landscape Architectural Service

The scope of Landscape Architectural work includes:

- South African Council for the Landscaping Architectural Profession (SACLAP)
- Landscape Architectural Profession (Act No. 45 of 2000) and any regulations issued in terms thereof
- Identification of work: SACLA Board Notice 56 OF 2009

11.3.3 Quantity Surveyor Service

The scope of Quantity Surveyors work includes:

- South African Council for the Quantity Surveying Profession (SACQSP)
- Quantity Surveying Profession (ACT NO. 49 OF 2000) and any regulations issued in terms thereof
- Identification of work: Date: 19 August 2011

11.3.4 Engineering Service

The scope of Engineering work includes: (Only applicable to construction industry)

- Mechanical Engineer
- Electrical Engineering
- Structural Engineering
- Civil Engineering
- Engineering Council of South Africa (ECSA)
- Engineering Profession (Act No. 46 of 2000) and any regulations issued in terms thereof
- Identification of work: ECSA Board Notice 21 OF 2021

11.3.5 Property Valuation Service

The scope of Valuers work includes:

- South African Council for the Property Valuers Profession (SACPVP)
- Property Valuers Profession (Act No. 47 of 2000) and any regulations issued in terms thereof

11.3.6 Project Management Service

The scope of works for the Project Manager during Close-Out stage includes:

- Co-ordinate and monitor rectification of defects.
- Manage procurement of operations and maintenance manuals, guarantees and warranties.
- Manage preparation of as-built drawings and documentation.
- Manage procurement of outstanding statutory certificates.
- Monitor, review and issue payment certificates.
- Issue completion certificates.
- Manage agreement of final accounts.
- Prepare and present the project close-out report.
- South African Council for Project & Construction Management Professions (SACPCMP)
- Project and Construction Management Professions (Act No. 48 of 2000) and any regulations issued in terms thereof
- Identification of work: SACPCMP Board Notice 202 OF 2011 for Construction Managers and Project Construction Professionals
- Identification of work: SACPCMP Board Notice 167 OF 2019 for Construction Health and Safety Professionals

11.4 Review of the Occupational Health and Safety policy in accordance to the Occupational Health and safety Act 1993

11.5 Training and development

11.5.1 The scope of works for the OHS Compliance programme will include

- Training and development of sub-committees
- Mentorship programme
- Skills transfer

12. DELIVERABLES

12.1 The appointed Consultants shall (in terms of the agreed scope of services):

- 12.1.1 Not exceed the scope of authority given to them as the client's agent in terms of this agreement and the contract between the client and the contractor.
- 12.1.2 Use reasonable care, skill, and diligence in performing their duties, and act in accordance with their Code of Professional Conduct of the regulatory council's for each discipline.
- 12.1.3 Respond promptly to reasonable requests from the client.
- 12.1.4 Use their knowledge and expertise to produce designs that meet the client's needs within the agreed budget limitations.
- 12.1.5 Design the building(s) to comply with the title conditions, town planning codes, building regulations, and all other relevant legislation and meet client requirements.
- 12.1.6 Act fairly and objectively in terms of the applicable contract.
- 12.1.7 Use reasonable care to avoid delays and disruptions.
- 12.1.8 Advise the client of risks or additional costs that may result from the client's instructions and/or requirements.

- 12.1.9 Provide professional indemnity insurance and retain the insurance policy for the agreed liability period.
- 12.1.10 Only make material changes to the approved design during construction without the consent of the client, in case of an emergency or necessity and shall inform the client as soon as possible of these changes.
- 12.1.11 Examine shop drawings and/or approve samples, equipment, materials, or workmanship as a precautionary measure.
- 12.1.12 Inspect the works from time to time to inform the contractor and subcontractors of an acceptable standard of the work, as well as inspect the works in terms of the contract for issue of completion certificates.
- 12.1.13 These inspections will be reasonable routine visual inspections for self-evident defects. The inspections do not imply that all elements have been installed to perfection, or that materials and workmanship comply with the specifications in every detail.

13. PROFESSIONAL FESS AND FEE CALCULATIONS

13.1 Remuneration

- 13.1.1 The Consultants will be remunerated, for the services rendered, as per Guideline Professional Fees, Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Architectural Professions Act No, 2000 (Act No 44 of 2000), Council for the Built Environment Act, 2000 (Act No 43 of 2000) and Quantity Surveying Professions Act, 2000 ((Act No 49 of 2000)

13.2 Time-based fees

- 13.2.1 Time- based fees should be all-inclusive fees, allowances for overhead charges incurred by the Consultants as part of normal business operations, including the cost of management, as well as payments to administrative, clerical and secretarial staff used to support professional and technical staff in general and not on a specific project only.
- 13.2.2 Time-based fees will be calculated based on estimated hourly rate in rendering the services required by the client.

13.3 Submission of Accounts

- 13.3.1 Detailed accounts shall be rendered (if applicable) to the SSA. Accounts shall reflect the fees payable per deliverable and/or discount applicable for SSA. Original invoices shall reflect the order number. The cost consultant must indicate the discount on the invoice, the Service fee used as well as the additional discount for early payment, if applicable.

13.4 Reimbursement to Contractor/s

- 13.4.1 Accounts/original invoices, accompanied by delivery notes of reimbursement, shall be paid in South African currency within 30 Days of receipt of documents, provided such documents and claims are found to be in order.
- 13.4.2 No advance payment would be made. Payment would be made in terms of the agreement signed between SSA and the service provider.
- 13.4.3 Invoices shall be entertained in terms of the Treasury Regulations (2005) and therefore paid within (30) days on receipt if correct in all respects. Disputed invoices shall be returned and queried with reasons for rectification or attendance by the Contractor within 7-14 days of receipt and still payable within 30 days of receipt of the rectified and corrected invoices.

The correct or undisputed portion shall be invoiced and payable separately whilst the disputed portion is still being dealt with. No invoices may be unreasonable withheld from or for payment by SSA.

13.5 Discounts for early payment

13.5.1 As directed in the Treasury Regulations, SSA's accounts are payable within 30 days of receipt of an invoice, therefore discounts for early payment must be within 30 days of receipt of invoice. Further conditions to discounts will not be acceptable and will render the early payment discount not acceptable will therefore not be taken into account in favour of the bid.

13.5.2 **Right to other services:** Nothing contained in this contract shall prohibit 'SSA' from making use of any other contractor/s. The SSA however, reserves the right to negotiate and expand the contract with the successful bidder or contractor to include other services.

13.5.3 SSA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should SSA decide not to proceed with the contract. SSA also reserves the right to appoint any other person to undertake any part of the task.

14. INSURANCE

14.1 The duly appointed built environment professionals shall maintain valid Professional Indemnity (PI) insurance for the duration of the appointment and provide the client with details of the professional indemnity insurance, and any renewal of it, as applicable.

14.2 Insurance will be for an amount of at least 2.5 times the project amount, but may be adjusted according to the risk involved with the evaluation of the type of proposal to be followed.

15. OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993

15.1 The client require the Consultants to undertake duties falling under the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations SANS 10400-1990 Part E / Construction Regulations including all amendments applicable with demolition projects. in terms thereof, on behalf of the client, the additional services may include the following:

15.2 Arrange formally and in writing, for the contractor to provide documentary evidence of compliance with all the requirements of the Occupational Health and Safety Act, 85 of 1993.

15.3 Assist the client to ensure contemplated Construction Regulations to the Occupational Health and Safety Act, 85 of 1993 adhered too.

15.4 The service provider shall comply fully with all the requirements of the OHS Act 85 of 1993 inclusive of all amendments.

16. QUALITY ASSURANCE SYSTEM

16.1 The client requires a quality management system or quality assurance services, over and above construction monitoring services, to be applied to the project, these are in addition to normal services provided by the Consultants and which will be specifically defined and separately agreed in the Service level Agreement prior to commencement thereof.

17. BID REQUIREMENTS

- 17.1 The bidders must attend a compulsory site meeting on a designated date. If a prospective bidder fails to attend the meeting, the bid will be disqualified.
- 17.2 The Service Provider / Bidder should have both skill and experience in providing the required solution and this should be supported by the relevant specialists and/or Consultants within his/her team of professionals in undertaking the range of tasks set out in this Terms of Reference.
- 17.3 The Consultant will be held accountable, in terms of the Agreement, for achieving project deliverables, and the professional conduct and integrity of the team as well as legal status of the companies being used in the project.
- 17.4 The competencies, skills, knowledge and experience required as a built environment profession and environmental and occupational studies includes the following competency areas:
- 17.4.1 *Architectural design*
 - 17.4.2 *Mechanical, Electrical and Structural Engineering services*
 - 17.4.3 *Projects Management principles*
 - 17.4.4 *Quality assurance standards*
 - 17.4.5 *High security conscious environment*
 - 17.4.6 *Construction technology*
 - 17.4.7 *Building services and related technologies*
 - 17.4.8 *Office practice, legal aspects and ethics*
 - 17.4.9 *Environmental Health*
 - 17.4.10 *Environmental management*
- 17.5 The technical competencies skills knowledge and experience required includes but not limited to are as follows:
- 17.5.1 *Contracts Management;*
 - 17.5.2 *Projects Management principles*
 - 17.5.3 *Knowledge of Construction Science*
 - 17.5.4 *Understanding of Structures*
 - 17.5.5 *Understanding of Construction and Building Services*
 - 17.5.6 *Understanding of Construction and Building Finishes*
 - 17.5.7 *Knowledge of Materials*
 - 17.5.8 *Knowledge of Construction Processes*
 - 17.5.9 *Formwork Systems*
 - 17.5.10 *Quality Management*
 - 17.5.11 *Health and Safety Management*
 - 17.5.12 *Organisational / Management Structures*
 - 17.5.13 *General Building Sequences*
 - 17.5.14 *General Output / Production Factors*
 - 17.5.15 *Knowledge of Trades*
 - 17.5.16 *Quality assurance standards, customer service and satisfaction, and service delivery;*
 - 17.5.17 *High security conscious environment*
 - 17.5.18 *Skills transfer and training*
 - 17.5.19 *Environmental Health*
 - 17.5.20 *Air pollution*
 - 17.5.21 *Water demand, energy and transport impact*
 - 17.5.22 *Environmental impact assessments*
 - 17.5.23 *Environmental policies*
- 17.6 The bidder must submit with the tender a complete and detailed Price Schedule for the works.
- 17.7 Bidders are to confirm in writing that their prices are based on the professional's scope of work for this refurbishment project, and include pricing options.

- 17.8 Deliverables to be priced are as follows:
- 17.8.1 *Assess current compliance status of the SSA infrastructure (condition assessment) including internal and external environmental factors*
 - 17.8.2 *Provide professional services in the built environment*
 - 17.8.3 *Review of the Occupational Health and Safety policy in accordance to the Occupational Health and safety Act 1993*
 - 17.8.4 *Training and development*
- 17.9 Bidders must ensure that the schedule of prices is duly completed and no items are left unpriced.
- 17.10 Bid documentation that does not comply with the instructions and specifications herein, will be disqualified from the bid process.
- 17.11 Any proposal submitted by a bidder is subject to:
- 17.11.1 *Negotiation and review of the proposed contract by the SSA Legal Services*
 - 17.11.2 *Obtaining approval from the City Council,*
 - 17.11.3 *The limitation of a 12 months maximum duration for this project, being consecutive calendar days and irrespective of public holidays and days of no work (maximum three) due to special events during this period.*
 - 17.11.4 *Damages to buildings which may occur during the project will be the responsibility of the appointed contractor and will have to be rectified by the contractor to the satisfaction of the client.*

18. MANAGEMENT OF SERVICE PROVIDER

- 18.1 The Accounting Officer (Director General (DG)/or delegate) will appoint the service provider.
- 18.2 A Project Officer will be appointed to take full responsibility for managing the Consultants and for ensuring delivery on the project.
- 18.3 The Project Officer will establish a Project Management Team, to regularly engage with the service provider for efficiently completing the various delivery items. The Project Management Team will meet as determined to discuss issues of mutual concern, to review the contractor's performance and to discuss improvements which the contractor or the SSA should make in order to achieve more effective event and greater savings. The representatives will further regularly engage for monitoring and evaluation of the various delivery items and contract. The SSA representative will meet as determined in the contract and the Consultants will report progress on these meetings, as instructed by the Department and the Project Officer.
- 18.4 The Project Officer will confirm that the service provider has satisfactorily completed each deliverable by the service provider before invoices can be submitted to the department for payment.
- 18.5 It is essential that the bidders nominate a contact person (Accounts/Contact Manager/Contract Manager/Consultant) in their bid whom SSA could directly contact to settle problems arising from the contract or Service Level Agreement.

19. TIME FRAME AND FORMAL CONTRACT

- 19.1 Successful bidder(s) will be required to enter into a formal NEC: 3 Professional Services Contract with SSA. The applicant is expected to be available to commence with the contract on signing of the contract (commencement date).

19.2 The SSA expects that the project should be complete within a maximum period of twelve (12) Months consecutive months from the commencement date for specified deliverables, and the final two (2) years being for availability for any ad hoc requirements.

20. RULES OF BIDDING

20.1 All South African firms submitting bids as part of a consortium, individual companies or joint venture must submit original, valid tax clearance certificates dated within 1 year of the closing date of this bid.

20.2 SSA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should SSA decide not to proceed with the project. SSA also reserves the right to appoint any other person to undertake any part of the task. Should the contract between SSA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

20.3 The individuals proposed for professional work on the project shall remain on the project unless SSA grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.

20.4 No material or information derived from the bid submission or the provision of the services under the contract may be used for any purposes other than those of SSA, except where authorized in writing to do so.

20.5 Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest in SSA.

20.6 Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.

20.7 The costs of preparing proposals and of negotiating the contract will not be reimbursed.

20.8 SSA reserves the right to negotiate price with the preferred bidder.

20.9 The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or to any eventual project that may result, directly or indirectly from these services.

20.10 Firms may ask for clarification on these Terms of Reference or any of its Annexures up to close of business 48 hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Project Officer. Copies of questions and answers will be emailed back.

20.11 The State Security Agency also reserves the right to recommend that a consortium/joint venture be formed.

20.12 SSA may award this contract to more than one service provider or allocate the tender per item or option depending on a number of factors during the evaluation process, however a single entity is preferred be it a joint venture or principal contractor.

20.13 The words service provider/contractor/partner/supplier/consultant has the same meaning in this bid and refers to the preferred and subsequently successful bidder.

20.14 The successful bidder/s may not change (buy-out HDI's) BEE (PPPFA) status during the contract period. The State Security Agency reserves the right to terminate the contract should the successful bidder/contractor no longer meet the original BEE bid proposal or fails to deliver.

- 20.15 SSA is not bound to accept any of the proposals submitted. The SSA further reserves the right to call for presentations, interviews, to conduct a site visit or request additional information from the short-listed bidders before final selection. The purpose will be to evaluate the service delivery and commitments made by the prospective service provider/s in the bid document.
- 20.16 The project will be awarded at the discretion of the Principles of the State Security Agency subject to the signing of a contract, Service Level Agreement and obtaining of a positive security clearance.
- 20.17 It will be expected of the contractor/s to maintain strong ethical standards during bidding and contract period.
- 20.18 The Contractor may not market/promote its products or company name or logo in SSA material. The contractor's company profile/details or logos shall be discreet and permissible within the following text parameters (not more than font Arial size 9) unless used as contact details approved by SSA.

21. SPECIAL CONDITIONS

21.1 Security clearances

- 21.1.1 The bidder's (multi-disciplinary practice, consortium or joint venture) professional team and employees are required at all times during the appointment period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The vendors shall supply and maintain a list of personnel involved on the account or contractor indicating their clearance status. Negative or failure of security clearance or vetting by the bidder bidder's employees subcontractors or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract.

21.2 Formal contract

- 21.2.1 This Request For Bid, all the appended documentation and the proposal in response thereto read together, forms the basis for a formal NEC 3 contract to be negotiated and finalised between SSA and the enterprise(s) to whom SSA awards the bid in whole or in part. A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between SSA and any bidder.

- 21.2.2 **Personal Liabilities:** SSA shall incur no personal liability in respect of any matter arising out of the contract.

- 21.2.3 **Interpretation of contract:** Any dispute arising from any matter in connection with this contract shall be submitted for mediation between the parties, failing which a decision/ruling by any competent court of law is the Republic whose decision shall be final. The contractor/s shall not delay the execution of any work pending such decision. Should the contract between SSA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of services rendered or completed in full to SSA.

- 21.2.4 **Orders:** If orders cannot be executed within stipulated periods the contractor/s shall inform the SSA immediately, if delivery will not be timeous with the reasons for the delay. The SSA reserves the right to cancel any order not executed.

21.3 Specific conditions

- 21.3.1 **Should** the SSA, after reasonable period of notice in writing, depending upon circumstances, call upon the contractor/s to comply with any of the conditions and failure

- to do so 'SSA' shall, without prejudice to any of SSA's rights be entitled to cancel the contract and to claim from the contractor any damages or losses which it might have suffered including any additional expenses incurred by it having either to invite fresh bids or accept any less favourable bid.
- 21.3.2 The individuals proposed for handling the SSA account on the contract shall remain on the contract unless the SSA grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.
- 21.3.3 The contractor shall communicate in writing with the project manager who shall advise the Supply Chain Unit and obtain approval regarding the possible amendment in procedures in respect of the contractor's modus operandi. The Contractor must appoint a Contracts/Accounts Manager to manage the contract including the procedures or modus operandi in respect of the project. The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this Bid. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this Bid.
- 21.3.4 For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 21.3.5 No material or information derived from the bid submission or the provision of the services under the contract may be used for any purposes other than those of SSA, except where authorized to do so in writing.
- 21.3.6 Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest with SSA.
- 21.3.7 Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 21.3.8 Bids must be submitted in South African Rands, on a fixed price basis including VAT.
- 21.3.9 The costs of preparing proposals and of negotiating the contract will not be reimbursed. Events between the prospective contractors place of work to the SSA vice versa will not be for the account of SSA, including any other disbursements.
- 21.3.10 SSA is not bound to accept any of the proposals submitted or the lowest rates/fees or highest points and reserves the right to call for presentations from short-listed bidders before final selection.
- 21.3.11 SSA further reserves the right to award the bid to more than one bidder or highest points scoring bidders and to order its requirements from the most economical, suitable or convenient source of supply.
- 21.3.12 The SSA reserves the right to negotiate price with the preferred bidder.
- 21.3.13 The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or to any eventual project that may result, directly or indirectly from these services.

- 21.3.14 The SSA reserves the right to return late bid submissions unopened.
- 21.3.15 Firms may not contact the SSA on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 21.3.16 The Service Providers will enter into NEC3: Professional Services Contract

22. BID SUBMISSION REQUIREMENTS

- 22.1 Service Providers are required to submit their proposal in which the bidder will in general give reasons to be able to execute the contract to the satisfaction of SSA.

23. TECHNICAL PROPOSAL

- 23.1 Service Providers must provide technical proposals in line with Section E.
- 23.2 In addition the document must contain the following:
- 23.2.1 Covering Letter Signed By The Service Provider, Inter Alia
- 23.2.1.1 *Accepting the Security Clearance/Vetting by SSA; Rules of Bidding, Evaluation of Bids, and Bid Evaluation Criteria set out in the Terms of Reference.*
- 23.2.1.2 *The Bidder needs to indicate to us that he is responding as a Multi-disciplinary practice, joint venture, consortium or partnership and list the parties concerned.*
- 23.2.1.3 *Attach a Tax Clearance Certificate from South African Revenue Services in respect of the Service Provider and all South African firms to be sub-contracted to it for this assignment, or all South African firms participating in a joint venture for purposes of this bid.*
- 23.2.1.4 *Providing full contact details for the Service Provider and whether it is a member of an association of practitioners in events management (if applicable), if so, name of association and area where headquarters is situated.*
- 23.2.1.5 *The name, facsimile and telephone number of the Accounts Executive or Project Coordinator who will be in direct contact with SSA regarding the accounts (& modus operandi/procedures), an indication of his experience in SAP processes and the extent of his language competencies.*
- 23.2.1.6 *The following statement must be included in the letter:*
- [We hereby certify that all statements made with regard to this proposal are made by [enter name of applicant here] are accurate and factual, and that we are aware that SSA reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-compliant].*
- 23.3 Suitability for this assignment
- 23.3.1 Relevant skills and experience. For each relevant experience cited, outline the precise role the lead Provider played, the role of the firm, contract duration, contract outcomes, and contract value
- 23.3.2 Availability to perform the work. This must be substantiated by listing the lead Provider's other known professional commitments for the forthcoming year, substantiate this in view of ability/capacity to carry out SSA's account.

- 23.3.3 The BEE shareholder equity in the lead Service Provider Company.
- 23.3.4 Examples of three (3) typical related contracts should be submitted.
- 23.3.5 A detailed outline of the modus operandi and the handling, operation and servicing of the project/contract must be furnished.
- 23.3.6 An indication of the extent of the infrastructure and capacity to handle the entire contract or part thereof.
- 23.3.7 Relevant skills and experience. For each relevant experience cited, outline the precise team member's service provider's role played in the project handled by this contractor. Three (3) (at the most) of references (copies) should be submitted.
- 23.3.8 Actual "accounts" handled by this contractor with specific reference accounts management. (Full clients' lists).
- 23.3.9 Availability to perform the work. Listing the Service Provider's other known professional commitments for the forthcoming 2 years must substantiate this in view of ability/capacity to carry out SSA's account.
- 23.3.10 Standards – Include information regarding your firm's utilisation of widely known Industry Standards and guidelines, as they apply to your firm, your firm's proposal.
- 23.3.11 Corporate Financial Status - Audited financial statements from the most recent financial year.
- 23.3.12 Indicate the percentage of total annual revenue that the proposed service generated for the most recent.

- 23.4 The Bee Proposal, Setting Out: Names And Bee Status Of All Proposed Team Members, And Their Firms, Setting Out:
 - 23.4.1 The professional and leading role that each person will play in the assignment. This must be cross-referenced to each deliverable set out in this Terms of Reference.
 - 23.4.2 The suitability of each person for the proposed roles in terms of their relevant skills and experience.
 - 23.4.3 Their availability to perform the work.
 - 23.4.4 One-page résumés (CV's) of each person highlighting responsibilities held for experience relevant to this appointment in the last 3 years.
 - 23.4.5 A Summary matrix of the percentage of Black (HDI) South African professionals on the team, clearly showing the roles they will play in the Service Provider's team.
 - 23.4.6 The number of HDI professionals playing a leading or professional role on the team in the Service Provider's company, clearly showing the roles they will play in the Service Provider's team.
 - 23.4.7 Skills transfer plan to SSA and within the service provider/Joint Venture to directly benefit HDI professionals, women and people with disabilities.
 - 23.4.8 A statement/plan indicating progress towards transformation.
 - 23.4.9 Ownership/Equity
 - 23.4.10 Management (% HDI's in executive management and/or executive positions)
 - 23.4.11 Employment equity
 - 23.4.12 Job Creation/Youth Development
 - 23.4.13 Skills development
 - 23.4.14 Preferential procurement
 - 23.4.15 Corporate social investment

- 23.5 Project Comprehension And Project Management Plan, Setting Out
- 23.5.1 The Service Provider understanding of the ToR, and any proposals for amendments to the ToR that would enhance desired outcomes. The proposal must address all the requirements of these Terms of reference. The proposal should be concise and contain information that would be necessary for presentation.
- 23.5.2 How the Service Provider proposes to manage the set of deliverables outlined in the Terms of Reference. A brief statement of understanding of the project, expected deliverables, and relevant experience of the applicant.
- 23.5.3 The proposal must address all the requirements of these Terms of reference. The proposal should be concise and contain information that would be necessary for presentation.
- 23.5.4 A proposed outline Work Plan with time-table for delivery. A comprehensive implementation strategy and plan for the fulfilment of the task, indicating very clearly steps to be followed to achieve that objective.
- 23.5.5 A brief point form of description of work programmer activities that the applicant would be proposing for project execution, with the project deadline of (4) four months in mind and how (effort to be put in place) this timeline will be achieved.
- 23.5.6 An explanation of expertise and/or resources that would be used in executing the project.
- 23.5.7 How the Service Provider's team members will be supervised.
- 23.5.8 How reporting to the Project Officer will take place.
- 23.5.9 Any innovative ideas for how the whole assignment can best achieve its objectives.
- 23.6 SSA Reserves The Right To Disqualify Any Bidder Which Does Any One Or More Of The Following, And Such Disqualification May Take Place Without Prior Notice To The Offending Bidder:
- 23.6.1 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid. If a Consortium or Joint Venture. Original and valid Tax Clearance Certificate must be submitted for each member.
- 23.6.2 Bidders who submitted incomplete information and documentation according to the requirements of this Bid documentation;
- 23.6.3 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;
- 23.6.4 Bidders who received information not available to other bidders through fraudulent means; and/or
- 23.6.5 Bidders who do not comply with mandatory requirements as stipulated in this bid
- 23.6.6 Bidders who do not attend the compulsory briefing session
- 23.6.7 Bidders who have been blacklisted as per the National Treasury database.
- 23.6.8 A Bid Evaluation Committee will be established by SSA comprising representatives of SSA. The committee will evaluate all bids received on or before the closing time and date, according to the criteria indicated herein. The evaluation Committee will make a recommendation to the Bid Adjudication Committee and/or Director General for appointment of the preferred bidder.

SECTION D: BID SELECTION AND EVALUATION CRITERIA

24. EVALUATION AND SELECTION CRITERIA

SSA has set minimum standards (gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria	Technical Criteria (Stage 1)	Evaluation	Price and Evaluation (Stage 2)	B-BBEE
Bidders must submit all documents as outlined in Essential requirements as indicated in the table below Only bidders that comply with ALL these criteria will proceed to Stage 1.	Bidder(s) are required to achieve a minimum 70 points out of 100 points to proceed to Stage 2 (Price and BEE).		Bidder(s) will be evaluated out of 100 points and Stage 2 will only apply to bidder(s) who have met and exceeded the threshold of 70 points.	

SSA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder.

24.1 Bid Selection

24.1.1 Whilst SSA wishes to achieve affordability, creativity, innovation and adherence to the terms of reference will weigh heavily in the selection of the finalists. It is intended that the successful service provider will have made substantial input into the proposed concept/s of service delivery:

- (a) Is an established recognized provider of professional services
- (b) Is able to offer in-house support capacity
- (c) Demonstrate experience/capability of working with multiple

24.1.2 As a minimum requirement, the Bidder must submit a Compliant Bid which meets the Essential Minimum Requirements as listed in SBD forms.

24.1.3 Bidders should submit their bids before the closing date as advertised.

24.1.4 The bid's key evaluation criteria will include verification of capability to successfully implement the UPS project/works as prescribed in the scope of works.

24.1.5 The prospective bidder who achieves the highest total points and pass the SSA's security clearance will be recommended by the Bid Evaluation Committee as the preferred service provider.

24.1.6 SSA reserves the right to reject any bids that does not comply with minimum requirements.

24.1.7 The decision of the SSA will be final.

24.2 Evaluation Criteria

24.2.1 Proposal will be evaluated in terms of the State Security Agency's Procurement Policy, which conforms to the PPPFA provisions, amended 2017 regulations.

24.2.2 The bid's key evaluation criteria will include verification of capability to successfully implement the Travel management services as prescribed in the scope of works.

24.2.3 The prospective bidder who achieves the highest total points and pass the SSA's security clearance will be recommended by the Bid Evaluation Committee as the preferred service provider.

24.3 Scoring Model

24.3.1 The bids will be evaluated based on points systems for the price, preference for functionality on the 80/20 preference point system (80 points for the Price and 20 points for preference / B-BBEE) which has been increased from maximum R 1 million to maximum R 50 million. The following are the maximum number of points that can be awarded for each category, and the threshold score for each category are as listed in the table below:

Item	Stages	Category	Maximum points	Threshold score
1	Stage 1	Pre-Evaluation – Essential Requirements or Administrative criteria		
2	Stage 2	Technical / Functional Proposal	100	70
3	Stage 3	Price	80	-
4	Stage 4	BBBEE	20	-

24.4 Bid Evaluation process

24.4.1 Stage 1: Pre- qualification criteria – Essential Requirements / or Administrative criteria:

21.4.1.1 To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified.

21.4.1.2 Without limiting the generality of the State Security Agency's other critical requirements for this bids, bidder (s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses, will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

21.4.1.3 To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified. Bids that do not comply with the mandatory requirements will not be considered for Phase 2 evaluation.

21.4.1.4 SSA reserves the right to reject any bids that does not comply with minimum requirements.

21.4.1.5 Documents that must be submitted for Pre-qualification (Administrative criteria) are indicated in the table below.

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Invitation to Bid – SBD 1			Complete and sign the supplied document In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a bidder will be requested to submit the document within 3 days from the date of the request, failure to submit the documents will disqualify the bidder

Appointment of an Occupational Health and Safety Consultants to provide Occupational Health and Safety architecture and ensure compliance with the OHS ACT 85 of 1993

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
2	Schedule A – General Conditions of Contract			
3	Schedule B - Original and valid Tax Clearance Certificate as stipulated (SBD 2)			Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. (Refer Section 4.1.4) Proof of Registration on the Central Supplier Database (Refer Section 4.1.5) Vendor number In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
4	Schedule C - Pricing Schedules (SBD3.3)			
5	Declaration of interest – SDB 4 also submit mandatory documents			Complete and sign the supplied document In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a /bidder will be requested to submit the documents within 3 days from the date of the request, failure to submit the documents will disqualify the bidder
6	Schedule G -Schedule - Qualifications and Experience			Qualifications and membership Proof of registration with professional body/bodies of related technical governing bodies Proof of membership of applicable Institutes, compulsory or voluntary membership
7	Schedule H - Organizational Type			Organizational Type
8	Schedule I – Organisational Structure			Organisational Structure
9	Schedule J - Details of Bidder's nearest office (Schedule J)			Details of Bidder's nearest office
10	Schedule K – Financial Particulars latest audited financial statements			Proof of financial resources from recognized financial institution and/or latest audited financial statements signed
11	Schedule L – Preferential Claim form (SBD 6.1) B-BBEE Certificate			Preferential Claim form (SBD 6.1) B-BBEE Certificate
12	Schedule M – Security Clearance Requirements (SBD0)			Security Clearance Requirements (SBD0)
13	Registration on Central Supplier Database (CSD) In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			The Company must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to Submit proof of registration.
14	On CDS In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CDS verification outcome will take precedence. In the event the bidder is not tax compliant at the time of submission of the proposal, the bidder will be notified in writing of their non- compliance status and will be given 7 working days to submit a proof from SARS of their tax compliance status The bidder will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification
15	Pricing Schedule			Complete and sign the supplied document

24.4.2 Stage 2: Technical /Functionality

- 24.4.2.1 All bidders are required to respond to the technical evaluation criteria scorecard and compliance checklist.
- 24.4.2.2 Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of a 100 points that will be awarded for functionality before they are considered further.
- 24.4.2.3 The Technical Proposals received will be evaluated. The Functional / Technical threshold Score will be 100 points and only those bids that subsequently achieve the technical threshold score of 70 points or more will be short listed.
- 24.4.2.4 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- 24.4.2.5 The Functional/Technical information will be consolidated into an aligned and numbered report format.
- 24.4.2.6 Presentations: Prior to the award of the contract, the SSA reserves the right to invite shortlisted and or potential travel management companies to make presentations and to view the service offered. Information provided during the presentations may be used for evaluation purposes.
- 24.4.2.7 As part of due diligence, SSA may conduct a site visit at a client establishment.
- 24.4.2.8 The functionality criteria together with the maximum points consist of the following areas:

FUNCTIONALITY				
Item No.	Evaluation area	Criteria	Max. Scores	Total Scores
1	Overall Integrated Project Solution, Project management and Technical Competency	1.1 Company profile with proof of established company and experience	5	30
		1.2 Capacity and Capabilities of the Consultants to undertake the project of this magnitude (professional registration)	5	
		1.3 Capabilities and experience of the proposed team (experience, qualifications, and skills composition)	5	
		1.4 Relevant experience in OHS project (track record) in the past five (5) years	5	
		1.5 Completed projects of similar nature	10	
2	Approach Methodology, work plan and process	2.1 Specific activities resource allocations per discipline	5	50
		2.2 Approach and Method statement	30	
		2.3 Project Plan	10	
		2.4 Manageability of risk register	5	
3	Corporate Compliance	3.1 Regulations Compliance and Standards	10	20
		3.2 Quality Management Plan (QMP)	10	

The following score sheet and criteria shall apply for scoring by the evaluation committee members in scoring compliant/qualifying bids meeting the minimum technical / functional requirements.

Item No.	Description	Scoring	Item Weight
1.	Overall Integrated Project Solution, Project management and Technical Competency		
1.1	Company Profile with proof of established company and experience		
	<i>No Company Profile</i>	5	0
	<i>Basic, Company Profile</i>		1
	<i>Company Profile with Staff compliment</i>		2
	<i>Company Profile with Staff or functional authority organizational structure</i>		3
	<i>Company Profile, Staff or functional authority organizational structure, Committee structures and Project Integrated structure</i>		4
	<i>Comprehensive structure and completed projects of similar nature, support structure and professional team</i>		5
1.2	Demonstrable Capacity and Capabilities of the Consultants to undertake the project of this magnitude (professional registration)		
	<ul style="list-style-type: none"> • BSC/B-Tech degree in either construction Project Management or relevant qualifications within the Built Environment (Proof of registration with SACPCMP or PMP as a professional) • Bachelor's Degree/B Tech in Civil and or Structural Engineering (Proof of registration with ECSA as a professional engineer or Technologist) • Bachelor's Degree/B Tech in Mechanical Engineering (Proof of professional registration with professional engineer or Technologist - ECSA) • Bachelor's Degree/B Tech in Electrical Engineering (Proof of professional registration with professional engineer or Technologist – ECSA) • Bachelor's Degree/B Tech in Architecture (Proof of professional registration or Technologist - SACAP) • Bachelor's Degree/B Tech in Quantity Surveying (Proof of professional registration or Technologist - SACQSP) 	5	
	<i>No submission</i>		0
	<i>Comply with one (1) of above requirements</i>		1
	<i>Comply with two (2) of above requirements</i>		2
	<i>Comply with three (3) of above requirements</i>		3
	<i>Comply with Four (4) of above requirements</i>		4
	<i>Comply with Five (5) + of above requirements</i>	5	
1.3	Capabilities and experience of the proposed team (experience, qualifications, and skills composition) including those of the team leader/s. Team members to participate in the project must have:		
	<ul style="list-style-type: none"> • Minimum 10 years' experience in the Health and Safety Services (attach CV with past and current projects) • BSC/B-Tech degree in the Built Environment or relevant qualifications (environmental management services, Occupational Health And Safety, Construction Project Management, Civil and or Structural Engineering, Mechanical Engineering, Electrical Engineering, Architecture, Quantity Surveying) • 	5	
	<i>No submission</i>		0
	<i>10 years' experience</i>		1
	<i>11 years to 13 years' experience</i>		2
	<i>14 – 16 years' experience</i>		3
	<i>17 – 19 years' experience</i>		4
	<i>20 + years' experience</i>	5	
1.4	Relevant experience in project of similar nature - track record & relevant experience in the past five (5) years		
	<ul style="list-style-type: none"> • Number of years active in built environment, experience gained in this field, to whom services were provided, and record of services rendered, indicating types, variety, and quantity, complete with references. • Magnitude of services rendered, challenges were effectively dealt with, and in particular when time constraints were to be adhered to. • Project list must include client name, contact period, nature of services, name and contact detail of the client, value of the contract and scope of works 		

Item No.	Description	Scoring	Item Weight
	<ul style="list-style-type: none"> Minimum requirements to obtain score at “acceptable level” will be confirmation of at least five (5) years of applicable experience in similar projects. 		
	<i>No Experience</i>	5	0
	<i>1 – 5 years’ experience</i>		1
	<i>6 – 8 years’ experience</i>		2
	<i>9 – 11 years’ experience</i>		3
	<i>12 – 15 years’ experience</i>		4
	<i>>16 years’ experience</i>		5
1.5	<p>Completed projects of similar nature</p> <ul style="list-style-type: none"> Provide a minimum of five construction project in the form of a project list in the past five (5) years’ within the built environment. Project list must include client name, contact period, nature of services, name and contact details of the client, value of the contract and scope of works (domestic or international.) 		
	<i>No project</i>	10	0
	<i>1 Projects</i>		2
	<i>2 Projects</i>		4
	<i>3 Projects</i>		6
	<i>4 Projects</i>		8
	<i>5 Projects</i>		10
2	Approach Methodology, Work Plan and process		
2.1	<p>Resource requirements and allocations</p> <ul style="list-style-type: none"> Specific activities resource allocations per discipline during project stage (re-design and development, project documentation, construction phase and close-out). Factors should include Planning and resource allocation items such as: <ul style="list-style-type: none"> Understanding the terms of reference, Identifying, estimating resources required, and activity durations Project Schedule and Critical Path HR planning and resource management Leadership style 		
	<i>No of the factors covered</i>	5	0
	<i>1 factors covered</i>		1
	<i>2 factors covered</i>		2
	<i>3 factors covered</i>		3
	<i>4 factors covered</i>		4
	<i>5 factors and above</i>		5
2.2	<p>Approach and Method statement</p> <ul style="list-style-type: none"> Outline how the process will be carried out and describe the approach to creating of facilities in order to comply with local authority regulations Method statement should include: <ul style="list-style-type: none"> Inspections s and remedial work scope logic and sequence of works planning systems and equipment’s to be used deliverables methodology (survey controls) to be used compliance with the council and process thereof 		
	<i>No of the factors covered</i>	30	0
	<i>1 factors covered</i>		6
	<i>2 factors covered</i>		8
	<i>3 factors covered</i>		16
	<i>4 factors covered</i>		24
	<i>5 factors and above</i>		30
2.3	<p>Project Plan</p> <ul style="list-style-type: none"> Provide project plan showing work breakdown structures, time frames and important milestones. 		

Item No.	Description	Scoring	Item Weight
	<ul style="list-style-type: none"> The works programme / terms or calendar should be reliable, indicate how the work will be managed, process and work flows; and how to deal with crisis management The following items must be evaluated <ul style="list-style-type: none"> Strategic relevance Quality of project design Nature of external context Effectiveness, which comprises an assessment of outputs deliverables, achievement of direct outcomes and the likelihood of impact Efficiency Sustainability 		
	<i>No of the factors covered</i>		0
	<i>1 factors covered</i>		2
	<i>2 factors covered</i>		4
	<i>3 factors covered</i>		6
	<i>4 factors covered</i>		8
	<i>5 factors and above</i>	10	10
2.4	General Risk Management <ul style="list-style-type: none"> Traverse through the following risk impacts: <ul style="list-style-type: none"> List of identified risks Risk prioritise Action plan developed HR deployment plan Communication 		
	<i>No risks identified</i>		0
	<i>Basic Risk Register (List of identified risks)</i>		1
	<i>Risk register with impacts</i>		2
	<i>Risk register with impacts, risk ranks, prioritise</i>	5	3
	<i>Risk register with impacts risk, ranks, prioritise and mitigation factors</i>		4
	<i>Risk register with impacts risk, ranks and mitigation factors, action plan, HR and Communication</i>		5
3	Regulatory Compliance and Standards		
3.1	Compliance with OHS <ul style="list-style-type: none"> In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993, the service provider, is required to compile a health and safety specification with all health and safety requirements pertaining to the demolition works on a construction site, to ensure the health and safety of persons working, visiting, passing, staying and/or working close to the site health and safety plan that addresses the reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety provide preliminary Health and safety file will be evaluated to determine the service providers' understanding of risks in the work place and how to control such risks. Clearly illustrate how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminate. illustrate the prospective bidder's understanding of the risks that are present (and which may be anticipated) in the demolition project Level of skills regarding maintaining a safe and healthy work environment Knowledge and understanding of OHS act, with the H&S file illustrating how the service provider will implement safety and preventative measures to control risks anticipated maintenance activities and projects Minimum requirements to obtain score at "acceptable level" will be indication and illustration of ability to meet all requirements set out in the 		

Item No.	Description	Scoring	Item Weight
	checklist in the OHS section, measured against the norms of the industry regarding acceptable		
	<i>No Health and Safety plan</i>	10	0
	<i>Very basic health and safety plan that addresses some of the issues</i>		2
	<i>Reasonable health and safety plan that addresses most of the issues</i>		4
	<i>Acceptable health and safety plan that addresses most of the issues</i>		6
	<i>Comprehensive health and safety plan that addresses reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety</i>		8
	<i>Comprehensive health and safety plan that addresses reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety, Health and safety file, Level of skills regarding maintaining a safe and healthy work environment, Knowledge and understanding of OHS act and plus</i>		10
4.2	Quality Management Plan (QMP) <ul style="list-style-type: none"> Submit quality management plan that describe how quality will be managed through the lifecycle of the project. The QMP must determine quality policies and procedures associated with refurbishment project (deliverables and process) and defines responsibilities The plan should include effective Quality Control Plan, quality management system, quality policy, Quality standards and regulations, SANS 9000 / ISO 9001, SANS 14000 / ISO 14000 and tools and techniques 		
	<i>No Quality of assurance method proposed</i>	10	0
	<i>very basic Quality Management plan</i>		2
	<i>workable Quality Management plan and is likely to result in quality work</i>		4
	<i>comprehensive Quality Management plan and is most likely to result in quality work</i>		6
	<i>comprehensive Quality Management plan and policies that are SANS 9000 / ISO 9001 certified</i>		8
	<i>comprehensive Quality Management plan and policies that are SANS 9000 / ISO 9001 certified and Environmental Management plan and policies that are SANS 14000 / ISO 14000 certified</i>		10

24.4.3 Price and BBBEE Evaluation (80+20) = 100 points

24.4.3.1 Stage 3: Price Evaluation (80 points)

Only Bidders that have met the 70 point threshold in Gate 1 will be evaluated in Gate 2 for price and BBBEE. Price and BBBEE will be evaluated as follows:

- In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 80 points)
 - B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price:

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

24.4.3.2 BBBEE Evaluation (20 Points)

24.4.3.2.1 BBBEE Points allocation

- A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:
 - A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
 - B-BBEE Certificate

24.4.3.2.2 Multi-disciplinary practice, Joint Ventures and Consortiums

- Multi-disciplinary practice, joint venture or consortium, 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.
- Multi-disciplinary practice, joint venture or consortium 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.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SSA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

24.4.3.2.3 Sub-contracting

- Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

- The following is an extract from the PPPFA Act:
 - 11(8) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”
 - 11(9) “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.”

24.4.3.2.4 Stage 3 (80 + 20 = 100 points)

- The Price and BBBEE points will be consolidated.
- A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has capability and ability to execute the sub-contract.
- A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

25. DISCOUNTS

- 25.1 Unconditional discounts will be taken into account for evaluation process; and
- 25.2 Conditional discounts will not be taken into account for evaluation purposes but will be implemented when payments are made

26. SUB-CONTRACTING

- 26.1 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has capability and ability to execute the sub-contract.
- 26.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

27. AWARD OF CONTRACT

- 27.1 In the event that two or more bids have scored the total points, the successful bid will be the ones scored the highest points for B-BBEE.
- 27.2 If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality, if functionality is part of evaluation process.

- 27.3 If two or more bids are still equal in all respects, then the award will be decided by drawing of lots.
- 27.4 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 27.5 The State Security Agency reserves the right to arrange contracts with more than one contractor for the same item.

28. FRONTING

- 28.1 The State Security Agency, as part of government institution supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemn any form of fronting.
- 28.2 The State Security Agency, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years.

SECTION E: REGULATORY REQUIREMENTS

D1: Title of Publication

1. Occupational Health and Safety Requirements of the SSA and all Normative references
2. SSA`s Policy and Procedures for the Co-Ordination and Implementation of Occupational Health and Safety Act (Act 85 of 1993) and Compensation for Occupational Injuries and Diseases Act of 1993
3. SABS 1200 AA – General (Small Works)
4. Access Control Procedures to SSA Premises
5. PPPFA Act number 5 of 2000
6. PFMA Act
7. Security Officers Act (Act 92 of 1987), and the Security Officers Amendment Act (Act 104 of 1997)
8. Employment Equity Act (Act 55 of 1998)
9. Intelligence Services Act (Act 38 of 1994)
10. National Strategic Intelligence Act (Act 39 of 1994)
11. National Small Business Act (Act 102 of 1996)
12. Intelligence Services Control Act (Act 40 of 1994)
13. Protection of Information Act (Act 84 of 1984)
14. Auditor-General Act (Act 12 of 1995)
15. Income Tax Act (Act 58 of 1962)
16. Promotion of Equality and Prevention of Unfair Discrimination Act (Act 4 of 2000)
17. Labour Relation Act (Act 66 of 1995)
18. Skills Development Act (Act 97 of 1998)
19. Occupational Health and Safety Act (Act 85 of 1993)

Appointment of an Occupational Health and Safety Consultants to provide Occupational Health and Safety architecture and ensure compliance with the OHS ACT 85 of 1993

20. Requirements of the Companies Act
21. General Procurement Guidelines (issued by the Minister of Finance)
22. National Treasury: Circular No. 6 of 2002: Preference Points Claim Form for Equity Ownership by Historically Disadvantaged Individuals (HDIs)
23. Government Procurement: General Conditions of Tender, Contract and Order
24. Security Service Trade Orders
25. White Paper on Transforming Public Service Delivery: Batho Pele-“People First”: 1997 September
26. Government Notice R1237, 1988 July 1
27. Government Gazette No 16085, 1998 November 23
28. SSA Procedure for the Identification of Risk Prior to the Commencement of Work
29. Construction Regulations 2014
30. National Building Regulations, SANS 10400
31. National Road Traffic Act 93 of 1996, and all amendments
32. General Safety Regulations 2003
33. Environmental Regulations for Workplaces 1987

D2: Occupational Health and Safety (OHS)
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Refer to attached OHS Booklet – **NOTE – The requirements outlined in D2 form part of the evaluation criteria Refer 12.4.3**

SECTION F: PRICING SCHEDULE AND BILLS OF QUANTITIES

Price Schedule and bills of quantities: Maintenance services

SECTION G: FUNCTIONAL / TECHNICAL PROPOSAL FORMAT



**Appointment of an Occupational Health and Safety
Consultants to provide Occupational Health and Safety
architecture and ensure compliance with the ACT**

August 2022

1. INTRODUCTION

1.1 Summarize briefly your company details i.e. history, work experience and what benefits your organization can bring to SSA.

1.1 Understanding the Terms of Reference

1.2.1 Understanding of the prescribed terms of reference and provide any comments or suggestions on the Terms of Reference.

2. Proposed Technical Approach

2.1 **The Functionality and Technical Approach requires input on the following work streams:**

- *Overall Integrated Project Solution, Project management and Technical Competency*
- *Approach Methodology, work plan and process*
- *Corporate Compliance*

2.2 **Overall Integrated Project Solution**

Provide a comprehensive overview of your company profile, organizational structure, staff compliment, and specialist skills/trades and give examples of projects previously or currently managed.

2.2.1 **Company Profile**

2.2.1.1 Should include the following information but is not limited to:-

- *Company Profile*
- *Company Details*
- *Functional Authority*
- *Company Management Team*
- *Company Staff Compliment*
- *Project Management Structure*

2.2.2 **Capacity and Capabilities of the Consultants to undertake the project of this magnitude (professional registration)**

2.2.2.1 Should include registrations with professional bodies, but is not limited to:-

- *BSC/BTech degree in either construction Project Management or relevant qualifications within the Built Environment (Proof of registration with SACPCMP or PMP as a professional)*
- *Bachelor's Degree/B Tech in Civil and or Structural Engineering (Proof of registration with ECSA as a professional engineer or Technologist)*
- *Bachelor's Degree/B Tech in Mechanical Engineering (Proof of professional registration with professional engineer or Technologist - ECSA)*
- *Bachelor's Degree/B Tech in Electrical Engineering (Proof of professional registration with professional engineer or Technologist – ECSA)*
- *Bachelor's Degree/B Tech in Architecture (Proof of professional registration or Technologist - SACAP)*
- *Bachelor's Degree/B Tech in Quantity Surveying (Proof of professional registration or Technologist - SACQSP)*

2.2.3 **Capabilities and experience of the proposed team (experience, qualifications, and skills composition)**

- 2.2.3.1 Provide details of those to be allocated to the project and the additional available support and professional backup staff. Should include the following information but not limited to:
- *Management qualifications*
 - *Relevant Qualifications of personnel and their expertise*
 - *The list of the proposed staff team by their specialty and tasks assigned to each;*
 - *Abridged CV's recently signed by the proposed professional staff and should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.*
 - *Estimated total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member*

2.2.4 Relevant Experience and Track Record in Projects of a Similar Nature, not limited to:

- 2.3.4.1 Provide information detailing experience, services rendered, magnitude of projects managed and references thereof.
- *Number of years active in built environment, experience gained in this field, to whom services were provided, and record of services rendered, indicating types, variety, and quantity, complete with references.*
 - *Magnitude of services rendered, challenges were effectively dealt with, and in particular when time constraints were to be adhered to.*
 - *Project list must include client name, contact period, nature of services, name and contact detail of the client, value of the contract and scope of works*
 - *Minimum requirements to obtain score at "acceptable level" will be confirmation of at least five (5) years of applicable experience in similar projects.*

2.2.5 Completed Projects of Similar Nature

- 2.2.5.1 Provide information of recent project completed detailing the specialist skills required, professionalism, knowledge and understanding of specific requirements, not limited to:
- *Provide a minimum of five construction project in the form of a project list in the past five (5) years' within the built environment.*
 - *Project list must include client name, contact period, nature of services, name and contact details of the client, value of the contract and scope of works (domestic or international.)*

3. APPROACH METHODOLOGY, WORK PLAN AND PROCESS

3.1 Resource requirements and allocations per discipline

- 3.1.1 Specific Activities resource allocations per discipline during project stage (Re-design and development, Project Documentation, Construction phase and Close-out). Factors should include Planning and resource allocation items such as:
- *Understanding the terms of reference,*
 - *Identifying, estimating resources required, and Activity Durations*
 - *Project Schedule and Critical Path*
 - *HR planning and resource management*
 - *Leadership style*

3.2 Approach and Method statement

- 3.2.1 Outline how the process will be carried out and describe the approach to creating of facilities in order to comply with local authority regulations

- 3.2.2 Method statement should include:

- *Inspections and remedial work scope*
- *logic and sequence of works*
- *planning*
- *systems and equipment's to be used*
- *deliverables*
- *methodology (survey controls) to be used*
- *compliance with the council and process thereof*

3.3 Project Plan

- 3.3.1 Provide project plan showing work breakdown structures, time frames and important milestones.
- 3.3.2 The works programme / terms or calendar should be reliable, indicate how the work will be managed, process and work flows; and how to deal with crisis management
- 3.3.3 The following items must be evaluated
- *Strategic relevance*
 - *Quality of project design*
 - *Nature of external context*
 - *Effectiveness, which comprises an assessment of outputs deliverables, achievement of direct outcomes and the likelihood of impact*
 - *Efficiency*
 - *Sustainability*

3.4 General Risk Management

- 3.4.1 Provide a sample outlining approach to the development of a risk register highlighting risk identification, ranking and mitigation factors for both scheduled and planned projects and the management thereof.
- 3.4.2 Traverse through the following risk impacts:
- *List of identified risks*
 - *Risk prioritise*
 - *Action plan developed*
 - *HR deployment plan*
 - *Communication*

4. REGULATORY COMPLIANCE AND STANDARDS

4.1 Health and Safety Promotion and Legislative Compliance

- 4.1.1 The quality of the file required as per the OHS requirement will be scored accordingly.
- 4.1.2 Response should further address the following:
- *In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993, the service provider, is required to compile a health and safety specification with all health and safety requirements pertaining to the demolition works on a construction site, to ensure the health and safety of persons working, visiting, passing, staying and/or working close to the site.*
 - *Health and safety plan that addresses the reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety*
 - *Provide preliminary Health and safety file will be evaluated to determine the service providers' understanding of risks in the work place and how to control such risks. Clearly illustrate how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminate. illustrate the prospective bidder's understanding of the risks that are present (and which may be anticipated) in the demolition project*
 - *Level of skills regarding maintaining a safe and healthy work environment*

- *Knowledge and understanding of OHS act, with the H&S file illustrating how the service provider will implement safety and preventative measures to control risks anticipated maintenance activities and projects.*
- *Minimum requirements to obtain score at “acceptable level” will be indication and illustration of ability to meet all requirements set out in the checklist in the OHS section, measured against the norms of the industry regarding acceptable*

4.2 Quality of assurance method proposed

4.2.1 Provide quality management plan in accordance with SANS 9000/ISO

4.2.2 The plan should include effective Quality Control Plan, quality management system, quality policy, Quality standards and regulations, SANS 9000 / ISO 9001, SANS 14000 / ISO 14000 and tools and techniques

SECTION H: SUMMARY

SECTION	
A	Glossary Of Terms
B	Acronyms
C	Terms of Reference
D	Works Standards
E	Regulatory Requirements
F	Pricing Schedule and Bills of Quantities
G	Functional / Technical Proposal Format
H	Summary