CENTLEC

Reg No 2003/011612/30

RFP61/2024

APPOINTMENT OF A PANEL OF PROFESSIONAL ELECTRICAL, CIVIL, STRUCTURAL ENGINEERING CONSULTANTS AND QUANTITY SURVEYORS FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AN AD-HOC BASIS

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1. Invitation

CENTLEC (SOC) Ltd (hereafter referred to as CENTLEC), a Municipal Entity distributing electricity in Mangaung, and other Municipalities invites prospective service providers with a view to form a panel of service providers to provide electrical, civil and structural engineering and quantity surveyor services for a period of thirty-six (36) months.

2. Minimum Requirements

2.1. Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.

2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or hardware Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.

2.3. The bidder must be registered on the National Treasury Centralized Suppliers Database.

2.4. A valid letter of good standing from the Compensation Commissioner, Department of Labour or other relevant accredited authorities.

2.5. Valid Proof of Indemnity (Insurance).

2.6. Please note that the minimum requirements listed on the call for bids must be adhered to.

3. Scope of work

3.1 The scope of the works to be undertaken by the consultancy firm includes the following:

3.1.1 Site survey, quantity surveying and inception project reports.
3.1.2 Master plans and engineering studies or investigations.
3.1.3 Detailed design specifications for appropriate project.
3.1.4 Ensure compliance with all regulation and legislation of construction.
3.1.5 Detailed cost estimate, BOQ and rate analysis where necessary.
3.1.6 Provide Competent personnel for given project preferable registered with professional affiliation or Regulatory body (i.e ECSA).
3.1.7 Issue certificate of works, as built drawings, manuals and close out reports.
3.1.8 Appointment and management of suitable contractors for execution of the assigned tasks.

3.2 It shall also be the responsibility of the consultancy firm to:

3.2.1 Provide competent construction monitoring personnel on site should it be a necessity.
3.2.2 Carry out inspection or physical verification of the site for assessing the scope of work; and
3.2.3 Ensure quality control by conducting all necessary tests to determine the design parameters.

3.3 The Entity may request the panel to price the specific projects during the period of appointment. The fees should always remain in-line with the ECSA Guidelines/Gazette and should always be value for money. This is relating to the following:

3.3.1 Electrification projects.
3.3.2 Public lighting projects.
3.3.3 Energy Efficiency Demand Side Management (EEDSM).
3.3.4 Refurbishment and strengthening of existing infrastructure projects.
3.3.5 Renewable Energy projects.
3.3.6 Updating, creating and formalizing of planning and advisory documentation i.e. designs, simulations, policy formulation, etc.

4. Technical Specification

PHASE 1

4.1 PLANNING, STUDIES, INVESTIGATIONS AND ASSESSMENTS

4.1.1 Consultation with the client or client's authorized representative.

4.1.2 Inspection of the site of the project.

4.1.3 Preliminary investigation, planning and a level of design appropriate to allow decisions on feasibility.

4.1.4 Consultation with authorities having rights or powers of sanctions.

4.1.5 Advice to the client as to regulatory and statutory requirements, including environmental management and the need for surveys, analyses, tests and site or other investigations, as well as approvals, where such are required for the compilation of the report, and arranging for these to be carried out at the client's expense.

4.1.6 Searching for, obtaining, investigating and collating available data, drawings and plans relating to the works.

4.1.7 Investigating financial and economic implications relating to the proposals or feasibility studies.

4.1.8 Deliverables will typically include

4.1.8.1 Collation of information.

4.1.8.2 Reports on technical and financial feasibility and related implications.

4.1.8.3 List of consents and approvals.

4.1.8.4 Schedule of required surveys, tests, analyses, site and other investigations.

4.2 NORMAL SERVICES

4.2.1 Assist in developing a clear project brief.

4.2.2 Attend project initiation meetings.

4.2.3 Advise on procurement policy for the project.

4.2.4 Advise on rights, constraints, consents and approvals.

4.2.5 Define the scope of services and scope of work required.

4.2.6 Conclude the terms of the agreement with the client.

4.2.7 Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for phase 2 including the availability and location of existing infrastructure and services.

4.2.8 Determine the availability of data, drawings and plans relating to the project.

4.2.9 Advise on criteria that could influence the project life cycle cost significantly.

4.2.10 Provide necessary information within the agreed scope of the project to other consultants involved.

4.2.11 **Deliverables will typically include:**

4.2.11.1 Agreed scope of services and scope of work.

4.2.11.2 Signed agreement.

4.2.11.3 Report on project, site and functional requirements.

STAGE 2

4.3 CONCEPT AND VIABILITY (OFTEN CALLED PRELIMINARY DESIGN)

4.3.1 Establish the concept design criteria.

4.3.2 Prepare initial concept design and related documentation.

4.3.3 Advise the client regarding further surveys, analyses, tests and investigations, which may be required.

4.3.4 Establish regulatory authorities' requirements and incorporate into the design.

4.3.5 Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.

4.3.6 Establish access, utilities, services and connections required for the design.

4.3.7 Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.

4.3.8 Provide cost estimates and life cycle costs as required.

4.3.9 Liaise, co-operate and provide necessary information to the client.

4.3.10 Typical deliverables will include:

4.3.10.1 Concept design.

4.3.10.2 Schedule of required surveys, tests and other investigations and related reports.

4.3.10.3 Process design.

4.3.10.4 Preliminary design.

4.3.10.5 Cost estimates as required.

STAGE 3

4.4 DESIGN DEVELOPMENT (ALSO TERMED DETAIL DESIGN)

4.4.1 Incorporate client's and authorities detailed requirements into the design.

4.4.2 Prepare design development drawings including draft technical details and specifications.

4.4.3 Review and evaluate design and outline specification and exercise cost control.

4.4.4 Prepare detailed estimates of design cost.

4.4.5 Submit the necessary design documentation to local and other authorities for approval.

4.4.6 **Typical deliverables will include:**

4.4.6.1 Design development drawings.

4.4.6.2 Outline specifications.

4.4.6.3 Local and other authority submission drawings and reports.

4.4.6.4 Detailed estimates of design costs.

STAGE 4

4.5 DOCUMENTATION AND PROCUREMENT

4.5.1 Prepare specifications and preambles for the works.

4.5.2 Accommodate services design.

4.5.3 Check cost estimates and adjust designs and documents if necessary to remain within budget.

4.5.4 Prepare documentation for contractor procurement.

4.5.5 Review designs, drawings and schedules for compliance with approved budget.

4.5.6 Assist in calling for tenders and / or negotiation of prices.

4.5.7 Assist in the evaluation of tenders.

4.5.8 Assist with the preparation of contract documentation for signature.

4.5.9 Assess samples and products for compliance and design intent.

4.5.10 Typical deliverables will include:

4.5.10.1 Specifications.

4.5.10.2 Services co-ordination.

4.5.10.3 Working drawings.

4.5.10.4 Budget design cost.

4.5.10.5 Tender documentation.

4.5.10.6 Tender evaluation report.

4.5.10.7 Tender recommendations.

4.5.10.8 Priced contract documentation.

PHASE 2

STAGE 5

4.6 Contract Administration and Inspection

4.6.1 Attend site handover.

4.6.2 Issue design 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.

4.6.3 Carry out contract administration procedures in terms of the contract.

4.6.4 Prepare schedules of predicted cash flow.

4.6.5 Prepare proactive estimates of proposed variations for client decision making.

4.6.6 Attend regular site, technical and progress meetings.

4.6.7 Inspect works for conformity to contract documentation.

4.6.8 Adjudicate and resolve financial claims by contractor(s).

4.6.9 Assist in the resolution of contractual claims by the contractor.

4.6.10 Establish and maintain a financial control system.

4.6.11 Clarify details and descriptions during design as required.

4.6.12 Prepare valuations for payment certificates to be issued.

4.6.13 Witness and review of all tests and mock ups carried out both on and off site.

4.6.14 Check and approve contractor drawings for design.

4.6.15 Update and issue drawings register.

4.6.16 Issue contract instructions as and when required.

4.6.17 Review and comment on operation and maintenance manuals, guarantee certificates and warranties.

4.6.18 Inspect the works and issue practical completion and defects lists.

4.6.19 Arranging for the delivery of all test certificates, including the Electrical Certificate of Compliance, statutory and other approvals, as built drawings and operating manuals.

4.6.20 **Typical deliverables will include:**

4.6.20.1 Schedule of predicted cash flow.

4.6.20.2 Design documentation.

4.6.20.3 Drawing register.

4.6.20.4 Estimates for proposed variations.

4.6.20.5 Contract instructions.

4.6.20.6 Financial control reports.

4.6.20.7 Valuations for payment certificates.

4.6.20.8 Progressive and draft final account(s).

4.6.20.9 Practical completion and defects list.

4.6.20.10 Electrical Certificate of Compliance.

STAGE 6

4.7 <u>CLOSE OUT</u>

4.7.1 Inspect and verify the rectification of defects.

4.7.2 Receive, comment and approve relevant payment valuations and completion certificates.

4.7.3 Prepare and / or procure operations and maintenance manuals, guarantees and warranties.

4.7.4 Prepare and / or procure as-built drawings and documentations.

4.7.5 Conclude the final accounts where relevant.

4.7.6 Typical deliverables will include:

4.7.6.1 Valuations for payment certificates.

4.7.6.2 Works and final completion lists.

4.7.6.3 Operations and maintenance manuals, guarantees and warranties.

4.7.6.4 As-built drawings and documentation.

4.7.6.5 Final accounts.

4.7.6.6 Schedule of required surveys, tests, analyses, site and other investigations.

4.7.6.7 Schedule of consents and approvals.

4.8 ADDITIONAL SERVICES

Setting out or staking out the works and indicating any boundary beacons and other reference marks.

4.9 DESIGN MONITORING

4.9.1 The consultant is required to conduct this stage at LEVEL 3 SUPERVISION (i.e. full time supervision) The design monitoring staff shall:

4.9.1.1 Maintain a full time presence on site to constantly review

4.9.1.1.1 Work procedures.

4.9.1.1.2 Design materials.

4.9.1.1.3 For compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion as appropriate.

4.9.2 Where the consulting engineer is the sole consultant or principal agent, carry out such administration of the project as is necessary on behalf of the client.

4.9.2.1 Be available to provide the contractor with technical interpretation of the plans and specifications

4.10 KEY PERSONNEL

4.10.1 The consultancy firm shall engage the following key personnel whose CV and experience shall be evaluated, form part of support staff to carry out the services:

4.10.1.1 Electrical Engineer

4.10.1.2 Structural Engineer

4.10.1.3 Civil Engineer

4.10.1.4 Quantity Surveyor

4.10.2 The key personnel shall meet the following minimum eligibility requirements: -

4.10.2.1 **Electrical Engineer:** Must have successfully managed similar projects, 10 years of experience in Electrical construction project management, Project Management Diploma or Degree, BSc/ B.Eng/ B.Tech Electrical Engineering,

Registered as professional with ECSA as per the Engineering Profession Act, 46 of 2000. Must have team leader and good communications skills.

4.10.2.2 **Civil Engineer**: Must have successfully managed similar projects, 10 years of experience in Civil construction project management, Project Management Diploma or Degree, BSc/ B.Eng/ B.Tech Civil Engineering, Registered as professional with ECSA as per the Engineering Profession Act, 46 of 2000. Must have team leader and good communications skills.

4.10.2.3 **Structural Engineer**: Must have successfully managed similar projects, 10 years of experience in Civil construction project management, Project Management Diploma or Degree, BSc/ B.Eng/ B.Tech Civil Engineering, Registered as professional with ECSA as per the Engineering Profession Act, 46 of 2000. Must have team leader and good communications skills.

4.10.2.4 **Quantity Surveyor**: Must have successfully managed similar projects, 10 years of experience in quantity surveying projects, BSc/ B.Tech in Quantity Surveying, Registered as professional with ASAQS as per the Quantity Surveying Profession Act, 49 of 2000. Must have team leader and good communications skills.

5 Special Conditions

5.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

5.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

5.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

6 Technical Evaluation

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity. The most suitable candidate (s) will then be selected. Please take note that CENTLEC (SOC) Ltd is not bound to select any of the bidders' submitting proposals or appoint more than one bidder.

Furthermore, technical competence is the principal selection criteria, CENTLEC (SOC) Ltd will evaluate the technical criteria first and will only look at the price and specific goals if it is satisfied with the technical evaluation. As a result of this, CENTLEC (SOC) Ltd does not bind itself in any way to select the bidder offering the lowest price.

The relative technical weighting criteria / Qualification Parameters will be as follows:

6.1 Evaluation criteria

Table 1: Evaluation Criteria

Item No	Criteria	Guidelines for criteria application	Max.Points	Verification method
6.1.1	**Experience of the Bidder:** Bidder to submit proof of completed Electrical projects in the past five years to a minimum value of R3.5 Million Bidder to submit proof of Appointment with completion certificates	Relevant Experience In five or more Large Scale Electrical Projects above R3.5 million completed in the past 5 years = **40 points** Relevant Experience In Four Large Scale Electrical Projects above R3.5 million completed in the past 5 years = **30 points** Relevant Experience In Three Large Scale Electrical Projects above R3.5 million completed in the past 5 years = **20 Points** Relevant Experience In Two Large Scale Electrical Projects above R3.5 million completed in the past 5 years = **10 points**	**40**	Appointment letters and Completion Certificates
6.1.2	**Employees relevant qualification & experience:** Qualification and experience with professional registrations	**Electrical Engineer -** Must have successfully managed similar projects, 10 years of experience in Electrical construction project management, Project Management Diploma or Degree, BSc/ B.Eng/ B.Tech Electrical Engineering = **5 points** **Civil Engineer-** Must have successfully managed similar projects, 10 years of experience in Civil construction project management, Project Management Diploma or Degree, BSc/ B.Eng/ B.Tech Civil Engineering = **5 points** **Structural Engineer -** Must have successfully managed similar projects, 10 years of experience in Civil construction project management, Project Management Diploma or Degree, BSc/ B.Eng/ B.Tech Civil Engineering = **5 points** **Quantity Surveyor**: Must have successfully managed similar projects, 10 years of experience in quantity surveying projects, BSc/ B.Tech in Quantity Surveying = **5 points**	**20**	Certified Copy of Qualification, Professional registration and Curriculum Vitae to be attached
6.1.3	**Entity's Average Annual Turnover:** To be verified through Submitted Annual Audited Financial Statements of Bidder	Bidder with Average Annual Turnover between R10 Million and R15 Million = **15 points** Bidder with Average Annual Turnover between R5 Million and R10 Million = **10 points**	**15**	Annual Audited Financial Statements of Bidder
6.1.4	**Valid Registration of Key Personnel (Electrical Engineer) with ECSA**	Registered for 10 or more years with ECSA = **15 points** Registered for 6 – 9 years with ECSA = **10 points**	**15**	Attached certified copy of ECSA Registration

6.1.5	Method / Approach Statement and Approach (relevant to any Electrical project- maximum 5 pages) The method statement must include the following sub-headings: Approach Method, Time Frames, Activities, Administration, Quality Management, Health and Safety	A clear and concise Generic Method statement and approach for all the requirements in a Electrical engineering project (e.g Electrification); that is a detailed programme illustrating sequence of the works. = **10 points**	**10**	Brief (5 Pages Maximum) and programme
	TOTAL		**100 POINTS**	

A bidder who gets a minimum of 60 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

Item 6.1.1 – 10 Points
Item 6.1.2 – 20 Points
Item 6.1.3 – 10 Points
Item 6.1.4 – 10 Points
Item 6.1.5 – 10 Points

6.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and Specific Goals requirement)

All Bidders that have passed the technical evaluation threshold of 60 points would also be scored based the 90/10 principle where 90 Points is for the Price and 10 points for specific goals as per the detail given below.

6.3 Points awarded for price.

A maximum of 90 Points is allocated for price on the following basis:

Where $Ps = 90[1 - \frac{\text{Pt} - \text{P min}}{\text{P min}}]$

Ps = Points Scored for comparative price of bid under consideration
Pt = Comparative Price of bid under consideration
P min = Comparative Price of lowest acceptable bid

6.4 Points awarded for Specific Goals Requirement

In terms of Regulation 3.(1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender for which a point

may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

Table 2: Specified Goals for Preferential Point System

Specified Goals	**Points Allocation**
50% Black owned	6
50% Women owned	2
50% Youth owned <35 years	2
Total Points	**10**

7 Pricing Schedule

7.1 Pricing Instructions

7.1.1 The quantities set out in the specification provided are approximate and do not necessarily represent the actual amount of QUANTITIES / VOLUME to be supplied. The quantities of supplied and certified for payment will be used for determining payments due and not the quantities given in the Bills of Quantities.

7.1.2 The prices and rates to be inserted in the Bills of Quantities (in your tender document) are to be the full inclusive prices described under the several items. Such prices and rates shall cover all costs and expenses that may be required for the delivery of items as described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.

7.1.3 A price or rate is to be entered against each item in the Schedule/Bills of Quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bills of Quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.

7.1.4 Price to be inserted to in unit terms as stated

7.1.5 No escalation will be allowed on rates quoted.

7.1.6 All quoted prices must in South African Currency (Rand)

7.1.7 Prices quoted are for evaluation purpose only and should NOT be considered as contract prices for this Panel.

7.2 PRICING ESTIMATE / PROPOSED SCHEDULE OF FEES / FEE STRUCTURE

7.2.1 **Herein Prospective Bidders are required to attach a comprehensive Fee / Tariff Structure (for evaluation purposes only) that are wholly inclusive of all Prices applicable in terms of ECSA Guidelines for Registered Professionals. The Fees / Tariffs should incorporate amongst others;**

7.2.1.1 **Normal Services:**

7.2.1.1.1 Inception

7.2.1.1.2 Concept and Viability (Preliminary Designs),

7.2.1.1.3 Design Development (Detailed Designs),

7.2.1.1.4 Documentation and Procurement,

7.2.1.1.5 Contract Administration and Inspection, and

7.2.1.1.6 Close-Out Report

7.2.1.2 **Additional Services to Include:**

7.2.1.2.1 Additional Services pertaining to all stages of the Project,

7.2.1.2.2 Construction Monitoring,

7.2.1.2.3 Occupational Health and Safety Act, 1993 (Act No.85 of 1993),

7.2.1.2.4 Quality ASSURANCE System,

7.2.1.2.5 Lead Consulting Engineer,

7.2.1.2.6 Engineering Management Services (Principal Consultant),

7.2.1.2.7 Mediation, Arbitration and Litigation proceedings and similar Services, and - Principal Agent of the Client

8 Contact Details

8.1 For any further technical information regarding the document contents please contact Kenneth Mohlakane, e-mail Kenneth.Mohlakane@centlec.co.za . Such queries must be done in writing, the email address provided serves for this purpose. The answer to any one question will be shared to all the other prospective bidders that have bought the bid documents.

8.2 For Supply Chain related questions, please contact Me Palesa Makhele at Palesa.Makhele@centlec.co.za