

C1.23 PROJECT REPORTS AND DRAWINGS

It is a requirement that the Lead Consultant furnish for all professional disciplines services covered the following:

- Submit 4 No. Hard copies of all reports (Stages 1 - 6) in original format.
- Submit all subsequent reports, BOQ and technical specification and tender information in digital format (PDF, excel and word format) where possible and where requested to do so by the Client.
- Submit 4 No. Sets of drawings for Stage 2- Design Concept, Stage 3-Design Development, Stage 4, Technical documentation (Working Drawings) and "As Built" drawings in digital format (DWG/DXF/CXF and PDF).
- Use SAPS logos, frames, addresses and covers on your final reports, drawings, all documentation-although it will be allowed that internal documentation carry the details of the applicable firms or professionals.
- All reports, BOQ and drawings must be submitted for approval by the client before payments can be claimed.
- No report, investigation, application or drawing may be submitted to a third party without the prior written approval of the Client.
- The information related to this project may not be used by your company for any purpose than approved by the Client and may never be sold, exposed or traded with a third party.

D.1 ACTIVITY SCHEDULES

Each discipline activity schedule shall be based on the tariff of fees prescribed by their relevant statutory board notices prescribed in clause A1.3

The **Lead Consultant** shall make provision for the cost of the additional services that are to be included other than the normal services by adjusting the percentage tendered in column (b) of the activity schedules for each discipline as may be required. The Lead Consultant must make provision for all activities they consider necessary for the execution of the works as set out in the Scope of Works.

Each consultant's fees shall be limited to their scope of works and project estimate respectively. Financial and procurement authority will have to be obtained prior to the continuation of any designs exceeding the project estimate and/or scope of work.

D2 APPORTIONMENT OF FEES FOR PROFESSIONAL SERVICES

As set out in apportionment tables below, fees will be paid only **at the completion** of stages 1, 2, 3, 4, and, **proportionally** to construction progress for stage 5 in accordance with the value of the certified payments, and again **at the completion** of stage 6.

D2.1 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6: PROJECT AND CONSTRUCTION MANAGEMENT DISCIPLINE.

All standard services as described in Stages 1 to 6 as per Board Notice 202 of 2011: Guideline Scope of Service and Recommended Guideline Tariff of Fees issued in terms of Section 34(2) of the Project and Construction Management Profession Act.2000 (Act 48 of 2000) published in the Government Gazette No. 34858, dated 23 December 2011 outlined as follows:

Project Stage	Description	Percentage of Total Fee
1	Initiation	10%
2	Concept and Viability	10%
3	Design Development	25%
4	Documentation and Procurement	10%
5	Construction	40%
6	Close Out	5%

D2.2 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6: ARCHITECTURAL DISCIPLINE

In accordance with the provisions of Board Notice 307 of 2022: Final Guideline Professional Fees issued in terms of Section 34 (2) of the Architectural Profession Act, 2000 (Act No 44 of 2000), published in the Government Gazette No. 45554, dated 26 November 2021

Project Stages	Description (Architectural)	Percentage Fees Due
1	Inception	2%
2	Concept and Viability	15%
3	Design Development	20%
4.1	Documentation	10%
4.2	Procurement	20%
5	Contract Administration and Inspection	30%
6	Close-out	3%

D2.3 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6: QUANTITY SURVEYING DISCIPLINE

In accordance with the provisions of Board Notice 170 of 2015: Amended guideline professional fees set out in the 2015 Tariff of Professional Fees determined by the South African Council for the Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000).

Category	Percentage of fee						
	Stage 1 Inception	Stage 2 Concept and viability	Stage 3 Design development	Stage 4 Documentation and procurement	Stage 5 Construction	Stage 6 Close-out	
1	2	3	4	5	6	7	
Bills of quantities and engineering							
Bills of quantities contracts:							
Bills of provisional quantities	2,5	5	7,5	17,5	62,5	5	
Bills of quantities	2,5	5	7,5	35	45	5	
Schedule of rates	2,5	5	7,5	12,5	67,5	5	
Builder's quantities	n/a	n/a	n/a	100	n/a	n/a	
Contracts without bills of quantities	2,5	7,5	10	20	52,5	7,5	
Cost norms	15	15	15	20	25	10	
Cost-plus contracts	2,5	7,5	10	15	57,5	7,5	
Payment valuations	n/a	n/a	n/a	n/a	92,5	7,5	
Principal agency	n/a	n/a	7,5	7,5	70	15	
Principal consultancy	25	25	25	25	n/a	n/a	
Project monitoring	2,5	5	10	17,5	50	15	
Quality inspection	n/a	n/a	n/a	n/a	85	15	
Replication of prototype	2,5	5	5	17,5	62,5	7,5	
Schedule of materials	n/a	n/a	n/a	100	n/a	n/a	
Simplified bills of quantities contracts:							
Bills of provisional quantities	2,5	7,5	10	17,5	55	7,5	
Bills of quantities	2,5	7,5	10	35	37,5	7,5	
Schedule of rates	2,5	7,5	10	12,5	60	7,5	
Targeted procurement	n/a	n/a	n/a	20	60	20	
Multiple procurement contracts (overrides all other category apportionments)	2,5	5	7,5	During Stage 4	During Stage 5	45	5
				15	20		

D2.4 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6: CIVIL ENGINEERING DISCIPLINE

The general description of services required is as defined in the Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021

Project Stages	Description (Civil & Structural Engineering)	Percentage Fees Due
1	Inception	5%
2	Concept and Viability	25%
3	Design Development	25%
4	Documentation and Procurement	15%

5	Contract Administration and Inspection	25%
6	Close-out	5%

D2. 5 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6: STRUCTURAL ENGINEERING DISCIPLINE

The general description of services required is as defined in the Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021

Project Stages	Description (Civil & Structural Engineering)	Percentage Fees Due
1	Inception	5%
2	Concept and Viability	20%
3	Design Development	30%
4	Documentation and Procurement	15%
5	Contract Administration and Inspection	25%
6	Close-out	5%

D2.6 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6: ELECTRICAL & MECHANICAL ENGINEERING DISCIPLINE

The general description of services required is as defined in the Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021. The services applicable are as follows:

Project Stage	Description (Electrical & Mechanical Engineering)	Percentage Fees Due
1	Inception	5%
2	Concept & Viability	15%
3	Design Development	20%
4	Documentation & Procurement	20%
5	Contract Administration & Inspection	35%
6	Close-Out	5%

**D2.7 APPORTIONMENT OF FEES IN STANDARDIZED STAGES 1 TO 6:
CONSTRUCTION HEALTH AND SAFETY AGENT**

In accordance with the provisions of Board Notice 167 of 2019: South African Council for the Project and Construction Management Professions, Project and Construction Management Professions Act, 2000 (Act 48 of 2000)

The services applicable are as follows:

Project Stage	Description	% of Total Fee
1	Project initiation and briefing	5%
2	Concept and feasibility	20%
3	Design Development	20%
4	Tender Documentation and Procurement	10%
5	Construction and contract administration	40%
6	Project Close-Out	5%
	TOTAL	100%

D3 PRICING SCHEDULE FOR PROFESSIONAL SERVICES FEES OFFERED**D3.1 CONSTRUCTION PROJECT MANAGER**

CONSTRUCTION PROJECT MANAGEMENT SERVICES			
PERCENTAGE BASED FEES			
Board Notice 202 of 2011: Guideline Scope of Service and Recommended Guideline Tariff of Fees issued in terms of Section 34(2) of the Project and Construction Management Profession Act.2000 (Act 48 of 2000)			
Fee for Normal Services inclusive of certain additional services as specified.			
Description		(a)	(b)
Latest estimate of total cost of construction	Cost Estimate for Project Management Scope for fee calculation purposes	Estimated normal fees for Construction Management Services stages 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 50 880 552.35	R 3 581 814.80	R
SUB-TOTAL			R
VALUE ADDED TAX (15%)			R
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES INCLUDING			R
PERCENTAGE BASED PROJECT MANAGEMENT STANDARD SERVICES FEE OFFER(b)/(a) X 100%			%

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the fees tendered multiplied by the percentage fee scale *vis-à-vis* the actual cost of construction. The percentage of the fees tendered shall apply to each stage for services provided.

D3.2 ARCHITECTURAL DISCIPLINE

ARCHITECTURAL SERVICES BID FOR PERCENTAGE BASED FEES			
Board Notice 172 of 2021: Final Guideline Professional Fees issued in terms of Section 34(2) of the Architectural Profession Act, 2000 (Act No 44 of 2000)			
Fee for Normal Services inclusive of certain additional services as specified.			
Description	(a)		(b)
Latest estimate of total cost of construction	Cost Estimate for Architectural Scope For Fee Calculation Purposes	Estimated normal fees for Standard Architectural Services Stages 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 50 880 552.35	R 5 091 903.16	R
SUB-TOTAL			
R			
VALUE ADDED TAX (15%)			
R			
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED			
R			
PERCENTAGE BASED ARCHITECTURAL STANDARD SERVICES FEE OFFER			
(b)/(a) X 100%			
%			

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale vis-à-vis the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

D3.3 QUANTITY SURVEYING DISCIPLINE

QUANTITY SURVEYING SERVICES			
PERCENTAGE BASED FEES			
Board Notice 170 of 2015: Amended guideline professional fees set out in the 2015 Tariff of Professional Fees determined by the South African Council for the Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000)			
Fee for Normal Services inclusive of certain additional services as specified.			
Description	(a)		(b)
Latest estimate of total cost of construction	Cost Estimate for QS Scope For Fee Calculation Purposes	Estimated normal fees for Standardized Quantity Surveying Services 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 38 934 104.34	R 2 556 020.57	R
SUB-TOTAL			
VALUE ADDED TAX (15%)			
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES INCLUDING			
PERCENTAGE BASED QUANTITY SURVEYING STANDARD SERVICES FEE OFFER			
(b)/(a) X 100%			%

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale vis-à-vis the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

The quantity surveyor is not required to perform a service in respect of mechanical and electrical installations ancillary to building works and hence the value for fee purposes for the quantity surveyors is exclusive of these services.

D3.4 STRUCTURAL ENGINEERING DISCIPLINE

STRUCTURAL ENGINEERING SERVICES PERCENTAGE BASED FEES			
ECSA - Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021			
Fee for Normal Services inclusive of certain additional services as specified.			
Description		(a)	(b)
Latest estimate of total cost of construction	Cost Estimate for Structural Engineering Scope For Fee Calculation Purposes	Estimated normal fees for Standardized Structural Engineering Services 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 5 416 400.00	R 878 494.96	R
SUB-TOTAL			R
VALUE ADDED TAX (15%)			R
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES			R
PERCENTAGE BASED STRUCTURAL ENGINEERING STANDARD SERVICES FEE OFFER			%
(b)/(a) X 100%			

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale vis-à-vis the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

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D3.5 CIVIL ENGINEERING DISCIPLINE

CIVIL ENGINEERING SERVICES PERCENTAGE BASED FEES			
ECSA - Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021			
Fee for Normal Services inclusive of certain additional services as specified.			
Description		(a)	(b)
Latest estimate of total cost of construction	Cost Estimate for Civil Engineering Scope For Fee Calculation Purposes	Estimated normal fees for Standardized Civil Engineering Services 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 6 706 000.00	R 1 305 891.60	R
SUB-TOTAL			R
VALUE ADDED TAX (15%)			R
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES			R
PERCENTAGE BASED CIVIL ENGINEERING STANDARD SERVICES FEE OFFER			
(b)/(a) X 100%			%

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale vis-à-vis the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

D3.6 ELECTRICAL ENGINEERING DISCIPLINE

ELECTRICAL ENGINEERING SERVICES			
PERCENTAGE BASED FEES			
ECSA - Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021			
Fee for Normal Services inclusive of certain additional services as specified.			
Description	(a)		(b)
Latest estimate of total cost of construction	Cost Estimate for Electrical Engineering Scope For Fee Calculation Purposes	Estimated normal fees for Standardized Electrical Engineering Services 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 6 370 700.00	R 1 227 462.23	R
SUB-TOTAL			R
VALUE ADDED TAX (15%)			R
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES			R
PERCENTAGE BASED ELECTRICAL ENGINEERING STANDARD SERVICES FEE OFFER			%
(b)/(a) X 100%			

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale vis-à-vis the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

The mechanical engineer will be expected to perform all cost administrative duties in respect of mechanical engineering installations ancillary to building works (this paragraph supersede any contradicting clause on the above stated Gazette)

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D3.7 MECHANICAL ENGINEERING DISCIPLINE

MECHANICAL ENGINEERING SERVICES			
PERCENTAGE BASED FEES			
ECSA - Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021			
Fee for Normal Services inclusive of certain additional services as specified.			
Description	(a)		(b)
Latest estimate of total cost of construction	Cost Estimate for Mechanical Engineering Scope For Fee Calculation Purposes	Estimated normal fees for Standardized Mechanical Engineering Services 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 4 075 200.00	R 887 834.55	R
SUB-TOTAL			R
VALUE ADDED TAX (15%)			R
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES			R
PERCENTAGE BASED MECHANICAL ENGINEERING STANDARD SERVICES FEE OFFER			
(b)/(a) X 100%			%

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale *vis-à-vis* the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

The mechanical engineer will be expected to perform all cost administrative duties in respect of mechanical engineering installations ancillary to building works (this paragraph supersedes any contradicting clause on the above stated Gazette)

D3.8 CONSTRUCTION HEALTH & SAFETY AGENT DISCIPLINE

CONSTRUCTION HEALTH AND SAFETY AGENT SERVICES			
PERCENTAGE BASED FEES			
Board Notice 167 of 2019: South African Council for the Project and Construction Management Professions, Project and Construction Management Professions Act, 2000 (Act 48 of 2000)			
Fee for Normal Services inclusive of certain additional services as specified.			
Description	(a)		(b)
Latest estimate of total cost of construction	Cost Estimate for Construction Health & Safety Agent Scope For Fee Calculation Purposes	Estimated normal fees for Standardized Construction Health and Safety Agent Services 1 to 6	Financial Offer by Tenderer
R 50 880 552.35	R 50 880 552.35	R 1 428 530.31	R
SUB-TOTAL			
VALUE ADDED TAX (15%)			
TOTAL FINANCIAL OFFER FOR PERCENTAGE BASED FEES			
PERCENTAGE BASED CONSTRUCTION HEALTH AND SAFETY AGENT STANDARD SERVICES FEE OFFER			
(b)/(a) X 100%			%

Note: Remuneration for percentage-based appointments will be calculated as the percentage of the **fees tendered** multiplied by the percentage fee scale vis-à-vis the actual cost of construction. The percentage of the **fees tendered** shall apply to each stage for services provided.

D4 FULL MULTIDISCIPLINARY PROFESSIONAL SERVICES FEE SCHEDULE

TENDERER'S FULL MULTIDISCIPLINARY SERVICES					
PERCENTAGE BASED FEES					
Discipline	Scope of Service	Percentage Based offered	Value Based Offer based on Cost Estimate		
			Professional Fees Offered	Disbursements	Total Offer
Construction Project Management Services (Refer to D3.1 & C1.22.1)	Standard Services		R	R	R
Architectural Services (Refer to D3.2 & C1.22.2)	Standard Services		R	R	R
Quantity Surveying Services (Refer to D3.3 & C1.22.3)	Standard Services		R	R	R
Structural Engineering Services (Refer to D3.4 & C1.22.4)	Standard Services		R	R	R
Civil Engineering Services (Refer to D3.5 & C1.22.5)	Standard Services		R	R	R
Electrical Engineering Services (Refer to D3.6 & C1.22.6)	Standard Services		R	R	R
Mechanical Engineering Services (Refer to D3.7 & C1.22.7)	Standard Services		R	R	R
Construction Health & Safety Agent Services (Refer to D3.8 & C1.22.8)	Standard Services		R	R	R
SUB-TOTAL			R	R	R
VALUE ADDED TAX (15%)			R	R	R
TOTAL FEES OFFERED			R	R	R
TENDERER'S TOTAL FINANCIAL OFFER FEES INCLUDING DISBURSEMENTS					
* Carried over to the Form of Offer					
					R

Company Name:

Physical Address:

Postal Address:

Telephone Number: Code _____ Number _____

Facsimile Number: Code _____ Number _____

Thus done and signed at _____ this _____

Day of _____ 20 _____.

SIGNATURE OF DULY AUTHORISED PERSON

CAPACITY UNDER WHICH THIS OFFER IS SIGNED

AS WITNESSES:

1. _____

2. _____

PART C

PROFESSIONAL BOARD NOTICES:

BID 19/1/9/1/66 TB(23)

**APPOINTMENT OF A PROFESSIONAL CONSTRUCTION PROJECT
MANAGER PRACTICE/ ARCHITECTURAL PRACTICE AS A LEAD
CONSULTANT FOR THE PROVISION OF FULL MULTI-DISCIPLINARY
PROFESSIONAL CONSULTANCY SERVICES IN ARCHITECTURE, CIVIL
AND STRUCTURAL ENGINEERING, ELECTRICAL AND MECHANICAL
ENGINEERING, QUANTITY SURVEYING AND CONSTRUCTION HEALTH
AND SAFETY AGENT FOR MHLUZI POLICE STATION: MPUMALANGA**

CERTIFICATE:

**BY SUBMITTING THIS BID OFFER, IT IS CONFIRMED THAT THE BIDDER IS
FAMILIAR WITH AND TOOK NOTE OF ALL APPLICABLE BOARD NOTICES AND
CIDB GUIDELINES CONTAINED IN THE TERMS OF REFERENCE (TOR) DOCUMENT
AND OTHER CONTRACT DATA.**

**THE BOARD NOTICES WILL FORM PART OF THE FINAL CONTRACT CONCLUDED
WITH THE SUCCESFULL BIDDER.**

Signature of bidder:

Capacity:

Date: