

QUOTE DESCRIPTION: RFQ FOR APPOINTMENT OF A NEW PROFESSIONAL SERVICE PROVIDER FOR MOLOKE PRIMARY SCHOOL

QUOTE NUMBER: TMT-LDOE-2025/26-02R

ECSA REGISTRATION:

CSD NUMBER:

NAME OF THE BIDDER:

.....

PERCENTAGE CHARGE:% (Incl. of disbursements and VAT)

.

PERCENTAGE IN WORDS:

CLOSING DATE: 17 OCTOBER 2025 @ 12H00

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PART A: Notice and Invitation to Submit Tender

Bidders are hereby invited from interested Professional Consultants for the appointment of a new professional service provider for Moloke Primary School. Bid documents are obtainable at the E-Tender Portal free of charge from the date of advertisement.

Completed bid documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into The Mvula Trust's bid box, 25 Rhodesdrift Street, Rhodesdrift Office Park, ROP6, Bendor Ext 30, marked clearly as **QUOTE NUMBER: TMT-LDOE-2025/26-02R RFQ FOR APPOINTMENT OF A NEW PROFESSIONAL SERVICE PROVIDER FOR MOLOKE PRIMARY SCHOOL.**

EVALUATION OF BIDS

The Evaluation of this bid will be conducted in TWO stages:

The first stage will be assessment of Mandatory requirements as follows:

1. Valid Letter of Good Standing (COIDA).
2. Proof of residence for both company and directors appearing in CK (not older than 3 months) in the form of Municipal statements, Valid lease agreements, tribal proof of occupation not older than 3 months, and or Original Letter from the Council for informal dwellers accompanied by original affidavit
3. All SBD forms **must be completed and signed** in full.
4. An original signed Authority of Signatory must be submitted
5. Valid registration with ECSA
6. Valid Joint Venture Agreement signed off by both parties (In case of a Joint Venture), accompanied by JV account, CSD, etc.
7. **The same bid document with attachments must be submitted in a USB together with the original bid document.**

Note: Failure to adhere to the above stated mandatory requirements will lead to disqualification.

The second stage will be functionality:

1. Key Personnel 60 points
2. Company experience 30 points
3. Locality within Limpopo 10 points

NB: Bidders must score a minimum of 70 points to be subjected to the 80/20 principle in terms of preferential procurement system, where 80 will be price and 20 will be Specific goals

The publication date shall be 03 October 2025

Compulsory Briefing session not applicable

The closing day and time for the receipt of bids is **12h00, Friday, 17 October 2025**

Bidders shall take note of the following bid conditions:

The Mvula Trust's Supply Chain Management Policy will apply on this bid.

Specific goals in terms of the preferential procurement regulations 2022 will apply on this bid.

The Mvula Trust's does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

Contract period: 7 Months (this includes all statutory holidays and construction builder's holidays)

TMT reserves the right to negotiate further conditions with the successful bidder.

TMT reserves the right not to appoint.

No bidder will be appointed if not registered on Central Supplier Database.

TMT has the right to appoint more than one bidder.

TMT bid document must be completed with a black and unerasable pen

Late, incomplete, unsigned, uninitialed, faxed or emailed bids will not be accepted.

Enquiries:

All SCM enquiries regarding this tender must be forwarded to: Email ndumiso@themvulatrust.org.za; with the applicable Bid No. as the subject.

All technical enquiries regarding this tender must be forwarded to: Email: ntsako@themvulatrust.org.za; alfeo@themvulatrust.org.za with the applicable Bid No. as the subject.

PART B

SBD1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MVULA TRUST					
BID NUMBER:	TMT-LDOE-2025/26-02R	CLOSING DATE:	17 October 2025	CLOSING TIME:	12:00pm
DESCRIPTION	RFQ FOR APPOINTMENT OF A NEW PROFESSIONAL SERVICE PROVIDER FOR MOLOKE PRIMARY SCHOOL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
25 Rhodesdrift Street, Rhodesdrift Office Park, ROP 6					
Polokwane					
Limpopo Province					
25 Rhodesdrift Street, Rhodesdrift Office Park, ROP 6					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN T				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
NO

☐ YES ☐

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
NO

☐ YES ☐

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

(Proof of authority must be submitted e.g. company resolution)

DATE.....

PART C

C1.1 Form of Offer and Acceptance – MOLOKE PRIMARY SCHOOL

C1: AGREEMENT AND CONTRACT DATA

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

PROFESSIONAL SERVICES

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR MOLOKE PRIMARY SCHOOL

The Service provider, identified in the offer signature block, has examined the documents listed in the TENDER Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of Tenders.

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

The offered price for the Professional Services Team, inclusive of value added tax, is

R (in figures)

..... Rand (in words)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the TENDER before the end of the period of validity stated in the TENDER Data, whereupon the TENDER becomes the party named as the Service provider in the conditions of Contract identified in the Contract Data.

Signature <i>Of person authorised to sign the TENDER</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	
Address <i>Physical address</i>	
Telephone no	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

Failure of the Service provider to sign this form shall invalidate the Tender.

Acceptance

By signing this part of this form of offer and acceptance, The Mvula Trust identified below accepts the Tender offer. In consideration thereof, The Mvula Trust shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tender offer shall form an agreement between The Mvula Trust and the service provider upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information

Deviations from and amendments to the documents listed in the TENDER data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the TENDER and The Mvula Trust during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Service provider shall deliver the securities in terms of, Clause 5.4.1 Standard Professional Services Contract (July 2009) third edition, within the period stated in the Contract Data, and after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact The Mvula Trust's agent (whose details are given in the contract data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data, within 21 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service provider receives one fully completed original copy of this document, including the schedule of deviations (if any).

Signature <i>Of person authorised to sign the TENDER</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	
Address <i>Physical address</i>	
Telephone no	
Fax number	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

By the duly authorized representatives signing this agreement, The Mvula Trust and the Service provider agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the TENDER data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Service provider and The Mvula Trust during this process of offer and acceptance.

Signature <i>Of person authorised to sign on behalf of The Mvula Trust</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	The Mvula Trust
Address <i>Physical address</i>	ROP 6 Rhodes drift Office Park Rhodes drift Street Bendor, Polokwane 0699
Telephone no	(015) 291 2405
Fax number	N/A
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

PART D: GENERAL CONDITIONS OF CONTRACT

The Conditions of Contract are clauses 3 to 15 **STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014)** as amended with particular conditions specified by the employer.

GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS

In the Contract, the following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are signified in the text of the Contract by the use of capital initial letters.

Contract

The Contract signed by the Parties and of which these General Conditions of Contract form part.

Contract Data

Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract.

Contract Price

The price to be paid for the performance of the Services in accordance with the Pricing Data.

Day

A calendar day.

Defect

A part of the Services, as performed, which does not comply with the requirements of the Contract.

Deliverable

Any measurable, tangible, verifiable outcome, result or item that must be produced or completed.

Employer

The contracting party named in the Contract who employs the Service provider.

Force Maieure

An event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

Key Persons

Persons who are named as such in the Contract Data who will be engaged in the performance of the Services.

Others

Persons or organisations who are not the Employer, the Service provider or any employee, Subcontractor, or supplier of the Service provider.

Parties

The Employer and the Service provider.

Period of Performance

The period within which the Services are to be performed and completed, commencing from the Start Date.

Personnel

Persons hired by the Service provider as employees and assigned to the performance of the Services or any part thereof.

Personnel Schedule

A schedule naming all Personnel and Key Persons.

Pricing Data

Data that establishes the criteria and assumptions that were considered when developing the Contract Price and the record of the components that make up the Contract Price.

Project

The project named in the Contract Data for which the Services are to be provided.

Scope of Work

The document which defines the Employer's objectives and requirements and specifies the Services which must, or may, be provided under the Contract.

Service provider

The contracting party named in the Contract Data who is employed by the Employer to perform the Services described in the Contract, and legal successors to the Service provider and legally permitted assignees.

Services

The work to be performed by the Service provider pursuant to the Contract as described in the Scope of Work.

Start date

The date on which the Services are to commence, as stated in the Contract Data

Subcontractor

A person or body corporate who enters into a subcontract with the Service provider to perform part of the Services.

2. INTERPRETATION

2.1 Unless inconsistent with the context, an expression which denotes:

- a) any gender includes the other genders.
- b) a natural person includes a juristic person and vice versa.
- c) the singular includes the plural and vice versa.

2.2 If there is any conflict between the provisions of these General Conditions of Contract and the Contract Data, the provisions of the Contract Data shall prevail.

2.3 The clause headings shall not limit, alter or affect the meaning of the Contract.

3. GENERAL**3.1 Governing law**

Law governing the Contract shall be the law of the Republic of South Africa.

3.2 Change in legislation

If after the commencement of the Contract, the cost or duration of the Services is altered as a result of changes in, or additions to, any statute, regulation or byelaw, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract. Price and time for

completion shall be adjusted in order to reflect the impact of those changes, provided that, within 14 Days of first having become aware of the change, the Service provider furnished the Employer with detailed justification for the adjustment to the Contract Price or Period of Performance (or both).

3.3 Language

3.3.1 The language of the Contract and of all communications between the Parties shall be English.

3.3.2 All reports, recommendations and reports prepared by the Service provider under the Contract shall be in English.

3.4 Notices

3.4.1 Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data, when sent by e-mail or facsimile to such Party

3.4.2 A Party may change its address for receipt of communications by giving the other Party 30 Days advance notice of such change.

3.5 Location

The Services shall be performed at such locations as are specified in the Contract Data, and where the location of a particular task is not so specified, at such locations as the Employer may approve.

3.6 Publicity and publication

Unless otherwise stated in the Contract Data, the Service provider shall not release public or media statements or publish material related to the Services or Project within two (2) years of completion of the Services without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.

3.7 Confidentiality

Both parties shall keep all sensitive information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other Party.

3.8 Variations

3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service provider to submit proposals, including the time and cost implications, for variations to the Services.

3.8.2 The reasonable cost of preparation and submission of such proposals and the incorporation into the Contract of any variations to the Services ordered by the Employer, including any change in the Contract Price, shall be agreed between the Service provider and the Employer.

3.8.3 Where a variation is necessitated by default or breach of Contract by the Service provider, any additional cost attributable to such variation shall be borne by the Service provider.

3.9 Changes to the Contract Price or Period of Performance

3.9.1 The Service provider is entitled to apply to the Employer for a change in Contract Price or the Period of Performance in the event that:

- a) a change in legislation takes place in accordance with the provisions of Clause 3.2.
- b) a variation to the Services is made in accordance with the provisions of Clause 3.8.
- c) the Employer or Others do not perform an action, provide access to people, places or things or perform work in accordance with the programme (see Clause 3.15).
- d) the contract is suspended in accordance with the provisions of Clause 8.5.
- e) the contract is restarted following a suspension; or
- f) an event occurs which neither Party could prevent, and which prevents the Service provider from completing the Services or a part thereof

3.9.2 The Service provider shall submit proposals to change the Contract Price or the Period for Completion (or both) to the Employer within 6 weeks of becoming aware of an event described in 3.9.1 occurring, failing which, the Service provider shall not be entitled to a change in the Contract Price or Period of Performance.

3.9.3 The Employer shall assess the changes to the Contract Price on the effect of the event on the Services based on time-based fees.

3.9.4 The Employer shall assess the changes to the Period of Performance on the basis of the time that planned completion as shown on the latest approved programme is delayed.

3.10 Sole agreement

The Contract constitutes the sole agreement between the Parties for the performance of the Services and any representation not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing and signed by both Parties.

3.11 Indemnification

The Service provider shall, at his own expense, indemnify, protect and defend the Employer, its agents and employees, from and against all actions, claims, losses and damage arising from any negligent act or omission by the Service provider in the performance of the Services, including any violation of legal provisions, or rights of others, in respect of patents, trademarks and other forms of intellectual property such as copyrights.

3.12 Penalty

3.12.1 If due to his negligence, or for reasons within his control, the Service provider does not perform the Services within the Period of Performance, the Employer shall without prejudice to his other remedies under the Contract or in law, be entitled to levy a penalty for every Day or part thereof, which shall elapse between the end of the period specified for performance, or an extended Period of Performance, and the actual date of completion, at the rate and up to the maximum amount stated in the Contract Data.

3.12.2 If the Employer has become entitled to the maximum penalty amount referred to in 3.12.1, he may after giving notice to the Service provider:

- a) terminate the Contract
- b) complete the Services at the Service provider's cost.

3.13 Equipment and materials furnished by the Employer

- 3.13.1 Equipment and materials made available to the Service Provider by the Employer or purchased by the Service provider with funds provided by the Employer for the performance of the Services shall be the property of the Employer and shall be marked accordingly. Upon termination or expiration of the Contract, the Service provider shall make available to the Employer an inventory of such equipment and materials and shall dispose of them in accordance with the Employer's instructions.
- 3.13.2 The Service provider shall, at his own expense, insure the equipment and materials referred to in 3.13.1 for their full replacement value.

3.14 Illegal and impossible requirements

The Service provider shall notify the Employer immediately, on becoming aware that the Contract requires him to undertake anything which is illegal or impossible.

3.15 Programme

- 3.15.1 The Service provider shall, within the period set out in the Contract Data and whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, *inter alia*, include:
- a) the order and timing of operations by the Service provider and any actions, access to people, places and things and work required of the Employer and Others.
 - b) the dates by which the Service provider plans to complete work needed to allow the Employer and others to undertake work required of them.
 - c) provisions for float.
 - d) the planned completion of the Services or part thereof in relation to a Period of Performance; and
 - e) other information as required in terms of the Scope of Work or Contract Data.
- 3.15.2 The Employer may, during the Contract, request the Service provider to amend the programme. Where this is not practicable, the Service provider shall advise the Employer accordingly and advise him of alternative measures, if any, which might be taken.
- 3.15.3 A programme shall be deemed to be approved if the Employer fails to approve such programme or give reasons for not approving a programme within three weeks of receipt of a request by the Service provider to approve a programme.
- 3.15.3 The Service provider shall update the programme:
- a) unless otherwise stated in the Contract Data, every month to reflect actual progress to date.
 - b) whenever a change in Period of Performance or Contract Price is applied for; and
 - c) whenever a change in the Period of Performance is changed by the Employer and submit such revised programme to the Employer for approval.

3.16 Price adjustment to time-based fees for inflation

- 3.16.1 Fees payable will be capped as percentage of estimates of construction works developed at the time that the concept report is finalised. The percentage fee will be based on the estimated cost of construction and will be only adjusted downwards should the actual construction cost be less than the estimated construction cost. Upward adjustment will only be due to:
- Any amount provided for in the contracts for the performance of work or services that are unforeseen and cannot be specified at the time the contract was concluded.
 - Provision for price adjustment for inflation; or
 - Other provisions of a budgetary nature. (Also refer to pricing instruction C2.1.4)
- 3.16.2 The indices are those contained in Table A of P0141 Consumer Price Index for the CPI for all services published by Statistics South Africa.

4. EMPLOYER'S OBLIGATIONS

4.1 Information

4.1.1 The Employer shall timeously provide to the Service provider, free of cost, all available information and data in the Employer's possession which may be required for the performance of the Services.

4.1.2 The Employer shall provide the Service provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.

4.2 Decisions

The Employer shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service provider so as not to delay the performance of Services.

4.3 Assistance

4.3.1 The Employer shall co-operate with the Service provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:

- a) Authorise the Service provider to act as his agent insofar as may be necessary for the performance of the Services.
- b) Provide all relevant data, information, reports, correspondence and the like, which become available.
- c) Procure the Service provider's ready access to premises, or sites, necessary for the performance of the Services.
- d) Assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data.

4.3.2 Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the Services.

4.4 Services of Others

The Employer shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.

4.5 Notification of material change or defect

The Employer shall immediately advise the Service provider on becoming aware of:

- a) any matter other than a change in legislation which will materially change, or has changed the Services; or
- b) a material defect or deficiency in the Services.

4.6 Issue of instructions

Where the Service provider is required to administer the work or services of others, or any contract or agreement, on behalf of the Employer, then the Employer shall issue instructions related to such work, services, contract or agreement only through the Service provider.

4.7 Payment of Service provider

The Employer shall pay the Service provider the Contract Price in accordance with the provisions of the Contract.

5. SERVICE PROVIDER'S OBLIGATIONS

5.1 General

5.1.1 The Service provider shall perform the Services in accordance with the Scope of Work with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

5.1.2 If the Service provider is a joint venture or consortium of two or more persons, the Service provider shall designate one person to act as leader with authority to bind the joint venture or consortium. Neither the composition nor the constitution of the joint venture or consortium shall be altered without the prior consent in writing of the Employer, which shall not be unreasonably withheld.

5.2 Exercise of authority

The Service provider shall have no authority to relieve Others appointed by the Employer to undertake work or services on the Project of any of their duties, obligations, or responsibilities under their respective agreements or contracts, unless expressly authorised by the Employer in response to an application by the Service provider in writing to do so.

5.3 Designated representative

Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority to receive instructions from and give information to the Employer on behalf of the Service provider.

5.4 Insurances to be taken out by the Service provider

5.4.1 The Service provider shall as a minimum and at his own cost take out and maintain in force all such insurances as are stipulated in the Contract Data.

5.4.2 The Service provider shall, at the Employer's request, provide evidence to the Employer showing that the insurance required in terms of Clause 5.4.1 has been taken out and maintained in force.

5.5 Service provider's actions requiring Employer's prior approval

The Service provider shall obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions:

- a) Appointing Subcontractors for the performance of any part of the Services,
- b) Appointing Key Persons not listed by name in the Contract Data.
- c) Any other action that may be specified in the Contract Data.

5.6 Co-operation with Others

If the Service provider is required to perform the Services in co-operation with Others he may make recommendations to the Employer in respect of the appointment of such Others. The Service provider shall, however, only be responsible for his own performance and the performance of Subcontractors unless otherwise provided for.

5.7 Notice of change by Service provider

On becoming aware of any matter which will materially change or has changed the Services, the Service provider shall within 14 Days thereof give notice to the Employer.

6. CONFLICTS OF INTEREST

6.1 Service provider not to benefit from commissions, discounts, etc.

The remuneration of the Service provider under the Contract shall constitute the Service provider's sole remuneration in connection with the Contract, or the Services, and the Service provider shall not accept for his own benefit any trade commission, discount, or similar payment in connection with activities pursuant to the Contract, or in the discharge of his obligations under the Contract, and shall use his best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them shall, similarly, not receive any additional remuneration.

6.2 Royalties and the like

The Service provider shall not have the benefit, whether directly or indirectly, of any royalty or of any gratuity or commission in respect of any patented or protected article or process used in or for the purposes of the Contract, or Project, unless so agreed by the Employer in writing.

6.3 Independence

The Service provider shall refrain from entering any relationship which could be perceived as compromising his independence of judgement, or that of Subcontractors or Personnel.

7. SERVICE PROVIDER'S PERSONNEL

7.1 General

7.1.1 The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services.

7.1.2 Where required in terms of the Contract, the Service provider shall provide Key Persons as listed in the Contract Data to perform specific duties. If at any time, a particular Key Person cannot be made available, the Service provider may engage a replacement who is equally or better qualified to perform the stated duty, subject to the Employer's approval, which approval shall not be unreasonably withheld.

7.1.3 Where the fees for the Services are time-based, the fee payable for a person provided as a replacement to a named Key Person shall not exceed that which would have been payable to the person replaced.

7.1.4 The Service provider shall bear all additional costs arising out of or incidental to replacement of Personnel, except where such replacement is otherwise provided for in the Contract.

7.1.5 The Service provider shall take all measures necessary and shall provide all materials and equipment necessary to enable Personnel to perform their duties in an efficient manner.

7.2 Provision of Personnel in terms of a Personnel Schedule

7.2.1 The Service provider shall, where required in terms of the Contract Data, provide appropriate Personnel for such time periods as required in terms of the Contract and enter all data pertaining to Personnel including titles, job descriptions, qualifications and estimated periods of engagement on the performance of the Services in the Personnel Schedule.

7.2.2 Where the Service Provider proposes to utilise a person not named in the Personnel Schedule, he shall submit the name, relevant qualifications and experience of the proposed replacement person to the Employer for approval. Should the Employer not object in writing

within 10 Days of receipt of such notification, the replacement shall be deemed to have been approved by the Employer.

- 7.2.3 The Services shall be performed by the Personnel listed in the Personnel Schedule for the periods of time indicated therein. The Service provider may, subject to the approval of the Employer, make such adjustments to the data provided in terms of Clause 7.2.1 above as may be appropriate to ensure the efficient performance of the Services, provided that the adjustments will not cause payments to exceed any limit placed on the Contract Price.
- 7.2.4 The Service provider shall, if required in terms of Clause 7.2.1:
- a. Forward to the Employer for approval, within 15 Days of the award of the Contract, the Personnel Schedule and a timetable for the placement of Personnel.
 - b. Inform the Employer of the date of commencement and departure of each member of Personnel during the course of the Project.
 - c. Submit to the Employer for his approval a timely request for any proposed change to Personnel, or timetables.

8. COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION

8.1 Commencement of Services

The Service provider shall commence the performance of the Services within the period stated in the Contract Data.

8.2 Completion

- 8.2.1 Unless terminated in terms of the Contract, or otherwise specified in the Contract Data, the Contract shall be concluded when the Service provider has completed all Deliverables in accordance with the Scope of Work.
- 8.2.2 The Service provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:
- a) Additional Services ordered by the Employer.
 - b) Failure of the Employer to fulfil his obligations under the Contract.
 - c) Any delay in the performance of the Services which is not due to the Service provider's default.
 - d) Force Majeure; or
 - e) Suspension.
- 8.2.3 The Service provider shall within 14 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request for the extension of the Period of Performance to which he considers himself entitled and shall within 30 days after the delay ceases deliver to the Employer full and detailed particulars of the request.
- 8.2.4 The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or inform the Service provider that he is not entitled to an extension. Should the Service provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.
- ### **8.3 Force Majeure**
- 8.3.1 The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of *Force Majeure*, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to meet the terms and

conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.

8.3.2 In the event that the performance of the Services has to be suspended on the grounds of *Force Majeure*, the Period of Performance shall be extended by the extent of the delay plus a reasonable period for the resumption of work.

8.3.3 During the period of his inability to perform the Services as a result of an event of *Force Majeure*, the Service provider shall be entitled to any payment due in terms of the Contract and shall be reimbursed for additional costs reasonably and necessarily incurred by him in suspending, delaying and re-activating the performance of the Services.

8.4 Termination

8.4.1 The Employer may terminate the Contract:

- (a) Where the Services are no longer required.
- (b) Where the funding for the Services is no longer available.
- (c) If the Service provider does not remedy a failure in the performance of his obligations under the Contract within seven (7) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing.
- (d) If the Service provider becomes insolvent or liquidated; or
- (e) If, as the result of *Force Majeure*, the Service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days.

8.4.2 The Employer shall give the Service provider not less than fourteen (14) Days written notice of any termination made in terms of 8.4.1 (a) or (b).

8.4.3 The Service provider may terminate the Contract, by giving not less than thirty (30) Days written notice to the Employer after the occurrence of any of the following events:

- (a) If the Employer fails to pay any monies due to the Service provider in terms of the Contract and not subject to dispute pursuant to Clause 12 within forty-five (45) Days after receiving written notice from the Service provider that such payment is overdue; or
- (b) If, as the result of *Force Majeure*, the Service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; or
- (c) When the Services have been suspended under Clause 8.5 and the period of suspension exceeds the period stated in the Contract Data, or it is clear to the Service provider that it will be impossible or impractical to resume the suspended Services before the period of suspension has exceeded the period stated in the Contract Data; or
- (d) If the Employer is in material breach of a term of the Contract and fails to rectify such breach within 30 Days of the receipt of written notice requiring him to do so.

8.4.4 Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.

8.4.5 Should the Service provider, being an individual or the last surviving principal of a partnership or body corporate, die or be prevented by illness or any other circumstances beyond his control from performing the obligations implied by the Contract, the Contract shall be terminated without prejudice to the accrued rights of either Party against the other.

8.5 Suspension

8.5.1 The Employer may temporarily suspend all or part of the Services by notice to the Service provider who shall immediately make arrangements to stop the performance of the Services and minimize further expenditure.

- 8.5.2 When Services are suspended, the Service provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost incident to the prompt and orderly suspension of the Contract.

8.6 Rights and liabilities of the Parties

Completion, suspension or termination of the Contract shall not prejudice or affect the accrued rights or liabilities of the Parties.

9. OWNERSHIP OF DOCUMENTS AND COPYRIGHT

- 9.1 Copyright of all documents prepared by the Service provider in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to Project shall be vested in the party named in the Contract Data. Where copyright is vested in the Service provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Project and need not obtain the Service provider's permission to copy for such use. Where copyright is vested in the Employer, the Service provider shall not be liable in any way for the use of any of the information other than as originally intended for the Project and the Employer hereby indemnifies the Service provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.
- 9.2 The ownership of data and factual information collected by the Service provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.
- 9.3 The Employer shall have no right to use any documents prepared by the Service provider whilst the payment of any fees and expenses due to the Service provider in terms of the Contract is overdue.

10. SUCCESSION AND ASSIGNMENT

- 10.1 Except as defined in Clause 8.4.4 above, each Party binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other Party and to the other partners, successors, executors, administrators, assigns and legal representatives of the other Party in respect of all obligations and liabilities of the Contract.
- 10.2 An assignment shall be valid only if it is a written agreement, by which the Service provider transfers his rights and obligations under the Contract, or part thereof, to others.
- 10.3 The Service provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder, except in the following cases:
- (a) By a charge in favour of the Service provider's bankers of any monies due or to become due under the Contract; or
 - (b) By assignment to the Service provider's insurers of the Service provider's right to obtain relief against any other person liable in cases where the insurers have discharged the Service provider's loss or liability.
- 10.4 The approval of an assignment by the Employer shall not relieve the Service provider of his obligations for the part of the Contract already performed or the part not assigned.
- 10.5 If the Service provider has assigned his Contract or part thereof without authorization, the Employer may forthwith terminate the Contract, and the third party will have no claim against the Employer resulting from such termination.

11. SUBCONTRACTING

- 11.1 A Service provider may not subcontract any work which he has the skill and competency to perform, unless otherwise permitted in the Contract Data.
- 11.2 A subcontract, where permitted in terms of the Contract Data, shall be valid only if it is a written agreement by which the Service Provider entrusts performance of a part of the Services to Others.
- 11.3 The Service provider shall not subcontract to nor engage a Subcontractor to perform any part of the Services without the prior written authorization of the Employer. The services to be sub-contracted and the identity of the Subcontractor shall be notified to the Employer. The Employer shall, within 14 Days of receipt of the notification and a full motivation why such services are to be subcontracted, notify the Service provider of his decision, stating reasons, should he withhold such authorization. If the Service provider enters into a subcontract with a Subcontractor without prior approval, the Employer may forthwith terminate the Contract.
- 11.4 The Employer shall have no contractual relationships with Subcontractors. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.
- 11.5 The Service provider shall advise the Employer without delay of the variation or termination of any subcontract for performance of all or part of the Services.
- 11.6 The Service Provider shall be responsible for the acts, defaults and negligence of Subcontractors and their agents or employees in the performance of the Services, as if they were the acts, defaults or negligence of the Service provider, his agents or employees. Approval by the Employer of the subcontracting of any part of the Contract or of the engagement by the Service provider of Subcontractors to perform any part of the Services shall not relieve the Service provider of any of his obligations under the Contract.

12. RESOLUTION OF DISPUTES

12.1 Settlement

- 12.1.1 The Parties shall negotiate in good faith with a view to settling any dispute or claim arising out of or relating to the Contract and may not initiate any further proceedings until either Party has, by written notice to the other, declared that such negotiations have failed.
- 12.1.2 Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to either mediation or adjudication as provided for in the Contract Data.

12.2 Mediation

- 12.2.1 If the Contract Data does not provide for dispute resolution by adjudication, not earlier than 14 Days after having advised the other Party, in terms of Clause 12.1, that negotiations in regard to a dispute have failed, an aggrieved Party may require that the dispute be referred, without legal representation, to mediation by a single mediator. The mediator shall be selected by agreement between the Parties, or, failing such agreement, by the person named for this purpose in the Contract Data. The costs of the mediation shall be borne equally by the Parties.
- 12.2.2 The mediator shall convene a hearing of the Parties and may hold separate discussions with any Party and shall assist the Parties in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and

advice. The Parties shall record such agreement in writing and thereafter they shall be bound by such agreement.

12.2.3 The mediator is authorized to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Parties.

12.2.4 If either Party is dissatisfied with the opinion expressed by the mediator or should the mediation fail, then such Party may require that the dispute be referred to arbitration or litigation in a competent civil court, as provided for in the Contract Data.

12.3 Adjudication

12.3.1 If the Contract Data does not provide for dispute resolution by mediation, an aggrieved Party may refer the dispute to adjudication. Adjudication shall be in accordance with the latest edition of the separately published CIDB Adjudication Procedures.

12.3.2 The adjudicator shall be appointed in terms of the Adjudicator's Agreement bound in the Construction Industry Development Board's Adjudication Procedure.

12.3.3 The Adjudicator shall be any person agreed to by the parties or, failing such agreement, shall be nominated by the person named in the Contract Data. The Adjudicator shall be appointed in accordance with the Adjudicator's Agreement contained in the CIDB Adjudication Procedure.

12.3.4 If a Party is dissatisfied with the decision of the Adjudicator, the Party may give the other Party notice of dissatisfaction within 28 Days of the receipt of that decision and refer the dispute to arbitration or litigation in a competent civil court as provided for in the Contract Data. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties.

12.4 Arbitration

12.4.1 Arbitration, where provided for in the Contract Data, shall be by a single arbitrator in accordance with the provisions of the Arbitration Act of 1965 as amended and shall be conducted in accordance with such procedure as may be agreed between the Parties or, failing such agreement, in accordance with the Rules for the Conduct of Arbitrations published by the Association or Arbitrators current at the date the arbitrator is appointed.

12.4.2 The arbitrator shall be mutually agreed upon or, failing agreement, to be nominated by the person named in the Contract Data.

13. LIABILITY

13.1 Liability of the Service provider

13.1.1 The Service provider shall be liable to the Employer arising out of or in connection with the Contract if a breach of Clause 5.1 is established against him.

13.1.2 The Service provider shall correct a Defect on becoming aware of it. If the Service provider does not correct a Defect within a reasonable time stated in a notification and the Defect arose from a failure of the Service provider to comply with his obligation to provide the Services, the Service provider shall pay to the Employer the amount which the latter assesses as being the cost of having such Defect corrected by Others.

13.1.3 All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance stated in the Contract Data, if any.

.13.2 Liability of the Employer

The Employer shall be liable to the Service provider arising out of or in connection with the Contract if a breach of an obligation of his in terms of the Contract is established. The Service provider shall have no separate delictual right of action against the Employer.

13.3 Compensation

If it is established that either Party is liable to the other, compensation shall be payable only on the following terms:

- (a) Compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of the breach.
- (b) In any event, the amount of compensation will be limited to the amount specified in Clause 13.5.

13.4 Duration of Liability

Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within the period stated in the Contract Data or, where no such period is stated, within a period of three years from the date of termination or completion of the Contract.

13.5 Limit of Compensation

13.5.1 Unless otherwise indicated in the Contract Data, the maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to:

- a) the sum insured in terms of 5.4 in respect of insurable events; and
- b) the sum stated in the Contract Data or, where no such amount is stated, to an amount equal to twice the amount of fees payable to the Service provider under the Contract, excluding reimbursement and expenses for items other than salaries of Personnel, in respect of non-insurable events.

13.5.2 Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.

13.5.3 If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.

13.6 Indemnity by the Employer

Unless otherwise indicated in the Contract Data, the Employer shall indemnify the Service provider against all claims by third parties which arise out of or in connection with the performance of the Services save to the extent that such claims do not in the aggregate exceed the limit of compensation in Clause 13.5, if applicable, or are covered by the insurances arranged under the terms of Clause 5.4.

13.7 Exceptions

13.7.1 Clauses 13.5 and 13.6 shall not apply to claims arising from deliberate misconduct.

13.7.2 The Service provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by:

- a) The Employer omitting to act on any recommendation, or overriding any act, decision or recommendation, of the Service provider, or requiring the Service provider to implement a decision or recommendation with which the Service provider disagrees or on which he expresses a serious reservation; or
- b) The improper execution of the Service provider's instructions by agents, employees or independent contractors of the Employer.

14. REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER

The Employer shall remunerate and reimburse the Service provider for the performance of the Services as set out in the Pricing Data. If not otherwise stated in the Pricing Data, the following shall apply:

- 14.1 The Service Provider shall be entitled to render interim monthly accounts for fees and reimbursements throughout the duration of the Contract. Interim amounts of fees due shall be based on progress.
- 14.2 If the Employer is satisfied that the invoice complies with the above provision, the Employer shall submit the invoice to the Client¹ for consideration and approval. If the Client approves the invoice, the Client shall make payment to the Employer. The Employer shall make payment of the invoice to the Service provider within 30 days of receiving payment from the Client. PSP to note that notwithstanding, any provision in this Contract or at law, the Employer shall not be liable to or make payment to the Service provider until the Employer receives payment from the Client. The Employer shall not be liable for any costs and/or losses incurred, including interest, by the Service provider due to non-payment or delayed payment by the Client.
- 14.3 If any item or part of an item in an invoice submitted by the Service provider is disputed by the Employer, the latter shall, before the due date of payment, give notice thereof with reasons to the Service provider, but shall not delay payment of the balance of the invoice. Clause 14.2 shall apply to disputed amounts which are finally determined to be payable to the Service provider.
- 14.4 In respect of Services charged for on a time-basis and all other reimbursable expenses the Service provider shall maintain records in support of such charges and expenses for a period of twenty-four months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.

15 AMOUNTS DUE TO THE EMPLOYER

Amounts due to the Employer shall be paid by the Service provider within thirty (30) Days of receipt by him of the relevant invoices. If the Employer does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service provider, at the rate stated in the Contract Data, calculated from the due date for payment to be defined as the Limpopo Department of Education.

PART E: BID SPECIFICATION AND FUNCTIONALITY TEST

Scope of Work

Completion of outstanding Scope of Work

The following is the scope of works under completion:

General Scope of Works

Water Scope

- Installation of Elevated tanks and galvanised stand (4,2 m)
- Installation of Rainwater to harvesting tanks to 4x blocks
- Fencing around elevated steel tanks
- Water reticulation from the steel tank water reticulation networks and/or boreholes
- Installation of water taps on the wash troughs basins

Sanitation Scope

- Demolition of Inappropriate structure
- Refurbishment of existing ablution blocks
- Installation of SHE bins cages

Fencing Scope

- Provision of Steel Perimeter Palisade Fence around the steel tank
- Finish painting for the sports ground fence and the grade R gate.
- Installation of mesh wire fence around the existing steel palisade fence for livestock not to enter the school yard

NOTE: PROJECT SPECIFIC SCOPE OF WORK

COMPLETION OF OUTSTANDING SCOPE OF WORK						
DEMOLISH PIT TOILETS	RENOVATIONS TOILETS	NEW TOILETS	NEW GRADE R	RENOVATE BOREHOLE	NEW BOREHOLE	EXTER. WORKS
<ul style="list-style-type: none"> • 2 Seat Plain Pit Toilet Block for Girls • 2 Seat Plain Pit Toilet Block for Boys 	<ul style="list-style-type: none"> • 1x 5 Seats Enviro-loo Block (2 x Male Standard Seat, 5 x Urinal, 17 x Female Standard Seats and 1 Disabled seat) • 2 x 4 Seats Enviro-loo Block (6 x Standard Seats & 7 x Urinals) • Waterborne Block (2 x Male Standard Seat, 2 x Urinal, 3 x Female Standard Seats and 1 Disabled seat) 	<ul style="list-style-type: none"> • M6 Boys Waterborne (6 x Standard Seat & 4 x Urinals) • FD10 Girls Waterborne (10 x Standard Seats) • F6 Female Waterborne (6 x Standard Seats) 	<ul style="list-style-type: none"> • GRD 12 Junior Waterborne (12 x Junior Standard Seats & 1 Junior Disabled Seat) 	Yes (1)	No	<ul style="list-style-type: none"> • 1.5m wide Walkway • 1 x 167.4 kl pressed (5 x 5 panels (in plan) x 4 panels high) on 4.2m high galvanised stand & Fencing. • 2 x New Septic Tanks • Demolish existing Septic Tank • Install Perimeter Steel Palisade Fence, Steel Palisade Sliding Vehicular & Pedestrian Gates

Note:

- All toilet buildings to be built using face brick pointed on both sides.

Scope of Service for PSP

The services to be provided by the Service provider will be as per respective **Professional Council Guideline** but not limited to the following services:

<ul style="list-style-type: none"> • Undertaking site reconnaissance and preparing reports. • Preparing site development plans and survey reports for approval. • Developing site specific drawings, BOQ and designs. • Managing the implementation of allocated projects. • Managing activities of contractors. • Supervision and monitoring of contractors. • Preparation of technical and financial reports. • Updating of EFMS, NEIMS and IRM (training to be arranged by the employer) 	<ul style="list-style-type: none"> • Monitoring and reporting project progress. • Monitoring all quality aspects during the construction phase. • Approving and signing off specific quality control checks. • Issuing practical and final completion certificates. • Preparing and submitting payment certificates for approval by the PIA. • Certification of work and invoices and. • Monitoring and reporting on compliance with OHS Act and other relevant legislation and policies.
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C3.2.1 Extent of the Scope of Service

C3.2.1.1 Principal Agent Services

The scope of services in broad terms is defined as follows:

- Issuing of written instructions to the contractor on behalf of the client to execute variations, scope changes, design changes and additional works
- Receiving of instructions from The Mvula Trust's Project Manager and distributing to the relevant parties
- Co-ordinating of professional team
- Compiling and updating the planning programme
- Co-ordinating and arranging site meetings and inspections
- Liaising with client department only if specifically, so instructed
- Close liaising and co-operating with the departmental Project Manager
- Compiling and furnishing of monthly project reports
- Receiving notices according to the building contract
- Issuing of monthly interim payment certificates, final payment certificates for practical and final completion
- Adjudication of and making recommendations in respect of the extension of the building contract period and periods where penalties are applicable
- Ensuring that all final accounts will be corrected and handed in on time
- Administrating of and supervising the building contract in accordance with the requirements
- Reviewing, approving and monitoring the preparation of the construction programme by the contractor
- Regularly monitoring performance of the contractor against the construction programme
- Receiving, reviewing and adjudicating any contractual claims and adjudicating entitlements
- Arranging site handover to the contractor per school
- Agreeing and monitoring issue and distribution of construction documentation
- Conducting and recording regular site meetings per school
- Receiving, co-ordinating and monitoring approval of all contract documentation provided by the contractor(s) Agreeing quality assurance procedures and monitoring implementation.
- Liaise and co-ordinate work with the Engineer, QS and OHS consultant/Agent
- Establishing procedures for monitoring scope and cost variations
- Monitoring, reviewing, approving and issuing payment certificates
- Preparing and submitting progress reports
- Signing off final account(s) per school
- Co-ordinating, monitoring and issuing practical completion lists and the certificate of practical completion.
- Facilitating and expediting receipt of occupation certificates and for which the following deliverables are applicable:

- Signed contracts
- Approved contractual construction programme
- Construction documentation
- Certificate(s) of practical completion per school
- Review Contractor Contractual Submissions
- Prepare contractual documentation and establishing the construction documentation issue process (including drawings, project specifications, quality control and testing schedule, Site Specific OHS specification and Technical Specifications, Signing of contract documents and collection of insurances from contractors).
- Attend monthly progress reporting (RPM's) and Monthly Progress reports per school
- Capture and upload project data on EFMS per school reporting Tool. Key requirement for invoicing and payment of invoices.
- Co-ordinating and monitoring rectification of defects
- Managing procurement of operations and maintenance manuals, guarantees and warranties
- Managing preparation of as-built drawings and documentation
- Managing procurement of outstanding statutory certificates
- Monitoring, reviewing, approving and issuing payment certificates
- Issuing completion certificates
- Undertake Neims Assessments and upload on EFMS System
- Co-ordinating and monitoring rectification of defects
- Prepare and present monthly progress meeting to the Mvula Trust Management
- Adjudicate and resolve financial claims by the contractor(s)
- Managing agreement of final account(s)
- Preparing and presenting the project close-out report and for which the following deliverables are applicable:
 - Completion certificates
 - Record of meetings
 - Project close-out report
 - Managing agreement of final account(s)
- Review working drawings for compliance with the approved budget of construction cost
- Prepare documentation for both principal and subcontract procurement
- Assist with financial evaluation of tenders
- Assist with the preparation of contract documentation for signature
- Budget of construction cost
- Priced contract documentation
- other duties not listed above but which could reasonably be expected of a principal agent for similar projects

C3.2.1.2 Professional Quantity Surveyor Services

The broad terms is defined as follows:

- Compile Prototype Bill of Quantities of new ablution facilities

- Compile Refurbishment Bill of Quantities of existing ablution blocks
- Confirm and realign scope of in liaison with TMT
- Balancing of Contractor rates and Issue final Bill of Quantities for signing by Contractor and TMT
- Prepare valuations for payment certificates to be issued by the principal agent in line with measured work on site.
- Liaise and co-ordinate work with the Principal Agent/Engineer and OHS consultant/Agent
- Establishing procedures for monitoring scope and cost variations
- Attend project initiation meetings, regular site, technical and progress meetings
- Receive relevant data and cost estimates from the other consultants
- Prepare detailed estimates of construction cost
- Prepare schedules of predicted cash flow
- Prepare pro-active estimates for proposed variations for client decision-making and prepare Variation Orders
- Assist in the resolution of contractual claims by the contractor(s) and
- Prepare final account(s) for the works on a progressive basis
- Schedule(s) of predicted cash flow
- Progressive and draft final account(s)
- Conclude final account(s)
- other duties not listed above but which could reasonably be expected of a Quantity Surveyor for similar projects

C3.2.1.3 Professional Civil and Structural Engineering Services

The professional engineer is required to provide advice, design services, design review and construction monitoring related to elements designed and detailed by others and modify where applicable.

The scope of works includes the following:

- Compile Assessment report and scope verification with the Principal Agent and Architects
- Sanitation Projects - structural design prototype drawings
- Issue construction drawings, certify and sign off the inspection, and/or completion for all structural elements of the building including reinforced concrete work, load bearing brickwork, brickwork and non-water-borne sanitary disposal or drainage systems.
- Ensure the works are constructed according to the drawings and specification.
- Water Projects – review design civil works design complete rainwater harvesting systems with collections tanks design of pump sets and rising mains to points to elevated tanks and reticulation within the schools to tap stands. Including small water treatment system
- Supervise the installation of electrical pump sets for pumping head of between 20 to 50 m and rising main from 50m to 200 m radius with associated works. **Electrical engineering input, monitoring and approval of the works is required and to be priced for in the proposed fees.**
- Supervise the installation of Elevated tanks

- Rainwater harvesting tanks with stands and reticulation to tap stands
- Supervise construction of concrete v-drains
- Supervise the installation of fencing around elevated tanks and wind turbines have been provided for in the scoping.
- Design connection to existing water reticulation from existing municipal water reticulation networks

The following duties are expected from the professional civil or/ and structural engineer

- Issue construction drawings, project specifications, quality control and testing schedule and Technical Specifications through the Principal Agent. Including reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Agreeing quality assurance procedures and monitoring implementation thereof.
- Attend regular site, technical and progress meetings.
- Review the Contractor's quality control programme and outputs of quality control plan and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Inspect the works for quality and conformity to contract documentation, as described in more detail in 3.3.2 of ECSA Guidelines for Level 2: periodic construction monitoring.
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals
- Concept design and Site Development Plan
- Preliminary design and working drawings.
- Cost estimates as required.
- Local and other authority submission drawings and reports.
- Assist with Tender evaluation report.
- Estimates for proposed variations.
- Contract instructions.
- All statutory certification and certificates of compliance as required by the Local and other Statutory Authorities
- Assist QS in Valuations for payment certificates
- As-built drawings and documentation
- Assist in the resolution of contractual claims by the contractor.
- Clarify details, discrepancies and descriptions during construction as required.
- Instruct witness and review all tests and mock ups carried out both on and off site.
- Update and issue drawings register.
- Issue construction instructions as and when required through the Principal Agent.
- Inspect the works and issue practical completion and defects lists.
- Works and final completion lists
- Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals.
- Compile construction completion report
- Assist with compilation of close-out report
- Operations and maintenance manuals, guarantees and warranties

Note: All deliverables will be required by the Client at no cost in their original soft copy version.

C3.2.1.4 Occupational Health and Safety Agent

The Occupational Health and Safety Agent must execute the duties of the client, as his appointed agent, as contemplated in the Construction Regulations 2014 and to the Occupational Health and Safety Act.

Scope of works

- Review and amend OHS Specification.
- Conduct Baseline Risk Assessment.
- Assess and approve the contractor(s) health and safety plan.
- Manage the OHS activities on the construction site in accordance with the OHS Act.
- Monitor the compilation of OHS file and verify the maintenance of same by contractor(s).
- Attend the site handover meeting.
- Attend regular site progress meetings.
- Conduct monthly compliance audits and submit reports to Principal Agent.
- Monthly monitor the implementation of the OHS plan(s) in accordance with the TMT OHS specification and recommend stop orders where necessary.
- Prepare monthly audit compliance report and brief the project management team and contractor(s) following monthly site audits.
- Facilitation and approval of consolidated close out file and compile an accompanying consolidated close out report.

C3.2.1.5 Electrician

The professional engineer is required to provide advice and monitoring on electrical aspects of the projects.

- The scope of works includes the following:
- Compile specifications for borehole pump, electrical cabling and general electrical connections.
- Ensure compliance of electrical COC
- Monitor and approve electrical installations on site

C3.2.1.5 Architect

The Architect is required to prepare Site Development Plans using the topographical surveys provided by Land Surveyor.

The scope of works includes the following:

- Review of topographical surveys
- Site verification to ensure inclusion of site-specific requirements
- Liaise with schools on proposed positions of new infrastructure for inputs on future developments

- Present draft Site Development Plans to the schools and facilitate signing by schools
- Monitor setting out on site to ensure that facilities are positioned as per approved SDPs
- Prepare As-Built drawings after all facilities are completed and approved/handed over.

Deliverables

- Attend site handover meeting
- Attendance of monthly progress meetings
- Conduct one compliance audit per month and submission of reports
- Compile an accompanying consolidated close out report.
- OHS specification and baseline risk assessment.

Additional Project Information

C3.3.1 Location of the Project

The projects are located in the Limpopo in various educational districts. Bidders are to note that the schools are located in rural areas.

C3.3.2 Information available from Employer

- *LDOE Norms and Standards*
- *LDOE Water Tanks sizing guidelines*
- *Standardised Prototype drawings for water*
- *Sanitation Prototype Drawings*

C3.3.3 Other Contracts on Site

None that TMT is aware of.

C3.3.4 Reporting Requirements and Approval Procedure

Reporting to the TMT and in accordance with the National Education Information Management System (NEIMS), the Education Facilities Management System (EFMS) and Expanded Public Works Programme (EPWP).

C3.3.5 Co-operation with other services providers

It will be required of the Service provider to co-operate with the LDOE- and/or other service providers employed by TMT.

C3.3.6 Other key role players

Department of Public Works, Limpopo Department of Education and LDOE-Districts will play a key role as the client representatives of the project and must be involved at critical stages of the project and will provide an inspectorate team to ensure the work is done according to the drawings and works specifications. It is required that the professional team co-operate with the departmental officials

C3.4.1 Target dates and times

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

The work of all Service providers will be co-ordinated by the principal agent. All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 3.15 of the Contract Data (and/or PEP according to the same clause, if applicable).

During the construction phase of the Project, it will be expected of the principal agent to obtain a construction programme from the main contractor to continuously monitor his progress against that programme for compliance and to take whichever steps have been described in the relevant manual and the Working Guideline for Project Managers. This should be done in collaboration with the rest of the professional team, should the progress not be according to the said programme.

C3.4.2 Reporting requirements

Notwithstanding any other requirements as listed elsewhere, the Service provider shall submit a monthly report indicating progress of the Services.

C3.4.3 Local content

It is the policy of the Employer to give preference to materials and equipment of South African manufacture. The Service provider is to ensure that, wherever feasible, designs are based on locally manufactured equipment and materials which can meet requirements at competitive prices.

C3.4.4 Design innovation

Given the need for energy efficiency and environmental sustainability in the built environment, each member of the professional team, is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the Service towards “green” design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, *inter alia* but not limited to,

- (a) Sustainable development e.g. in building form, material choice, construction detailing and methods, recycling ability.
- (b) Energy efficiency e.g.
 - (i) passive design methods towards energy conservation and consumption: building orientation, exploitation of nature’s inherent energy sources).
 - (ii) Energy efficient solutions and installations for lighting, ventilation, cooling, heating, etc. (e.g. energy efficient light fittings).
 - (iii) Alternative or renewable energy sources where practical/feasible/ economical.
 - (iv) Water conservation/saving/re-use methods; and

- (v) environmental friendliness (e.g. respect for natural habitat, blending of building with site/ environment/surrounding fabric, positioning of buildings, consideration of neighbouring sites' access to sun, wind, view, etc).

C3.4.5 Access to land/buildings/sites

Access to the land/buildings/sites shall be negotiated in consultation with The Mvula Trust project manager.

C3.4.6 Software application for programming

The Service provider must avail himself of software to be used in the Project documentation for compatibility with other Service providers as well as the Employer. Specific requirements for compatibility are specified in the relevant manuals.

Note: Land Surveying, Geo-technical and Hydro-geological investigation information shall be issued to the successful bidder upon conclusion of the contract.

C4 Site Information – The School in the Limpopo Province.

Name of School	National Emis Number	Local Municipality	Education District	Circuit	GIS_Lat	GIS_Long	Type of Infrastructure
Moloke Primary School	923260918	Fetakgomo-Tubatse	Greater Sekhukhune	Apel	-24,417435	29,744557	Water, Sanitation and Fencing

1. Functionality test

1.0 Evaluation Criteria – Core Staff	Maximum number of points	Maximum number of points
Principal Agent & Civil / Structural Engineer x 1 (Professionally Registered with ECSA as Civil/Structural Engineer/Technologist with more than 5 years of work experience and 3 years or more post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	15	15
Principal Agent & Civil / Structural Engineer x 1 (Professionally Registered with ECSA as Civil/Structural Engineer/Technologist with less than 5 years of work experience and less than 3 years post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Architect x 1 (Professionally Registered Architect with SACAP with 5 years' work experience and 3 years or more experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	15	15
Architect x 1 (Professionally Registered Architect with SACAP with less than 5 years' work experience and less than 3 years post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Quantity Surveyor x 1 (Professionally Registered QS with SACQSP with 5 years' work experience and 3 years or more experience post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	15	15
Quantity Surveyor x 1 (Professionally Registered QS with SACQSP with less than 5 years' work experience and less than 3 years post professional registration). Evidence is CV, a minimum of NQF 7 on relevant Qualification and professional registration certificate in the field.	0	
Electrician x 1 (Trade Test certificate from a recognised reputable institution with 5 years' work experience and 3 years or more experience post Trade Test Certificate). Evidence is CV, a minimum of N6 relevant Qualification and trade test certificate in the field.	5	5
Electrician x 1 (with no Trade Test certificate from recognised institutions). Evidence is CV, a minimum of N6 relevant Qualification and trade test certificate in the field.	0	
Occupational Health and Safety Practitioner x 1 (Professionally Registered OHS Practitioner with SACPCMP). Evidence is CV, a minimum of NQF 5 relevant Qualification and professional registration certificate in the field.	10	10
Occupational Health and Safety Practitioner x 1 (Not Professionally Registered OHS Practitioner with SACPCMP). Evidence is CV, a minimum of NQF 5 relevant Qualification and professional registration certificate in the field.	0	

2.0 Evaluation Criteria - Appointed on built environment projects with appointment value between 1.5 million Rand and above. (The appointment value mentioned above (item 2.0) is for the PSP fees not construction value. The appointment value of 1.5 million Rand is for each appointment letter). Note: In an event that the value of the fees is not captured or recorded in the appointment letter, the PSP must submit a letter from the Client confirming the value of the fees of the appointment letter. The letter must be on a letterhead, stamped and signed by Client's representative.	Maximum number of points	Maximum number of points
3 appointment letter(s) issued within the past 10 years to be attached as evidence.	15	15
2 appointment letter(s) issued within the past 10 years to be attached as evidence.	10	
1 appointment letter issued within the past 10 years to be attached as evidence.	5	
0 appointment letter(s) issued within the past 10 years to be attached as evidence.	0	
3.0 Evaluation Criteria – Reference Letters from Previous Employers (The performance evaluation scoring sheets must be for the projects as stated in evaluation criterion 2.0. above). NB: The points shall be based on number of letters and points scored on the performance evaluation scoring sheet.	Maximum number of points	Maximum number of points
3 signed and stamped performance evaluation scoring sheets between (85-100) Refer to page 31-36 for PSP performance evaluation scoring sheet	15	15
2 signed and stamped performance evaluation scoring sheets between (70-100) Refer to page 31-36 for PSP performance evaluation scoring sheet	10	
1 signed and stamped performance evaluation scoring sheet between (61-100) Refer to page 31-36 for PSP performance evaluation scoring sheet	5	
Signed and stamped performance evaluation scoring sheets between (0-60) and non-submission Refer to page 31-36 for PSP performance evaluation scoring sheet	0	

Total		100
4.0 Locality Evaluation Criteria – If the bidder is not a lessee, proof of address should be as per the address on CSD report and SBD1. The bidder/s who have an operation site / office in Limpopo Province are encouraged to participate: Please attach one or more of the below listed documents and the document(s) should be valid at the time of submission: <ul style="list-style-type: none"> • Valid Lease agreement • Municipal statement or • Copy of utility bill (within three months) or • Official letter with a stamp from the local councillor / traditional office / mayor, outlining the physical address of the company. 		
Locality within Limpopo Province	10	10
Outside Limpopo Province	0	
Total		100
The bidder that fails to score <u>70 Points or above</u> in respect to functionality will be deemed non-responsive and will not be evaluated further on Price and specific goals.		

2. Pricing schedule

Service providers are to quote a single consortium percentage fee, the amount quoted herein will form basis of the contract.

It is expected that the consultant will take reasonable care in his pricing and would provide an as accurately as possible estimate for his price that will be used for management of his appointment. The estimated project cycle duration is expected to be up to 07 months from Stage 5 up to Stage 6.

C2.2.2 Activity Schedule for Value Based Fees

PRICE SCHEDULE A			
Offered Fees Proposal for Molohe primary school			
Estimated / Indicative Construction Value (R4 410 494.11) Excl. Vat			
No.	Description	Project fee %	Amount (R) (Excl. Vat)
A	Professional Services (Fees % x Estimated Construction Value) Stage 1 to Stage 6 (PSP to indicate % for each discipline as part of project fee split. The fee % split must add up to 100%) <i>NB: refer to Estimated Scope of Work for guidance on fee percentage to offer)</i>		R.....
	Key Personnel	Fee Split (%)	
A1	Principal Agent and Project Engineer	
A2	Project Quantity Surveyor		
A3	OHS Agent		
A4	Architect		
A5	Electrician		
A6	Project Administrator		
		100%	
B	TIME BASED FEES	Subtotal	
	Where applicable, time-based charges shall be as per the Department Of Public Works (DPW) rates		
B1	Allow cost for time-based charges	1	R 110 000.00
B2	Allow costs for unforeseen circumstances as may be ordered by the Employer	1	R 200 000.00
	Subtotal		R310 000.00
	Total Offer (Excl Vat)		
	Vat @ 15%		
	TOTAL OFFER (TO BE CARRIED FORWARD TO FORM OF OFFER) (INCL. VAT)		
	KEY STAFF		
C	Principal Agent (Project Engineer)	HOURLY RATE FIXED (Rate Only) (Rate must be VAT Inclusive)	
C1	Project Architect	R	
C2	Project Quantity Surveyor	R	
C3	OHS Agent	R	
C4	Electrician	R	

3. Mandatory Requirements

- Principal Agent and Civil/Structural Engineer or Technologist x1 (Professionally Registered Civil and/or Structural Engineer/ Technologist with ECSA). Proof of registration must be provided.
- Project Architect x 1 (Professionally registered Architect with SACAP). Proof of registration must be provided.
- Project Quantity Surveyor x 1 (Professionally Registered QS with SACQSP). Proof of registration must be provided.
- Electrician x 1 (Trade Test Certificate must be provided).
- OHS Officer registered with SACPCMP. Proof of registration must be provided.

The forms are to be completed and signed by proposed team members, failure to submit will result in disqualification.

Form D1-1 – Participation confirmation letter (Principal Agent, Civil and/or Structural Engineer / Technologist) Engineer
Form D1-2 – Participation confirmation letter (QS)
Form D1-3 – Participation confirmation letter (Architect)
Form D1-4 – Participation confirmation letter (Electrician)
Form D1-5 – Participation confirmation letter (OHS Agent)
Form D1-6 – Participation confirmation letter (Project Admin)

Form D1-1 – Participation Confirmation letter (Principal Agent, Civil and/or Structural Engineer/ Technologist)

Proposal No: **MT-LPDE-2025/26-02R**– Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I'm available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme. My time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-2 – Participation Confirmation letter (Quantity Surveyor)

Proposal No: **MT-LPDE-2025/26-02R** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I'm available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme. My time available in percentage is **100%.**

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-3 – Participation Confirmation letter (Architect)

Proposal No: **MT-LPDE-2025/26-02R** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I'm available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme. My time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-4 – Participation Confirmation letter (Electrician)

Proposal No: **MT-LPDE-2025/26-02R** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I'm available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme. My time available in percentage is **100%.**

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with my relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-5 – Participation Confirmation letter (OHS Agent)

Proposal No: **MT-LPDE-2025/26-02R** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I'm available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme. My time available in percentage is **100%.**

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with my relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

Form D1-6 – Participation Confirmation letter (Project Administrator)

Proposal No: **MT-LPDE-2025/26-02R** – Letter of confirmation to participate in the above proposal and inclusion as part of the proposed team

I.....with ID No:hereby confirm that I have duly given permission for my CV to be included as part of this tender submission and I'm available to participate on the projects on a capacity aswith Professional registration number and will be available to service the programme. My time available in percentage is **100%**.

Should I not be able to carry out my duties during appointment I will personally advise The Mvula Trust and withdraw my participation in writing with reasons why I am withdrawing.

I further confirm that I have the necessary technical, contractual and administrative competencies to undertake the scope of service. Should it be found that I made this submission under false and misleading pretence. The Mvula Trust will act against me on my professional capacity and further report me with any relevant professional or investigative bodies for misconduct and/or fraudulent act.

.....
Signature of participant

.....
Date

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

Signed		Date	
Name		Position	
Service provider			

The bidder must meet all the above requirements and provide proof. Failure to meet all the requirements will lead to disqualification.

Note: In addition to the above personnel, the bidder must provide a full time Project Administrator with at least 3 years' experience in Project Administration (CV and qualification to be provided).

Returnable Schedule: - Proposed Organisation and Staffing

The core team should consist of the following minimum staff per cluster:

- Principal Agent **and** Civil/Structural Engineer or Technologist x1 (Professionally Registered Civil and/or Structural Engineer/ Technologist with ECSA).
- Project Architect x 1 (Professionally registered Architect with SACAP).
- Project Quantity Surveyor x 1 (Professionally Registered QS with SACQSP)
- Electrician x 1 (Trade Test Certificate)
- OHS Officer registered with SACPCMP
- Project Administrator

The core staff is required to be fully involved on the projects. The Service provider must attach his/her organization and staffing proposals to this page.

Name of Key person / expert	Position in Consultant team (e.g. Principal Agent)	Specific duties (e.g. Principal Agent)
1	Principal Agent and Civil/Structural Engineer	Principal Agent and Civil/Structural Engineering
2	Architect	Architectural services
3	Quantity Surveyor	Quantity Surveying
4	Electrician	Electrical Works
5	OHS Agent	Occupational Health and Safety
6	Project Administrator	Projects Administration

PART F: SDB 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by TMT and/or the state? **YES/NO**

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

Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

² The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION SBD4

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

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature	Date
.....
Position	Name

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

- a) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a bidder, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Tender”** means a written offer in the form determined by an organ of state in response to an

invitation to provide goods or services through price Tenders, competitive tendering process or any other method envisaged in legislation.

- (b) **“Price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“Tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) An invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) Any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to bidders: The bidder must indicate how they claim points for each preference point system as per CSD Report.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder as per CSD Report)
Black People	3	
Youth	5	
Women	5	
Person with Disability	3	
Small, Medium and Micro Enterprises (SMMEs)	2	
Enterprises located in rural or underdeveloped areas	2	

Note: Points for Black People / Youth / Women and Person with disability will be allocated proportionally as per ownership percentage on the CSD report if claimed. The points are determined and implemented as per the Department's requirements

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation

- ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) Recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) Forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:
 DATE:
 ADDRESS:

PART H

Returnable Documents **Checklist On Minimum Requirements**

To assist you with your tendering process, see a checklist of the minimum requirements below:

No.	Minimum requirements	Tick (yes or no or n/a)	Comment if not attached
1.	Complete original bid document with non-erasable Black ink pen		
2.	Proof of payment for tender documents, including downloaded tender documents (attach receipt) EFT or Manually where applicable		
3.	Valid Tax Clearance Certificate or Tax pin		
4.	CK/Company registration certificate showing percentage of shareholders / membership interest		
5.	Certified ID copies of the Shareholders/Directors appearing in the CK		
6.	Proof of Residence for both company and directors (not older than 03 Months). Municipal statement, lease agreement, originally signed tribal letter for PTO, and originally signed Municipal/Ward Councilor's letter of residence		
7.	Bidders experience: Attach contactable valid appointment letters and Completion certificates		
9.	Key personnel C.V. and originally certified qualifications		
10.	Registration with ECSA		
11.	Contract period: 07 months		
12.	Compulsory briefing session if applicable		
13.	In case of a Joint Venture, Association or Consortium a formal valid contract agreement originally signed by both parties.		
14.	Responded as per the scope of work (compliance to specification/ conditions or term of references)		
15.	Bid Validity period 90 days		

Company Representative (Name)

Signature

