



Municipal Infrastructure Support Agent (MISA)

REPUBLIC OF SOUTH AFRICA

TENDER NO: MISA/RZWWTW/FS/028/2025/26

**APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR
THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE
LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE.**

PROCUREMENT DOCUMENT

**(Based on NEC3 Engineering – Professional Service Providers:
Option A)**

January 2026

Issued by:

Chief Executive Officer
Municipal Infrastructure Support Agent
1303 Heuwel Avenue
Riverside Office Park, Letaba House
Centurion, PRETORIA 0046
TEL: 012 848 5300

Name of Tenderer: _____

Total Bid Price: _____

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Tender Procedure: Open Tender

Based on

MISA Supply Chain Management Policy of May 2023

SANS 10845-1, Construction procurement Part 1: Processes, methods and procedures

SANS 10845-2, Construction procurement Part 2: Formatting and compilation of procurement documentation

SANS 10845-3, Construction procurement Part 3: Standard conditions of tender

Preferential Procurement Regulations 2022 (Ref: government gazette no. 47452; dated: 04 November 2022 issued according to the preferential procurement policy framework act (PPPFA), act no. 5 of 2000))

Contract Documents

1. Form of offer and acceptance
2. Contract data
3. Part 1: Data Provided by the Employer
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6. Pricing Data
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8. Site Information



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Tender no.: MISA/RZWWTW/FS/028/2025/26

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WATER WASTE TREATMENT WORKS(WWTW) IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

T1 TENDERING PROCEDURES

T1.1 TENDERING NOTICE AND INVITATION TO TENDER

Municipal Infrastructure Support Agent (MISA) hereby, invites tenders from suitably qualified Appointment of a Professional Services Provider for the Refurbishment of Zastron WWTW In Mohokare Local Municipality In the Free State Province.

Only Tenderers who have in their employ Registered Professional Persons in terms of a recognised Professional Body e.g. Engineering Council of South Africa.

The project details are hereunder,

TENDER NO.	PROJECT NAME	COMPULSORY BRIEFING SESSION AND SITE VISIT: PLACE, DATE & TIME	TENDER CLOSING DATE & TIME
MISA/RZWWTW/FS/028/2025/26	APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE	<p>A Compulsory Briefing session will be held at Mohokare Local Municipality Offices in Zastron, 1 Hoofd Street, Zastron</p> <p>Date: 27 January 2026 At 10:00 AM</p>	<p>Date: 12 February 2026 At 11:00 AM</p> <p>All Bid Proposals to be submitted @ MISA Head office</p> <p>Riverside office Park , 1303 Heuwel avenue, 1st floor Letaba House, Centurion 0046</p>

Compulsory briefing session/site visit will take place at the place and on the date and time shown above unless otherwise amended later. Representative(s) from MISA will meet prospective Tenderers to provide details of the Contract.

The Tender Documents will be available from the **e-Tender Publication Portal** (www.etenders.gov.za) of the National Treasury of the Republic of South Africa from the date of publication of the Notice of Request for Tenders in Government Tender Bulletin and/ or any national media. Any queries related to the e-Tender Publication must be communicated with eTenders@treasury.gov.za or by contacting the Office of the Chief Procurement Officer Call Supply Chain Centre on 012 406 9222.

The requirement of submissions is detailed in the Tender Data (Ref: T1.2 Tender Data). The tenderers who satisfy the eligibility criteria as set in the tender documents (Ref: T 1.2 Tender Data) are to submit their tenders.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenderers must submit their tenders using only the tender documentation issued.

Tenders will be evaluated based on preferential procurement framework Act 5 of 2000 and on functionality as prescribed in the Preferential Procurement Regulation 2022.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Issued by:

Municipal Infrastructure Support Agent

1303 Heuwel Avenue

Riverside Office Park, Letaba House

Centurion, PRETORIA 0046

TEL: 012 484 5300



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Tender no: **MISA/RZWWTW/FS/028/2025/26**

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

TENDER DATA

The conditions of tender are as contained in the latest edition of SANS 10845-3, *Standard conditions of tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 *and* as contained in **the Standard for Uniformity in Construction Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019)**, as termed as **SFU**.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The employer is the Municipal Infrastructure Support Agent (MISA) , an entity within the South African Ministry for Cooperative Governance and Traditional Affairs (CoGTA), established in terms of Presidential Proclamation No. 29 of 2012.
3.3	The Tender documents issued by the employer comprise the documents listed on the contents page.
3.4	<p>The Employer's Representative is:</p> <p>Name: Ms Mapatani Kgomo or Delegated Official</p> <p>Physical Address: 1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046</p> <p>Telephone: 012 848 5300</p> <p>Email: tenders@misa.gov.za</p>
3.5	The language of communications is English

Clause number	Tender Data
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.15	The closing time for submission of tender is as stated in the Tender Notice and invitation to Tender (ref: T1.1)
4.16	The tender offer validity period is 90 days, exclusive of closing date but inclusive of the 90 th day.
5.1	The employer will respond to requests for clarification received up to 7 working days before the tender closing time.
5.2	The employer shall issue addenda until 7 working days before tender closing time.
5.4	The time and location for opening of the Tender offers are as detailed in the Tender notice and invitation to tender (ref: T1.1) or in any addendum thereafter if applicable.
SFU (clause 4.3.1)	<p>Evaluation Criteria</p> <p>The procedure for the evaluation of responsive tenders is Functionality, Financial offer & Preference.</p> <p>Breakdown points for Functionality points are outlined in 5.11.9 below.</p> <p>The procedure for the evaluation of responsive tenders is detailed as follows:</p> <p>Phase 1: Eligibility Requirements.</p> <p>Phase 2: Functionality Criteria</p> <p>Phase 3: Price and preference (80/20 system)</p> <p>1. PHASE ONE: ELIGIBILITY REQUIREMENTS.</p> <p>The criteria for Phase 1: Eligibility Requirements is as per Clause 4.1.</p> <p>2. PHASE TWO: FUNCTIONALITY CRITERIA:</p> <p>TENDER WHO PASSES STAGE 1 WILL THEN BE EVALUATED ON FUNCTIONALITY CRITERIA, AS OUTLINED BELOW:</p> <ol style="list-style-type: none"> The tender will be expected to submit substantial information (valid copies and detailed information as ordered) in order to claim points for each of the criteria or sub criteria set. The tenderer must demonstrate to the satisfaction of the Employer that it has sufficient skill and capacity to execute the works. The form or the evaluation criteria and maximum score in respect of each of the criteria listed in 5.11.9. Bidders who fail to meet the Minimum required points in each category, as specified in Column B clause 5.11.9 will result in disqualification. Non-submission or poorly completed schedule or incomplete information will result in a tenderer losing points on Functionality. CVs which do not substantially detail relevant experience will also lead to a bidder losing points on Functionality. It is the responsibility of the tenderer to ensure that all copies are clear and certified when the conditions require them to be so. No second chance will be given to a tenderer to submit some information after tender closure on this stage of evaluation i.e. functionality. <p>3. PHASE THREE: SCORING</p>

Clause number	Tender Data														
	<p><u>EVALUATION POINTS ON PRICE AND SPECIFIC GOALS</u></p> <p>The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the <i>Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</i> and B-BBEE/ PPPFA Regulations of 2022.</p> <table><tr><th>Criteria</th><th>Points</th></tr><tr><td>POINTS ON PRICE</td><td>80</td></tr><tr><td>Specific Goals</td><td>20</td></tr><tr><td>TOTAL</td><td>100</td></tr></table> <p>a) A maximum of 80 points is allocated for price on the following basis:</p> <p style="text-align: center;">80/20</p> $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p>Ps = Points scored for price of tender under consideration</p> <p>Pt = Price of tender under consideration</p> <p>Pmin = Price of lowest acceptable tender</p> <p>b) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.</p> <p>c) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.</p> <p>d) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.</p> <p>e) Allocation of Points</p> <p>SPECIFIC GOALS</p> <p>The Employer reserves the right to apply other specific goals in accordance with PPPF Regulations 2022 as contemplated in section 2(1)(d)&(e) of the PPPF Act No 5 of 2000 which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.</p> <p>The Specific goals will be allocated as per the table below:</p> <table><tr><th>The specific goals allocated points in terms of this bid</th><th>Number of points allocated (80/20 system) (To be completed by the organ of state)</th><th>Number of points claimed (80/20 system) (To be completed by the bidder)</th></tr><tr><td>Who are women (51% or more)</td><td>5</td><td></td></tr></table>	Criteria	Points	POINTS ON PRICE	80	Specific Goals	20	TOTAL	100	The specific goals allocated points in terms of this bid	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)	Who are women (51% or more)	5	
Criteria	Points														
POINTS ON PRICE	80														
Specific Goals	20														
TOTAL	100														
The specific goals allocated points in terms of this bid	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)													
Who are women (51% or more)	5														

Clause number	Tender Data		
	Who has disability (51% or more owned)	5	
	Who is a youth (18 to 35 years) (51% or more owned)	5	
	Location of enterprise (MOHOKARE LOCAL MUNICIPALITY)	2	
	B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	3	
	Total scored points	20	
	The specific goals may include—		
	a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.		
	b) Implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.		
	Definitions		
	“Ownership “means the percentage ownership and control, exercised by individuals within and enterprise.		
	“Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform and activity in the manner, or within the range, considered normal for a human being.		
Means of Verification (Specific Goals)			
Procurement Requirement		Required Proof Documents	
Women		Identity Document	
Disability		Doctor's report on Disability	
Youth		Identity Document	
Location		Municipality bill/ Lease agreement/ Letter from local authority	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME		Valid certificate/ Affidavit /Consolidated BEE certificate in cases of Joint Venture	
Failure on the part of a tenderer to submit proof of documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.			
5.11.9	Functionality Criteria. A Tender will be DISQUALIFIED from the evaluation and will be discarded from any further evaluation for the following. 1. Bidders who fail to meet the Minimum required points in each category, as specified in Column B clause 5.11.9. 2. failing to meet the minimum requirements for qualifications and or experience for the listed key personnel as outlined in Part T2.2 Section 9.		

Clause number	Tender Data					
	Quality criteria		Evaluation schedule	(A) Maximum number of points	(B) Minimum number of points	
	Experience of the tenderer		Schedule 1	40	30	
	Experience of Key Personnel		Schedule 2	60	Contracts Manager	13
					Electrical Engineer	9
					Mechanical Engineer	9
					Civil Engineering Technologist	9
					Total	40
Maximum possible score for functionality (M _s)			100	70		
Bidders are to score the required Minimum points as stated in column B for each category and Failure to meet the Minimum requirements for each category will result in the disqualification of the bidder.						
5.13	Tender offers will only be accepted if: 1. the tenderer or any of its directors/ shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; 2. the tenderer has not: a. abused the Employer's Supply Chain Management System; or b. failed to perform on any previous contract and has been given a written notice to this effect; 3. the tenderer has duly completed and signed the SBD 4 , Incomplete or unsigned or poorly completed forms will lead to a bidder being declared non-responsive. 4. the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract; 5. the tenderer/s is registered on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated. 6. A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorised official can sign the bid.					

Clause number	Tender Data
5.14	The number of paper copies of the signed contract to be provided by the employer is one to the successful Tenderer.
5.17	<p>Cancellation and re-invitation of tenders</p> <p>MISA may, prior to the award of the tender, cancel the tender if-</p> <ul style="list-style-type: none"> (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or (c) no acceptable tenders are received; or (d) Tender validity period has expired; or (e) Gross irregularities in the tender processes and/or tender documents; or (f) No market related offer received (after attempts of negotiation processes) <p>Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.</p>
	<p style="text-align: center;">TENDER AWARD</p> <ul style="list-style-type: none"> A. The tender obtaining the highest number of total points may be awarded the contract, unless the Employer decided otherwise (ref: T1.1 Tender notice and invitation to tender). B. Preference point shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts. C. Point scored must be rounded off to the nearest 2 decimal places. <i>(If the value of the 3rd decimal place is 1 up-to 4, the points up to 2nd decimal place will be considered and if it is 5 up to 9, 1 will be added to the number at 2nd decimal place and the resulting point will be considered.)</i> D. In the event that two or more Tenders have scored equal total point, the successful Bid must be the one scoring the highest number of preference points for B-BBEE. E. However, in the event that two or more Tenders have scored equal point including equal preference points for B-BBEE, the successful tender must be the one scoring the highest points for quality. F. Should two or more Tenders be equal in all respects, the award shall be decided by drawing of lottery by the Employer. <p style="text-align: center;">ADDITIONAL CONDITIONS OF TENDER</p> <p>The additional conditions of Tender are:</p> <p>A. Joint Venture</p> <p>Tenders may form a joint venture acceptable to the Employer as detailed in the tender documents.</p> <p>B. Costs incurred by Bidder</p> <p>The Employer will neither be responsible for nor pay any expenses incurred or losses suffered by any Tenderer in the preparation of the tender or in attending the compulsory briefing session in connection therewith.</p> <p>C. Acceptance of Bid</p>

Clause number	Tender Data
	<p>The Employer does not bind itself to accept the lowest or any Tender or to furnish any reason for the acceptance or rejection of a tender.</p> <p>D. Withdrawal of Tender during validity or Failure in signing Contract Agreement at Award</p> <p>Should a Tenderer</p> <ul style="list-style-type: none"> a) Withdraw his Tender during the period of its validity; <u>or</u> b) Give notice of his inability to execute the Contract or fail to execute the Contract; <u>or</u> c) Fail to sign the Contract Agreement or furnish the required security/ insurance(s) within the period fixed in the Contract Data (ref: C1.2) in the Tender documents or any extended time agreed to by the Employer; <p>then the Tenderer shall be liable for and pay to the Employer –</p> <ul style="list-style-type: none"> i. All expenses incurred in calling for fresh Tender, if it should be deemed necessary by the Employer to do so; ii. The difference between Tender's tender and any less favourable tender accepted either by fresh tender being called or by another tender being accepted from those already received; iii. Any escalation of the Final Contract Price resulting from any delay caused in calling for fresh tender or accepting another tender from those already received. <p>And the Employer shall have the right to recover such sums by set-off against any money which may be due or become due to the Tenderer, under this or any other tender or Contract between the Employer and the Tenderer, or against any guarantee or deposit which may have been furnished by or on behalf of the Tenderer for the due fulfilment of this or any other tender or Contract between the Employer and the Tenderer. Pending the ascertainment of the amount of the Tenderer's liability to the Employer in terms of this Condition of Tender, the Employer may retain such monies, guarantee or deposit as security for any loss, which the Employer may sustain by reason of the Tenderer's default.</p> <p>Provided always that the Employer may exempt a Tenderer from the provisions hereof, if it is of the opinion that the circumstances justify such exemption.</p> <p>E. Repudiation of Tender or Invalidation of Contract</p> <p>If the Employer is satisfied that the Tenderer or any person is being an employee, partner, director, member or shareholder of the Tenderer or a person acting on behalf of or with the knowledge of the Tenderer has offered, promised or given a bribe or other gift or remuneration to any person in connection with obtaining or execution of a Contract;</p> <ul style="list-style-type: none"> a) has acted in a fraudulent or corrupt manner in obtaining or executing a Contract; b) has approached an officer or employee of the Employer with the object of influencing the award of a Contract in the Tenderer's favour; c) has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company; d) to refrain from Tendering for this Contract; e) as to the amount of the Tender to be submitted by either party;

Clause number	Tender Data
	<p>f) has disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender except where the disclosure, in confidence, was necessary in order to obtain insurance premium and surety quotations required for the preparation of the Bid.</p> <p>The Employer may, in addition to using any other legal remedies, repudiate the Bid or declare the Contract invalid should it have been concluded already.</p> <p>F. South African Jurisdiction</p> <p>The laws of the Republic of South Africa shall be applicable to each Contract created by the acceptance of a Tender and each Tenderer shall indicate a place in the Republic and specify it in his Tender as his domicilium citandi et executandi where any legal process may be served on him.</p> <p>Each Tenderer shall bind her/ himself to accept the jurisdiction of the Courts of Law of South Africa.</p> <p>G. Amendments to Tender by Employer</p> <p>a) Arithmetical Errors</p> <p>The Employer shall check and correct arithmetical errors for responsive Tenders in the following manner as per CIDB guideline (Ref: Practice # 2, version 1 – August 2006):</p> <ol style="list-style-type: none"> i. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. ii. If the pricing (or bills of quantities or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected. iii. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the Prices. <p>b) Imbalance in Tender Rates</p> <p>In the event of there being Tendered rates or lump sums being declared by the Employer to be unacceptable to him because they are either excessively low or high or not in proper balance with other rates or lump sums, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or prices objected to, s/he may request the Tenderer to amend these rates and prices along the lines indicated by him.</p> <p>The Tenderer will then have the option to alter and/ or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the total tendered sum.</p>



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

A. Documentation to demonstrate eligibility to have tenders evaluated

The required documentation as listed in **Clause 4.1 of T1.2 Tender Data**, must be submitted along with the tender for determining the eligibility of the tender.

Failure to provide these documents (A) shall result in the tenderer's tender not being evaluated.

B. Returnable schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant, which are attached here with the tender documents.

1. SBD 1 - Invitation to Bid
2. SBD 4 - Declaration on Interest
3. SBD 6.1 – Preference Points claim form
4. Samples of CSC000 sector coders Sworn Affidavits- A. EMEs and B. QSES (For tenderers with no B-BBEE Certificates)
5. CSD report Annexure
6. Tender's certificates Annexure
7. Resolution for Signatory
8. Certificate of Joint Ventures
9. Schedule 1: Experience of the tenderer

C. Other documents contained herein in the tender documents required for tender evaluation purposes as listed below.

1. Record of Addenda to Tender Documents
2. Proposed Amendments and Qualifications

D. Documentation that will be used for evaluation and to incorporate into the contract, if the tender offer resulted in an award

1. The offer portion of C1.1 Form of offer and acceptance
2. Part 2 of C1.2 Contract data relevant to tenderer
3. C2.2 Price List

T2.2 RETURNABLE SCHEDULES

1. PART A – INVITATION OF BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	MISA/RZWWTW/FS/028/2025/26	CLOSING DATE:	12 February 2026	CLOSING TIME:	11H00AM
DESCRIPTION:	APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Dineo Kau		CONTACT PERSON	Mr. Tafadzwa Chituku	
TELEPHONE NUMBER	012 8485300		TELEPHONE NUMBER	0128485300	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@misa.gov.za		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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, COMPLETE 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 THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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.					

PART B – TERMS AND CONDITIONS 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, 2017, 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 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:

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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**

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

3. SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

NB: BEFORE COMPLETING THIS FORM, BIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this bid is the 80/20 preference point system
- b) The 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

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

- a) Price; and
- b) Specific goals

1.4 To be completed by the organ of state:

The maximum points for this bid 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 of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“Ownership** “means the percentage ownership and control, exercised by individuals within and enterprise;
- (b) **“bid”** 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 quotations, competitive bidding process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money bided for goods or services, and includes all

applicable taxes less all unconditional discounts;

- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid 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;
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (g) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform and activity in the manner, or within the range, considered normal for a human being.
 - a) A blind person (in terms of the Blind Persons Act, 1968(Act no 26 of 1968)
 - b) A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication,
 - c) A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
 - d) A person who requires an artificial limb; or
 - e) A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act NO. 18 of 1973)

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

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

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

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

$$P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

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 bid. For the purposes of this bid 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 bid:
- 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 bid documents, stipulate in the case of—
- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system; or
 - (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid 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 bid and points claimed are indicated per the table below.

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

The specific goals allocated points in terms of this bid	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)
Who are women (51% or more)	5	
Who has disability (51% or more owned)	5	
Who is a youth (18 to 35 years) (51% or more owned)	5	
Location of enterprise (MOHOKARE LOCAL MUNICIPALITY)	2	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3	
Total scored points	20	

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 bid, 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 bidding 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.

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

**4. SAMPLES OF GENERIC SECTOR CODERS SWORN AFFIDAVITS-
A. EMES AND B. QSES (FOR TENDERERS WITH NO B-BBEE
CERTIFICATES SWORN AFFIDAVIT - TEMPLATES**

(IF APPLICABLE, CHOOSE THE CORRECT FORM AND COMPLETE)

NB:CHOOSE ONE i.e EME or QSE!!!!)

B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (EME)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEPs (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date		

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black woman Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
 - o Black Youth % _____ %

- o Black Disabled % _____ %
- o Black Unemployed % _____ %
- o Black People living in Rural areas % _____ %
- o Black Military Veterans % _____ %

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY), the annual Total Revenue was equal to/or less than the applicable amount confirmed **by ticking the applicable box below.**

Contractor / Consultancy	R10 million	
Supplier	R10 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

Date: _____

5. CSD REPORT ANNEXURE - PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD REPORT)

(ATTACH HERE)

6. VALID CERTIFICATES OF A TENDERER

(ATTACH HERE)

7. RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

8. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms
, authorised signatory of the company
, acting in the capacity of lead partner, to sign all documents
 in connection with the tender offer and any contract resulting from it on our behalf.

PROJECT TITLE	APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE.
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SCMU NUMBER	MISA/RZWWTW/FS/028/2025/26
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NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner:		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....

9. EVALUATION SCHEDULE 1: EXPERIENCE OF THE TENDERER 40 points

9.1 Requirements

The experience of the tenderer as a company (as opposed to key staff members) in the planning, design, supervision and overall project management of wastewater and water treatment works in the last 10 years.

The information shall be within the previous 10 years and must only include completed projects prior to closing date for submissions.

9.2 Points Scoring

Points will be allocated per project as per the table below;

Table : Project points allocation

No	Project Professional Fees Value	Points per Project
a)	R1 000 000 – R2 000 000	10 points
b)	R2 000 001 to R3 000 000	15 points
c)	R3 000 001 and above	20 points

9.3 Means of Verification: Bidders are requested to submit completion certificates and corresponding appointment letters/ purchase orders.

- Appointment letters and Completion certificates must be from the relevant municipality or organ of state and must indicate details of the contact person from the municipality or organ of state
- In cases where the municipality or organ of state made use of a consulting engineer (consultant), the appointment letter and completion certificate must clearly stipulate:
 1. General Conditions of Contract used at that time such as GCC, NEC, FIDIC etc
 2. The details of the project including description, tender number, contract amount, contractual dates and contract period.
 3. The name of the municipality or organ of state that is the client or employer.
 4. The details of the contact person from the municipality or organ of state
 5. The completion certificate must be signed by the Engineer, the Employer and the Contractor depending on the General Conditions of contract used.

9.4 Listing of Completed Projects

Tenderers are requested to list a maximum of four (4) highest value projects including contactable references by completing SCHEDULE OF COMPLETED PROJECTS appended to this schedule on the next page.

SCHEDULE OF COMPLETED PROJECTS

No	Name and Brief Description of the Project	Value in Rands R'000	Date		Employer		
			Started	Completed	Name of employer	Contact Person	
						Name and Surname	Tel. No
1.							
2.							
3.							
4.							

MISA reserves the right to verify all information presented by the tenderer.

TENDERERS ARE REQUESTED TO COMPLETE THE ABOVE TABLE AND REFRAIN FROM REFERING THE COMPLETION THEREOF TO AN ATTACHMENTS. PLEASE ATTACH ONLY INFORMATION REQUESTED IN THIS TENDER.

The undersigned, who warrants that he / she is duly authorised 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: _____ Capacity: _____

Name of the Firm: _____

10. EVALUATION SCHEDULE 2: EXPERIENCE OF THE KEY PERSONNEL RESPONSIBLE FOR THE MANAGEMENT OF THE PROJECT AND THE PROJECT TEAM [60 POINTS]

10.1 Summary

The total 60 points for key personnel is allocated as follows.

• Contracts Manager	= 20
• Electrical Engineer	= 15
• Mechanical Engineer	= 15
• Civil Engineering Technologist	= 10
Total	= 60

10.2 Requirements

The experience of the key personnel who will be responsible for the execution of the project activities, processes, the coordination, administration and management of resources on the project will be evaluated in relation to the scope of work from four different points of view:

- 1) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work.
- 2) General experience (total duration of work activity), level of education and training and positions held
- 3) Professional Registration with the recognized relevant professional bodies such as ECSA
- 4) The minimum requirements for qualifications and experience for the Contract Manager, Electrical and Mechanical Engineers are as follows;

No	Key Personnel	Minimum Qualifications	Minimum Experience
1	Contracts Manager	B Tech in Electrical or Mechanical Engineering (NQF Level 7) Registered with ECSA as a Professional Engineer or Technologist	10 years after qualifications
2	Electrical Engineer/ Electrical Engineering Technologist	B Tech in Electrical Engineering (NQF Level 7) Registered with ECSA as a Professional Engineer or Technologist	7 years post qualifications with five years of those in design of electrical components for Water and Wastewater Treatment Technologies

No	Key Personnel	Minimum Qualifications	Minimum Experience
3	Mechanical Engineer/ Mechanical Engineering Technologist	B Tech in Mechanical Engineering (NQF Level 7) Registered with ECSA as a Professional Engineer or Technologist	7 years post qualifications with five years of those in design of electro-mechanical components for Water and Wastewater Treatment Technologies
4	Civil Engineering Technologist	B Tech in Civil Engineering (NQF Level 7) Registered with ECSA as a Professional Engineering Technologist	7 years post qualifications with five years of those in design earthworks/dams/roads

NB: Bidders are to score the required Minimum points as stated clause 5.11.9 in column B for each category and Failure to meet the Minimum requirements for each category will result in the disqualification of the bidder.

10.3 Means of verification

Attach proof of qualifications, brief CV's and where applicable proof of professional registration for key personnel listed.

10.4 Listing of key personnel

Tenderers are requested to list key personnel by completing SCHEDULE OF KEY PERSONNEL appended to this schedule on the next page.

10.5 Scoring

The scoring of the experience of key person staff will be as per the table below:

Key Personnel	=	60 Total Points
1. Contract Manager	=	(20 points)
1.1 Requirements		
Minimum Qualification B Tech in Electrical or Mechanical Engineering (NQF 7).Registered Engineer (Pr.Eng / Pr.Tech Eng. registration with ECSA) Minimum experience 10 years after qualifications		
1.1.1 Qualifications	=	10 points
• Bachelor's degree or B Tech in Electrical or Mechanical Engineering.	=	10 points
• Honours Degree or higher in Electrical or Mechanical Engineering	=	15 points
1.1.2 Experience	=	10 points
• 10 to below 12 years	=	5 points
• 12 to below 15 years	=	8 points
• 15 years and above	=	10 points
2. Electrical Engineer	=	15 points
2.1 Requirements		

Key Personnel	=	60 Total Points
Minimum qualification B Tech degree in Electrical Engineering (NQF 7) Registered Engineer or Eng Technologist (Pr.Eng /Pr. Eng Tech registration with ECSA. Minimum experience 7 years after qualification)		
2.1.1 Qualifications	=	10 points
• B Tech Degree in Electrical Engineering (NQF Level 7).	=	7 points
• BSc honours Degree or higher in Electrical Engineering	=	10 points
2.1.2 Experience	=	5 points
• 5 to below 7 years	=	2 points
• 7 to below 10 years	=	4 points
• 10 years and above	=	5 points
3. Mechanical Engineer	=	15 points
3.1 Requirements		
Minimum Qualification B Tech degree in Mechanical Engineering (NQF Level 7) Registered Engineer or Eng Technologist (Pr.Eng /Pr. Eng Tech registration with ECSA).Minimum experience 7 years after qualification		
3.1.1 Qualifications	=	10 points
• B Tech Degree in Mechanical Engineering (NQF Level 7).	=	7 points
• BSc honours Degree or higher in Mechanical Engineering	=	10 points
3.1.2 Experience	=	5 points
• 5 to below 7 years	=	2 points
• 7 to below 10 years	=	5 points
4. Civil Engineering Technologist	=	10 points
4.1 Requirements		
Minimum Qualification B Tech degree in Civil Engineering (NQF Level 7)Registered Engineer or Eng Technologist (Pr.Eng /Pr. Eng Tech registration with ECSA). Minimum experience 7 years after qualification		
4.1.1 Qualifications	=	5 points
• B Eng/ B Tech Degree or higher in Civil Engineering (NQF Level 7 or higher).	=	5 points
4.1.2 Experience	=	5 points
• 5 to below 7 years	=	2 points
• 7 to below 10 years	=	3 points
• 10 years and above	=	5 points

MISA reserves the right to verify all information presented by the tenderer.

The undersigned, who warrants that he / she is duly authorised 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: _____ Capacity: _____

Name of the Firm: _____

**D. OTHER DOCUMENTS CONTAINED HEREIN IN THE TENDER DOCUMENTS
REQUIRED FOR TENDER EVALUATION PURPOSES AS LISTED BELOW.**

1 RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed	Date
Name	Position
Tenderer	

2 PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed

Date

Name

Position

Tenderer



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Tender no.: MISA/RZWWTW/FS/028/2025/26

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

The Contract

Reference no.: MISA/RZWWTW/FS/028/2025/26

Based on

NEC 3: Engineering and Construction Contract (Professional Service Providers:
Option A)

PART C1: AGREEMENTS AND CONTRACT DATA

C1.1 Form of offer and acceptance

C1.2 Contract data

FORM OF OFFER AND ACCEPTANCE

OFFER

The *Employer*, identified in the Acceptance signature block, has solicited offers to enter into a contract for the provision of services as described in Part 1 of the Contract Data.

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT AND EXPENSES, calculated in accordance with the *conditions of contract as detailed hereunder*:

Total Amount: R_____ (in figure), (Rand _____

_____) (in word)

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 including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the conditions of contract identified in the Contract Data.

Signature

Date:

Name

Capacity

**For the
tenderer:**

Name &
signature
of witness

.....
*(Insert name and address of
organisation)*
.....

Date

.....

.....

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part C2 Pricing Data

Part C3 Scope of Work

Part C4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the *Employer's* agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature

Date:

Name(s) Ms Mapatane Kgomo
Capacity Chief Executive Officer
For the Municipal Infrastructure Support Agent
Employer

Schedule of Deviations

1 Subject

Details

.....

.....

.....

2 Subject

Details

.....

.....

.....

3 Subject

Details

.....

.....

.....

4 Subject

Details

.....

.....

.....

5 Subject

Details

.....

.....

.....

By the duly authorised representatives signing this agreement, the *Employer* and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the *Employer* during this process of offer and acceptance.

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



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no: MISA/RZWWTW/FS/028/2025/26

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

C1.2 CONTRACT DATA

The Conditions of Contract are the NEC3 Professional Services Contract (Third edition of April 2013) published by the Institution of Civil Engineers (ICE), United Kingdom. It is assumed that the Tenderer is in possession of the Conditions of Contract or able to possess one.

Each item of data given below is cross-referenced to the clause in the NEC3 Professional Services Contract, which requires it. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the above referenced NEC3.

Part one - Data provided by the *Employer*

1 General

The conditions of the contract are the core clauses and the clauses for main Options

A: Priced contract with Activity Schedule

Dispute resolution Option

W1: Dispute resolution procedure

And secondary Option

X2: Changes in Law

X10: Employer's Agent

Z: Additional conditions of contract

of the NEC 3

	<ul style="list-style-type: none"> • printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports • covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports • maps, models and presentation materials required by the <i>Employer</i> 	market related cost or in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers
	<ul style="list-style-type: none"> • Accommodation where the services necessitates that staff identified in Part 2 of the Contract Data to be accommodated in Mafube Local Municipality as identified by the <i>Employer</i> to perform the services authorised by the <i>Employer</i> 	Cost limited to R 1 500 per person per day including bed and breakfast.
	<ul style="list-style-type: none"> • Vehicle travel . Travel will be paid for authorized trips within Mohokare Local Municipality to perform the services authorised by the Employer (For Staff identified in Part 2 of the Contract Data) 	in accordance with the latest Rates Department of Transport Department of Transport
51.1	The period within which the payments are made is thirty days from the date of receipt (exclusive) of the invoice.	
51.2	<p>The <i>currency of this contract</i> is the South African Rand.</p> <p>The <i>interest rate</i> is the Prime lending rate of the <i>Employer's</i> Bank.</p>	
6	Compensation events	
7	Rights to material	
	No data required for this section of the <i>conditions of contract</i> .	
80	Indemnity, insurance and liabilities	

8.1 The amounts of insurance and the periods for which the *Consultant* maintains insurance are

Event	Cover	The period following Completion of the whole of the works or earlier termination
Risk of design deficiency and or errors for which events Professional Indemnity would cover.	R 10 million in respect of each claim, without limit to the number of claims	Until the end of the <i>defects date</i> .
Death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract All risk contract works	That which is prescribed by the Compensation injuries and Diseases Act No. 130 of 1993 as amended and whatever the Service Provider deems desirable also Amount of cover to match contract value	Until the end of the <i>completion date</i> .

81.1 The *Employer* provides no insurance cover.

81.2 The *Consultant* provides the certificate(s) from accredited insurer(s) or broker(s) of South Africa stating that the insurance(s) required by this contract are in force prior to the signing of the contract arising from the award.

9 Termination and dispute resolution

No data required for this section of the *conditions of the contract*.

10 Data for main Option clause

A Priced contract with activity schedule

No data required for this section of the *conditions of the contract*.

11 Data for Option W1

W1.1 The *Adjudicator* is the person selected by the Parties from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za),

W1.2(3)	The <i>adjudicator nominating body</i> is the Chairman of ICE-SA, a Joint Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za).
W1.4((2)	The <i>tribunal</i> refers to a South African Court of Law
12	Data for secondary Option clause(s)
Option X1	Price adjustment for Inflation
X1.1	Contract Price Adjustments/Increases (CPA/CPI) No CPA or CPI will apply for this contract
X2	Change in the law
X2.1	The <i>law of the project</i> is the law of the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.
Option X7	Delay Damages
X7.1	The <i>delay damages</i> for completion of the stages 1, 2, 3 and 4 is R300 per deliverable per calendar day
X10	Employer's Agent
X10.1	The <i>Employer's Agent</i> is Chief Civil Engineer (Or Designated MISA Official) Mr George Joma, Pr Eng Physical Address: Letaba House, Riverside Office Park 1303 Heuwel Avenue, Centurion, Pretoria 0046 Postal Address: Private Bag X105, Centurion 0046 Telephone: 012 848 5300
Z	Additional conditions of contract The <i>additional conditions of contract</i> are
Z1	Tax invoices The Service Provider's invoice. Delete the first sentence of core clause 50.2 and replace with: Invoices submitted by the <i>Service Provider</i> to the <i>Employer</i> include the details stated in the <i>Scope/ Price Schedule</i> to show how the amount due has been assessed, and the details required by the <i>Employer</i> for a valid tax invoice.

Delete the first sentence of core clause 51.1 and replace by:

The Employer makes each payment within **thirty** days from the date of receipt (exclusive) of the *Service Provider's* invoice showing the details, which this contract requires or if a different period is stated in the Contract Data, within the period stated.

Z2

Selection and appointment of the *Adjudicator*

Add the following paragraph to clause W.1.2(1)

Within 2 weeks after declaring a dispute and if the *Adjudicator* was not yet appointed with a previous dispute, the notifying Party notifies the other Party of the names of two persons he has chosen from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za), whose availability to act as the *Adjudicator* the notifying Party has confirmed. The other Party selects one of the two persons chosen to be the *Adjudicator* within four days of receiving the notice, failing which the person chosen by the notifying Party will be the *Adjudicator* for the Contract. The Parties appoint the selected *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013.

Z3

Acts or omissions by mandatories

In terms of Section 37(2) of the Occupational health and Safety Act of 1993 (Act 85 of 1993), the *Consultant* hereby agrees that the *Employer* is relieved of any and all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the *Consultant* and his employees to the extent permitted by this Act, and that this contract comprises the written agreement between the *Employer* and the *Consultant* contemplated in section 37(2).

Part two - Data provided by the *Consultant*

10.1 *The Consultant is*

Name: _____

Physical Address: _____

_____ Post Code: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

22.1 *The Consultant's key persons are:*

1 Name: _____

Position in the Project Team: _____

Responsibilities:

Qualifications:

Physical Address: _____

_____ Post Code: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

(Please use the table 1 below referring to this clause for detailing information for all key *Consultant's* key persons as indicated referred to **T2.2 Returnable schedules: Evaluation Schedule 2**

Table 1: List of Key Personnel

No	Role	Name and Surname	Qualification and date attained	Professional Registration and date registered	Reg. Number	Total Number of Experience
1	Contracts Manager					
2	Civil Engineer					
3	Electrical Engineer					
4	Mechanical Engineer					
Additional Personnel if Applicable						
No	Role	Name and Surname	Qualification and date attained	Professional Registration and date registered	Reg. Number	Total Number of Experience
1						
2						
3						
4						



Reference no: MISA/RZWWTW/FS/028/2025/26

**APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE
REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN
THE FREE STATE PROVINCE**

PRICING DATA

C2.1 PRE-AMBLE OF THE PRICING SCHEDULE

Pricing Assumptions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract, that the tenderer has taken into account when developing his prices.

1. The basic professional fees for services rendered in accordance with the Scope of Work will be calculated based on the Government Gazette of 16 May 2025 of the Guideline Scope of Services and Professional Fees as published by the Engineering Council of SA (ECSA) in terms of Section 34 of the Engineering Professions Act of 2000. The detailed breakdown of the basic professional fees shall be shown in **Annexure A: Breakdown of Professional Fee Offer** appended at the end of this Terms of Reference.
2. The construction estimates on which the basic fee may be based on are as follows.

The estimated construction cost for the proposed refurbishment of the Zastron WWTW excluding V.A.T , and Fees.	
Estimated construction cost of electrical engineering works	R
Estimated construction of mechanical engineering works	R
Estimated construction of civil engineering works	R
Total estimated construction cost of the works	R

N.B: Construction refers also to repair, refurbishment and or installation of new components

3. The rates, sums, percentage fees and prices in the Activity Schedule (Main Pricing Schedule) are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. The fee shall also include for all payments to administrative, clerical and secretarial staff used to support professional and technical staff.
4. Adjustment of fees;
 - 4.1 Estimated fees based on the estimated cost to complete will be adjusted once the stage (Design Development) estimate is approved through internal and/or external governance processes. No works for stage 4 (Documentation and Procurement) will commence until the employer's agent confirms all applicable governance processes have been successfully concluded.
 - 4.2 The employer reserves its rights to adjust fees if a change request which affects the project value is approved. Approvals are to be obtained through internal and/or external governance processes. No adjustment will take effect until all applicable governance processes have been confirmed successfully concluded by the employer's agent.
 - 4.3 The employer reserves its right to adjust fees based on the Estimated Cost to Completion to justify the recovery of fees from the consultant if the consultant is overpaid. Approvals are to be obtained through internal and/or external governance processes. No adjustment will take effect until all applicable governance processes have been confirmed successfully concluded by the employer's agent.
 - 4.4 The final fees calculation will be determined upon the successful completion of the project stage 6 (Close-Out).

NO adjustment of fees during claiming process will be accepted if the necessary approvals have not been received.

5. Partial payment of fees
 - 5.1 The consultants can only claim for stage 1, 2, 3, 4 and 6 upon completion of each stage. Completion of a stage includes acceptance and approval of reports (deliverable) through the necessary governance processes. Stage will not be completed until the employer's agent confirms all applicable governance processes have been successfully concluded.
 - 5.2 If there is no confirmation/feedback from the employer's agent within 30 days of the submission of the report, then the consultant shall be entitled to claim 80% of the fees for the stage due for completion.
6. Disbursement Costs
 - 6.1 Only project related costs listed below and presented to MISA will be compensated by MISA at cost;
 - Duplicating Contract and plotting of drawings,
 - Miscellaneous cost (permits, induction, etc.)
 - 6.2 Any disbursement costs related to travelling to and from the approved consultant's local office and Municipal project site for the purpose of the project(s) is deemed to be inclusive in the agreed fee structure, unless otherwise agreed in writing by both parties. Disbursement costs not mentioned above and below (including under note 6.5) may be brought to the attention of the MISA project representative for approval and agreement on the recoverable amount, prior to incurring such cost.

6.3 All rates are exclusive of VAT

6.4 Cellular calls and Travelling during Construction will be deemed included in the fee offer.

6.5 No payment for disbursement will be made for the following as they are deemed included in the professional fees offer:

- Travelling (except for on-site travelling) and accommodation,
- Typing of correspondence, payment certificates, variation orders, progress reports or financial reports
- Telephone calls
- Cellular calls
- Computer costs
- Telefaxes (outgoing or incoming)
- Email (sent or received)

6.6 Disbursements will be paid at cost. The onus sits with the consultant to provide proof and Approval.

7. Key personnel need to have undergone Hepatitis B (and other related potential sicknesses) vaccination and it is the responsibility of the tenderer to enquire the cost of the airside induction training from service providers. It is the tenderer's responsibility to make arrangements to access work areas to conduct inspections. The client will not be responsible for these arrangements.
8. The Conditions of Contract, the Scope and any other documents mentioned or referred to are to be read in conjunction with the Price Schedule.
9. The Price Schedule as completed by the Tenderer shall be inclusive prices and shall cover, "inter alia," all general risks, liabilities, obligations, profit, expenses, costs, bonuses, escalation, etc. that will be required to successfully complete this contract as set forth or as implied in the documents on which this Tender is based.
10. Costs for all methods of communication are included in the fee and/or rates.
11. Special printing requirements are included in the fee and/or rates.
12. Provision of standard computer hardware and software are included in the fee and/or rates.
13. Incidental disbursement costs (travel, accommodation, car hire, per diem, etc.) are included in the fee and/or rates.
14. Variations in the Scope and extent of the Services shall be allowed to meet the Employer's requirements and shall be measured and priced at the rates entered in the Price Schedule where appropriate and shall form an addition to or deduction from the total of the Accepted Contract Price. Any items or variations for which rates have not been included in the Price Schedule shall be agreed and priced as non-scheduled items.
15. All quantities are provisional and shall be expended as directed by the Employer's Agent and any balance remaining shall be deducted from the amount of the contract sum.
16. The Consultant shall not be entitled to any claim in instances where quantities are partially or in total removed from the contract.



Reference no: MISA/RZWWTW/FS/028/2025/26

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

C2.2 THE ACTIVITY SCHEDULE

A tenderer must quote all of the items of the Activity schedule. An offer on the basic fee can be made in reference to the Scope of Work and the estimated value of the physical works as provided for in Section C2.1 and Section 3.1.5 of Part C3: Scope of Work.

MAIN PRICED SCHEDULE

Items under this section (for each stage) are to be carried over from the Annexure A: Sub Priced Schedules for the Breakdown of Professional Fees (Civil, Electrical and Mechanical Categories of Engineering Works envisaged on the project)

No	Description	Unit	Quantity	Rate	Amount per Stage (R.)
1	Project Initiation and Inception	Sum	1		
2	Concept and Viability (or Preliminary Design)	Sum	1		
3	Design Development (or Detailed Design)	Sum	1		
4	Documentation and Procurement	Sum	1		
5	Contract Administration and Inspection	Sum	1		
6	Close-Out	Sum	1		
Sub-Total 1					

No	Description	Unit	Quantity	Rate	Amount per Stage (R.)
7. Disbursements					
	7.1 Topographical Surveys	Sum	1		
	7.2 Geotechnical Surveys	Sum	1		
	7.3 EIA studies and related reports	Sum	1		
	7.4 Other Specialist Services	Sum	1		
8. Reimbursements					
	8.1 Subsistence and Travel	Sum	1		
	8.2 Printing, copying, and other project documentation costs	Sum	1		
Sub-Total 2					
Add 15% V.A.T					
TENDER PRICE CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE					

I, the undersigned, do hereby declare that the above is a properly priced Activity Schedule forming part of this Contract Document upon which my/our tender for Tender No. MISA/RZWWTW/FS/022/2025/26: APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE has been based. If I/we have submitted a printed version of the Activity Schedule, I/we warrant that no amendments have been made to it from the original, other than amendments issued in any Addenda in terms of Clause F.3.2 in Part T1.2 Tender Data.

Signed:Date:

Name:Position:

Enterprise name:



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Reference no: MISA/RZWWTW/FS/028/2025/26

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

PART C3: SCOPE OF WORK

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PART C3: SCOPE OF WORK

C3.1 DESCRIPTION OF THE WORKS AND SERVICES

3.1.1 Employer's Objectives

MISA's objective is to appoint a Professional Service Provider with relevant experience and competence to provide professional services for the Upgrading and Refurbishment of Zastron WWTW. The Professional Service Provider is expected to provide planning, site investigation, assessment of project information, design, tender documentation, contract administration and site supervision services on the project.

3.1.2 Background

The Mohokare Local Municipality is a category B municipality in the Xhariep District of the Free State Province. The Municipality includes the towns of Rouxville and Smithfield, along with a surrounding rural area focused on commercial agriculture. The project under consideration is in Zastron. The Wastewater Treatment Works (WWTW) in Zastron serves both the formal and the informal areas. The treated effluent from the Zastron WWTW spills into Montague Dam

The project aims to restore functionality of the Zastron WWTW to arrest the current discharge of non-compliant wastewater effluent from the facility. The facility has suffered severe vandalism and theft of electro-mechanical components which has basically brought the facility to complete non-functionality. The treatment works has old stabilization ponds and the more recent Biological Nutrient Removal system (activated sludge process) and the capacity of the facility is about 3MI/d.

3.1.3 Location of the proposed project

The figure below shows the location of the project site area.



3.1.4 Overview of the Works

The works on the project consist of the Upgrading and Refurbishment of the Zastron WWTW to ensure the facility's treatment components are brought back to functionality. The construction of the works is envisaged to be complete by 30 November 2026.

3.1.5 Extent of the physical works

Oxidation Ponds

- 1) Installation of flow meters.
- 2) Installation of Grit channels and pond sluice gates.
- 3) Installation of solar panels.
- 4) New cabling for inlet works.
- 5) Cleaning and refurbishment of primary ponds.
- 6) Refurbishment of civil works on the outlets of the ponds.
- 7) Refurbishment of settling tanks (Civil Works).
- 8) Installation of submersible pumps.
- 9) Installation of 35Kg chips dozer equipment
- 10) Refurbishment of Trickling filters (Mechanical).
- 11) Refurbishment of process controller stay rooms (Civil Works).
- 12) Cleaning and refurbishment of maturation ponds.

Activated Sludge System

- 1) Refurbishment of the chlorination building
- 2) Refurbishment of Chlorination Equipment
- 3) Refurbishment of Clarifier Equipment
- 4) Refurbishment of Aerator Equipment
- 5) Area Lighting
- 6) Lighting Circuits
- 7) Lightning Protection
- 8) 200 KVA transformer

- 9) WWTW: Distribution Boards
- 10) Sewage Pump station: Local Control And Cabling Installation
- 11) Supernatant Pump station
- 12) Raw Sewer Recycle
- 13) Waste Activated Sludge Pump Station
- 14) New 200KVA Emergency Generator
- 15) Training of the Operators

The approximate estimated cost of works for the project (Provided only for the purpose of determining the basic fee) is as follows;

No	Engineering Discipline	Approximate Cost estimate
1	Electrical & Mechanical Works	R
2	Mechanical Works	R
3	Civil Works	R
	Total Estimated value of works (excl V.A.T)	R
Estimated construction period		10 months

The final basic fee calculated will be subject to adjustment based on the actual cost of the works after actual construction.

3.1.6 Scope of Professional Services

The professional services, as envisaged will cover the following, without limiting the services provider, in delivering the expected quality outcomes:

3.1.6 1 Normal Services

1) Stage 1 - Inception

Refine Employer requirements and preferences, assess user needs and options, appointment of necessary sub-consultants (with consent of the Employer), finalise the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies.

- Review the Project Technical Report and finalise a clear project brief.
- Attend project initiation meetings fortnightly (or as recorded in the client/consultant agreement)

- Advise on procurement policy for the project
- Advise on the rights, constraints, consents and approvals,
- Finalise the scope of services and scope of work required
- Conclude the terms of the agreement with the client.
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.
- Determine the availability of data, drawings and plans relating to the project,
- Advise on criteria that could influence the project life cycle cost significantly,
- Provide necessary information within the agreed scope of the project to other consultants involved.

Stage 1 – Deliverables

- agreed scope of services and scope of work
- signed agreement
- report on project, site and functional requirements
- schedule of required surveys, tests, analyses, site and other investigations
- schedule of consents and approvals and related timeframes.

2) Stage 1 - Concept and Viability (or Preliminary Design)

Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

- Agree the documentation programme with the Employer and other consultants involved.
- Attend design and consultants' meetings fortnightly (or as recorded in the client/consultant agreement).
- Establish the concept design criteria.
- Prepare initial concept design and related documentation
- Advise the client regarding further surveys, analyses, tests and investigations that may be required,
- Establish regulatory authorities' requirements and incorporate into the design,
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents,
- Establish access, utilities, services and connections required for the design,
- Coordinate design interfaces with other consultants involved,
- Prepare process designs (where required), concept designs, and related documentation, which are suitable for costing, for approval by authorities and Employer.
- Liaise, co-operate and provide necessary information to the Employer, principal consultant, principal agent and other consultants involved.
- Provide cost estimates and life cycle costs, as required.

Stage 2 – Deliverables

- concept or preliminary design
- schedule of required surveys, tests and other investigations and related reports
- process design, if applicable
- cost estimates

3) Stage 3 – Design Development (or Detailed Design)

Develop the approved concept design to finalise the design, outline specifications, cost plan, financial viability and programme for the project.

- Review documentation programme with client, principal agent or principal consultant, and other consultants involved.
- Attend design and consultants' meetings fortnightly (or as recorded in the client/consultant agreement).
- Incorporate client's and authorities' detailed requirements into the design,
- Incorporate other consultants' designs and requirements into the design
- Prepare design development drawings including draft technical details and specifications.
- Carry out design and value (cost) engineering reviews and evaluate design and outline specification for quality and cost control,
- Liaise, co-operate and provide necessary information to the client, principal agent or principal consultant and other consultants involved
- Submit the necessary design documentation to local and other authorities for approval.
- Prepare detailed estimates of construction cost.

Stage 3 – Deliverables

- design development drawings
- outline technical specifications
- local and other authority submission drawings and reports
- detailed estimates of construction costs.

4) Stage 4 – Documentation and Procurement

Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- Attend design and consultants' meetings fortnightly (or as recorded in the client/consultant agreement).
- Prepare specifications and preambles for the works.
- Accommodate services design
- Undertake value (cost) engineering reviews, review and adjust design, drawings, schedules and documents, if necessary, to remain within budget.
- Liaise, co-operate and provide necessary information to the client, principal agent, principal consultant and the other consultants as required.
- Assess samples and products for compliance with design intent.
- Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.
- Review and adjust cost estimates to align with approved budget.
- Formulate the procurement strategy for contractors or assist the principal agent or principal consultant where relevant.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.

- Call for tenders and/or negotiation of prices and/or assist the principal agent or principal consultant or quantity surveyor where relevant.
- Prepare tender assessment report.
- Prepare contract documentation for signature.

Stage 4 – Deliverables

- Specifications
- services co-ordination
- working drawings
- budget construction cost,
- tender documentation,
- tender assessment report,
- priced contract documentation,
-

5) Stage 5 – Contract Administration and Inspection

Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- Facilitate and attend site handover, as applicable
- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Facilitate and attend site, technical and progress meetings fortnightly (or as recorded in the client/consultant agreement).
- Inspect the works for conformity to contract documentation and as agreed with the client. If the Level of Construction Monitoring is not defined in the Agreement, Level 1 will apply with an average frequency of one visit to site every two weeks for the duration of the works.
- Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing.
- Assist in the resolution of contractual claims by the contractor.
- Clarify details and descriptions during construction as required.
- Witness and review all tests and mock-ups carried out on site.
- Check and approve contractor drawings for compliance with contract documents
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion certificates and defects lists as appropriate.
- Arrange for the delivery of all test certificates, including any Certificates of Compliance, statutory and other approvals, record drawings and operating manuals.
- Prepare schedules of predicted cash flow.

- Prepare pro-active cost estimates for proposed variations for client decision-making.
- Adjudicate and resolve financial claims by contractors.
- Establish and maintain a financial control system.
- Prepare valuations for payment certificates to be issued by the principal agent.

Stage 5 – Deliverables

- schedules of predicted cash flow
- construction documentation
- drawing register
- cost estimates for proposed variations
- contract instructions
- financial control reports
- valuations for payment certificates,
- progressive and draft final accounts,
- practical completion certificates and defects lists
- all statutory certification and certificates of compliance as required by the local and other statutory authorities and as relevant

6) Stage 6 – Close-Out

Fulfil and complete the project close-out, including necessary documentation to facilitate effective completion, handover and operation of the project.

- Inspect and verify the rectification of defects.
- Compile and/or procure operations and maintenance manuals, guarantees and warranties.
- Compile and/or procure Record and/or As-built drawings and documentation,
- Issue all final completion certificates in accordance with the applicable contract.
- Receive, comment and approve relevant payment valuations
- Conclude the final accounts where relevant.

Stage 5 – Deliverables

- valuations for payment certificates,
- works and final completion lists
- operation and maintenance manuals, guarantees and warranties as relevant.
- Record and/or As-built drawings and documentation
- final accounts,

3.1.7 Additional Services

The Additional services are as outlined below;

- 1) Enquiries not directly concerned with the works and its subsequent utilisation.
- 2) Negotiating and arranging for the provision or diversion of services and or infrastructure not forming part of the works,
- 3) Topographical, geotechnical and environmental surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out on behalf of the Employer,

- 4) Application for Water Use Licences (WULA) (If applicable),
- 5) Application for Environmental Authorisation (If applicable)
- 6) Appointment of a Construction Health and Safety Agent to represent the Employer on matters of health and safety related to construction of the works in terms of the OHS Act 85 of 1993 Construction Regulations,

Additional Deliverables

- Topographical surveys reports and relevant layouts
- Geotechnical Reports and relevant layouts
- Water Use License and Progress Reports (If applicable)
- Environmental Authorisations (If applicable)
- Construction Health and Safety Audit Reports
- Ad-hoc project reports

3.1.8 Legislative Requirements

The PSP must conduct due diligence and will be responsible to obtain all the required authorizations from the relevant authorities, including, but not limited to;

- General Authorization (Mohokare Local Municipality)
- Environmental Impact Assessment (if required)
- Any 'wayleaves' required (Local Municipality, SANRAL, etc.)
- Compliance with the OHS Act regulations (Rates to include for risk assessment specific to field assessments on existing infrastructure components.)

Furthermore, the PSP shall comply will all legislation as prescribed by the Department of Labour, Occupational Health and Safety Act and Department of Environmental Affairs.

C3.2 GENERAL REQUIREMENTS

3.2.1 Management requirements

- a) The PSP will work strictly under the management of a Project Management Team (PMT) led by the MISA Provincial Manager for the Free State Province. All other project administrative related issues will be managed by MISA and payment certificates will be submitted to the MISA National office in Pretoria through the MISA Provincial Manager for the Free State, after approval of completed works.

- b) The PSP shall in providing the professional services observe all statutes, by-laws and associated regulations and industry norms established in relevant South African national standards published in terms of the Standards Act of 2008 or standards recommended by professional associations.

3.2.2 Specialist Services requirements

The Subcontractor appointed by the PSP to provide specialist study services shall:

- a) Observe in the provision of the services all relevant statutes, by-laws and associated regulations, the standards of professional conduct and industry norms established in relevant South African national standards published in terms of the Standards Act of 2008 or standards recommended by professional associations; and

3.2.3 Secondment of MISA Young Graduates

MISA graduate trainees will be seconded within the appointed consultant engineering offices with the purpose of gaining experience contributing to their professional registration.

C3.3 MANAGEMENT

3.3.1 General

The PSP shall:

- a) Provide a monthly progress report covering the Scope or Works.
- b) Be required to participate in regular progress meetings with the client and other stakeholders.
- c) Be required to organise all relevant stakeholder meetings/ engagements/ workshops for purposes of achieving the expected project deliverables

3.3.2 Health and safety

The Contractor shall manage health and safety in accordance with the latest edition of the Occupational Health and Safety Regulations.

3.3.3 Programme

The PSP shall develop a programme for the project for approval by the Project Manager according to the requirements of the form of contract stated in the Contract Data.

3.3.5 Reporting

The PSP shall prepare reports as per Clause 3.3.1 and also report on support provided to MISA Young Graduate seconded through the project.

3.3.6 Communications

All communications with the Employer which are made in terms of the contract should be made using the standard templates provided by MISA.

3.3.7 Invoices

Invoices submitted shall be a Tax invoices. The invoice shall comply with requirements, if any, established by the Employer.



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

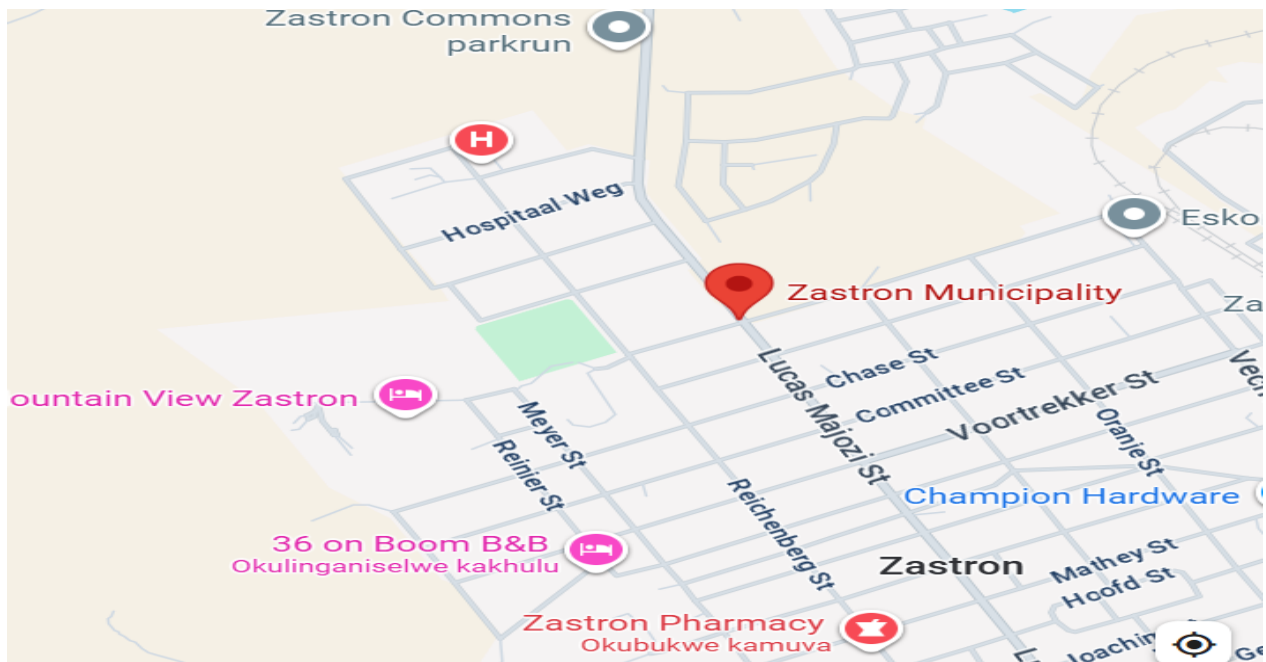
Tender no: MISA/RZWWTW/FS/028/2025/26

APPOINTMENT OF A PROFESSIONAL SERVICES PROVIDER FOR THE REFURBISHMENT OF ZASTRON WWTW IN MOHOKARE LOCAL MUNICIPALITY IN THE FREE STATE PROVINCE

PART C4: SITE INFORMATION

C4.1 Locality Plan

The locality map of the project site is as shown below;



C.4.2 State of the treatment works

The existing waste water treatment works (WWTW) located south-east of Matlakeng is a Biological Trickling Filter process type plant with preceding anaerobic ponds that was constructed in the late 1990's with a design capacity of 1.5. MI/ day to replace the old oxidation pond system and it is in a poor state of operation. Some of the concrete lining for the various ponds has deteriorated and needs reconstruction and the humus tank - recycle pump station arrangement is not functioning. The effective treatment capacity of this WWTW is approximately 1.0 MI/ day and the effluent quality does not comply with DWS general standard.

There is insufficient capacity at the existing waste water treatment works to treat all the sewage from Zastron and Matlakeng and the necessary refurbishment is required as a matter of urgency. The effluent quality of this type of works, however, does not meet DWS general standard for sewer effluent and improvements to the works are required as a matter of urgency. This is necessary to ensure that the special standard for sewer effluent required by DWS on a works of this nature (due to its eventual discharge into Montagu dam, the primary source of raw water for Zastron/ Matlakeng) will be met.

Presently, there is direct discharge of effluent which falls below the general standard being discharged into the stream that ultimately leads to the Montagu dam. This is a hazardous and environmentally unacceptable situation which urgently needs to be addressed. In addition, the Zastron Waste Water Treatment Works (WWTW) was upgraded in 2013 however to date the plant is not functional mainly due to vandalism resulting in no treatment processes taking place at the plant.

ANNEXURE A: SUB PRICED SCHEDULES FOR THE BREAKDOWN OF PROFESSIONAL FEE OFFER

Table A1: Cost Breakdown details for Professional Fee Offer

Item No	Discipline of Category of Engineering Work	Estimated Cost of Physical Works (Excl. VAT)	Primary Fee Offer	% Secondary Fee Offer	Secondary Fee Offer	Total Fee Offer per category
1.0	Electrical Engineering Works					
1.1	Mechanical Engineering Works					
	Sub-Total 1					
2	Disbursements					
2.1	Topographical Surveys					
2.2	Geotechnical Surveys					
2.3	EIA (If applicable)					
2.4	Other (State:.....)					
	Sub-Total 2					
3	Reimbursements					
3.1	Subsistence and Travel					
3.2	Printing, copying, plotting e.t.c					
3.3	Site Supervision (State Level: <i>Level 4</i>)					
	Sub-Total 3					
	Total (1 + 2 + 3)					
	V.A.T at 15%					
	GRAND TOTAL FEE					

Table A2: Basic Fee Cost Breakdown per Service Stage

Item No	Discipline of Category of Engineering Work	Stage No.	Services Stage Description	Basic Fee per stage (Excl V.A.T)	% of Basic Fee
1.1	Civil Engineering Refurbishment Works				
1.2	Additional Fee: Reinforced concrete and structural steel Works	1	Project Initiation and Inception		
		2	Concept and Viability (or Preliminary Design)		
		3	Design Development (or Detailed Design)		
		4	Documentation and Procurement		
		5	Contract Administration and Inspection		
		6	Close-Out		
	Total for Civil Engineering, Reinforced Concrete and Structural Steel Works				
2	Electrical Engineering Works				
		1	Project Initiation and Inception		
		2	Concept and Viability (or Preliminary Design)		
		3	Design Development (or Detailed Design)		
		4	Documentation and Procurement		
		5	Contract Administration and Inspection		
		6	Close-Out		
	Total for Electrical Engineering and Works				
3	Mechanical Engineering Works				
		1	Project Initiation and Inception		
		2	Concept and Viability (or Preliminary Design)		
		3	Design Development (or Detailed Design)		
		4	Documentation and Procurement		
		5	Contract Administration and Inspection		
		6	Close-Out		
	Total for Mechanical Engineering and Works				

Item No	Discipline of Category of Engineering Work	Stage No.	Services Stage Description	Basic Fee per stage (Excl V.A.T)	% of Basic Fee
	GRAND TOTAL FEE				