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Municipal Offices
 Private Bag X12
VREDENBURG, 7380
 Tel. No.(022) 701-7113
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TENDER DOCUMENT

THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025).

**- RETURNABLE DOCUMENT-
2022**

NAME OF TENDERER

**Contact
Details**

SUBMISSION DETAILS:

ADDRESS	TENDER BOX, GROUND FLOOR, BULLER/INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG				
CLOSING DATE	12 August 2022	CLOSING TIME	12H00	TENDER BOX	GROUND FLOOR, BULLER/INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG

SALDANHA BAY MUNICIPALITY

TENDER NO. SBM 37/21/22

**THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR
VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30
JUNE 2025).**

GENERAL TENDER INFORMATION

TENDER ADVERTISEMENT DATE : 30 June 2022

CLOSING DATE : 12 August 2022

CLOSING TIME : 12h00

CLOSING VENUE : **Tender Box:**
GROUND FLOOR, BULLER/INVESTMENT
CENTRE, 15 MAIN ROAD, VREDENBURG

CLARIFICATION MEETING

A compulsory information session will take place at the Langebaan Town Hall, c/o Bree & Suffren street, Langebaan, on **Wednesday, 13 July 2022** promptly at **10:00**. **No grace period will be allowed.** All COVID-19 protocols will be adhered to.

- :
- Only 1 representative per tendering party
 - Pre-screening: Measuring of temperature and capturing of information
 - Sanitize: Sanitizing hands before entering
 - Facial masks: All attendees to wear masks; no mask, no entry
 - Social distancing: Keep at least 1.5m apart from other attendees.

TENDER SUBMISSION

- :
- The tender document, fully completed in all respects, together with a valid Tax Clearance certificate plus any returnable and additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the **tender number and title** and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time.

Indicate with an "X" the category/categories of services for which are tendered (more than one category may be selected):

C3.1.1 HUMAN SETTLEMENTS	
C3.1.2 ROADS AND STORM WATER	
C3.1.3 ELECTRICAL	
C3.1.4 BULK WATER SERVICES AND RETICULATION	
C3.1.5 BULK SEWER SYSTEMS AND SEWER RETICULATION	
C3.1.6 WASTE WATER TREATMENT	
C3.1.7 WATER SERVICES INSTITUTIONAL PLANS AND AUDITS	
C3.1.8 BUREAU TYPE SERVICES FOR UPDATING AND MAINTENANCE OF WATER AND SEWER MASTER PLANS	
C3.1.9 GROUNDWATER RESOURCES DEVELOPMENT AND MANAGEMENT	
C3.1.10 WATER MASTER PLANNING	
C3.1.11 SOLID WASTE	

FAILURE TO SPECIFY/INDICATE/MARK THE SPECIFIC CATEGORY TENDERED FOR, WILL RENDER YOUR TENDER FOR THAT SPECIFIC CATEGORY TO BE NON-RESPONSIVE.

FAILURE TO INCLUDE THE INFORMATION REQUIRED (COMPLETION OF SCHEDULES AND/OR PROOF TO BE SUBMITTED) FOR THE SPECIFIC CATEGORY TENDERED FOR, WILL RENDER YOUR TENDER FOR THAT SPECIFIC CATEGORY TO BE NON-RESPONSIVE.

ALL DOCUMENTS AND SCHEDULES MUST BE RETURNED (SUBMITTED) FOR THE TENDER TO BE EVALUATED

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THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025).

The Tender (Part T)

PART T1 Tender Procedures

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data

PART T2 Returnable Documents (All documents / schedules are returnable)

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.2 Other documents that will be incorporated into the contract
- T2.3 Returnable Schedules that will be incorporated in the contract

TENDER NO. SBM 37/21/22

**THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS
PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025)****Tender Notice and Invitation to Tender (T1.1)**SALDANHABAAI MUNISIPALITEIT**TENDER: SBM 37/21/22: DIE AANSTELLING VAN
RAADGEWENDE INGENIEURSWESE DIENSTE VIR
VERSCIEDE PROJEKTE VIR 'N DRIE-JAAR PERIODE
(01 JULIE 2022 TOT 30 JUNIE 2025).**

Tender dokumente is beskikbaar om afgelaai te word op die e-Tender publikasie webtuiste www.etenders.gov.za of kan alternatiewelik verkry word by Mnr. Christo de Bruyn, Hoofstraat 15, Buller/Beleggingsentrum, Vredenburg vanaf **Maandag, 04 Julie 2022**.

Indien tenders verkry word, moet 'n nie-terugbetaalbare tender deposito van R172.50 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling of bank-gewaarborgde tjek moet aangebied word vir die verkryging van tender dokumente.

Navrae kan gerig word aan Mnr. L. Khuselo.
E-pos: luvuyo.khuselo@sbm.gov.za

Tenders moet in die tenderbus by die Buller/Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word voor **12:00 op Vrydag, 12 Augustus 2022** en moet in 'n geseëde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing.

Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie. Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygingsregulasies Nr. R32 van 20 Januarie 2017 (B-BBEE) sal in die beoordeling van hierdie tender gebruik word.

Funksionaliteit sal gebruik word as maatstaf om in aanmerking te kom vir die tender. Dit hou verband met die tenderaar se vermoë om n gehalte diens aan die munisipaliteit te verskaf. Tenderaars wat nie voldoen aan die funksionaliteit kriteria (minimum punte), sal dus nie oorweeg word vir verdere evaluering nie.

'n Verpligte uitklaringvergadering sal plaasvind by die Langebaan Stad Saal geleë te, h/v Bree en Suffren straat, Langebaan, op **Woensdag, 13 Julie 2022 stiptelik om 10:00. Geen grasie periode sal toegelaat word nie. Alle COVID-19 protokolle sal toegepas word.**

'n Geldige inkomstebelasting uitklaringstifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD).

Mnr. H.F. Mettler
MUNISIPALE BESTUURDER
Munisipaliteit Saldanhabaai
Privaatsak X 12
Vredenburg
7380

SALDANHA BAY MUNICIPALITY**TENDER: SBM 37/21/22: THE APPOINTMENT OF
CONSULTING ENGINEERING SERVICES FOR
VARIOUS PROJECTS FOR A THREE-YEAR PERIOD
(01 JULY 2022 TO 30 JUNE 2025).**

Tender documents can be downloaded from the e-Tender publication portal at www.etenders.gov.za or alternatively can be collected from Mr. Christo de Bruyn, 15 Main Road, Buller/Investment Centre, Vredenburg from **Monday, 04 July 2022**.

If tenders are collected, a non-refundable tender deposit of R 172.50 is payable to Saldanha Bay Municipality. A proof of deposit or bank guaranteed cheque is required for the collection of tender documents.

Enquiries can be directed to Mr. L. Khuselo.
Email: luvuyo.khuselo@sbm.gov.za

Tenders must be placed in the tender box of the Buller/Investment Centre, Ground Floor, 15 Main Road, Vredenburg, before **12:00 on Friday 12 August 2022**, in a sealed envelope upon the outside whereon is clearly marked the above-mentioned tender number and description.

The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted. The 80/20 preference point system as contained in the Preferential Procurement Regulations No. R32 of 20 January 2017 (B-BBEE) will be used in the adjudication of this tender.

Functionality will be evaluated as an eligibility criterion. The eligibility criteria relate to the bidder's ability to provide a quality service to the municipality. Bidders that does not meet the functionality criteria (minimum score) will therefore not be considered for further evaluation.

A compulsory information session will take place at the Langebaan Town Hall, c/o Bree & Suffren street, Langebaan, **Wednesday, 13 July 2022 promptly at 10:00. No grace period will be allowed. All COVID-19 protocols will be adhered to.**

A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document, and the tenderer must be tax-compliant on the Central Supplier Database (CSD).

Mr. H.F. Mettler
MUNICIPAL MANAGER
Saldanha Bay Municipality
Private Bag X 12
VREDENBURG
7380

Tender Data (T1.2)

Clause number	The Conditions of Tender are the Standard Conditions of Tender as contained in Annexure C Board Notice 423 of 2019 edition of the CIDB Standard for Uniformity (2019) in Engineering and Construction Works Contracts . The Standard Conditions of Tender for Procurements make 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 standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.	
C.1.1	The Employer is: SALDANHA BAY MUNICIPALITY Department: Project Management Unit Private Bag X12 <u>Vredenburg</u> 7380	
C.1.2	The Tender documents issued by the Employer comprise: <u>The Tender</u> Part T1: Tender Procedures T1.1 Tender notice and invitation to Tender T1.2 Tender data Part T2 Returnable Documents T2.1 List of Returnable Schedules Required for Tender Evaluation T2.2 Other documents required for tender evaluation purposes T2.3. Returnable Schedules that will be Incorporated in the Contract <u>The Contract</u> Part C1: Agreement and contract data C1.1 Form of acceptance C1.2 Contract data C1.3 Objections and Complaints form C1.4 Forms of Professional Indemnity Insurance Part C2: Pricing data C2.1 Pricing instructions C2.2 Schedule of activities Part C3: Scope of work C3.1 Description of works C3.2 Engineering (General Requirements)	
C.1.4	The Employer's agent is: Name: Mr. L. Khuselo Tel: 022 701 7043	Address: Project Management Unit Standard Bank Building Cnr. of Main and Breë Streets, Vredenburg, First Floor <u>Vredenburg</u> , 7380
C.1.6.2	Removed	

C.1.6.3.1	Removed		
C.1.6.3.2	A Two-envelope System will not be followed.		
C.1.6.3.2.1	Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents (work packages).		
C.2.7.	A compulsory clarification meeting will be held on Wednesday 13 July 2022 at 10H00.		
C.2.8	Request for clarification of the tender document, if necessary, please notify the employer at least seven (7) working days before the closing time per e-mail to both the following persons:		
	<table> <tr> <td>Mr. L. Khuselo Senior Manager: PMU e-mail: luvuyo.khuselo@sbm.gov.za</td><td>Mr. V. van Wyk Accountant: Contract Management: SCM e-mail: viandro.vanwyk@sbm.gov.za</td></tr> </table>	Mr. L. Khuselo Senior Manager: PMU e-mail: luvuyo.khuselo@sbm.gov.za	Mr. V. van Wyk Accountant: Contract Management: SCM e-mail: viandro.vanwyk@sbm.gov.za
Mr. L. Khuselo Senior Manager: PMU e-mail: luvuyo.khuselo@sbm.gov.za	Mr. V. van Wyk Accountant: Contract Management: SCM e-mail: viandro.vanwyk@sbm.gov.za		
C.2.12	Removed		
C.2.13.6	<p>The Employer's address for delivery of Tender offers and identification details to be shown on each Tender offer package are:</p> <p>Location of Tender box: SALDANHA BAY MUNICIPALITY, Buller/Investment Centre, Ground Floor, 15 Main Road, Vredenburg, 7380.</p> <p>Physical address: Municipal offices, Buller/Investment Centre, 15 Main Road, Vredenburg, 7380.</p> <p>Identification details:</p> <ul style="list-style-type: none"> TENDER NO. SBM 37/21/22: THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025). 		
C.2.15.1	<p>The closing time for submission of Tender offers is 12H00 on Friday, 15 July 2022.</p> <p><i>Note: Telephonic, telegraphic, facsimile or e-mailed Tender offers will not be accepted.</i></p>		
C.2.15.2	Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.		
C.2.16	The Tender offer validity period is one hundred and eighty (180) days.		
C.2.23	<p>The Tenderer is required to submit with his Tender.</p> <ol style="list-style-type: none"> 1) A valid Tax Clearance Certificate issued by the South African Revenue Services; and 2) Qualification certification of proposed project engineer/ team and the professional registration as required. 3) B-BBEE Status Certificate 		
C.3.4	The time and location for opening of the tender is: Friday, 12 August 2022 at 12H00, SALDANHA BAY MUNICIPALITY, Council Chambers, 12 Main Road, Vredenburg.		

C.3.11	<p>FUNCTIONALITY CRITERIA – <u>MINIMUM AVERAGE SCORE 60%</u></p> <p>1. SPECIFIC PROJECT APPLICABLE EXPERTISE —————→ 60 POINTS (TOTAL)</p> <p><i>1.A Infrastructure of Firm to execute project</i> 20 The Firm's infrastructure in order to execute projects in this discipline is hereby evaluated. This includes all offices, technological infrastructure, etc.</p> <p>Good = 20 Fair = 15 Poor = 5</p> <p>Refer to Table 1A</p> <p><i>1.B Project experience of proposed team</i> 30 The Firm's key personnel's experience and qualifications in projects relating to this discipline. Technologically advanced projects and special achievements done in this discipline are looked at.</p> <p>Excellent = 30 Good = 25 Fair = 15 Poor = 5</p> <p>Refer to Table 1B</p> <p><i>Quality Management System:</i> 10 ISO 9001= 10 (Submit proof)</p> <hr/> <p>2. APPROACH AND METHODOLOGY —————→ 40 POINTS (TOTAL)</p> <p><i>Understanding of the terms of reference/brief</i> 15 Did the consultant understand the brief correctly and was his/her proposal up to expectations?</p> <p>Yes = 15 Partly = 10 No = 5</p> <p><i>Approach and work plan</i> 25 The approach and work plan to the problem;</p> <p>Unique and innovative = 25 Workable = 15 Not Acceptable = 5</p> <p>TABLE 1 A: CRITERIA</p> <p>Note: That information/documents attached in the appendices must cover all the categories of services tendered for, as ticked on page 3 of this tender document.</p> <p><u>Good:</u></p> <ul style="list-style-type: none"> - Established Office - 1xPlotter + 1x Printer/Copier - Relevant Civil Engineering Software (AutoCad, Civil Designer etc) - Computer hardware (desktops or laptops) <p><u>Fair:</u></p> <ul style="list-style-type: none"> - Home office based at residence
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	<ul style="list-style-type: none">- 1x Printer/Copier- Relevant Civil Engineering Software (AutoCad, Civil Designer etc)- Computer hardware (desktops or laptops) <p>Poor:</p> <ul style="list-style-type: none">- No Office- 1x Printer- No/Outdated Engineering Software (AutoCad, Civil Designer etc)- Computer hardware (desktops or laptops)																								
	<table><tr><th colspan="4">TABLE 1B</th></tr><tr><th>Points Categories</th><th>Composition of the team</th><th>Relevant Experience</th><th>Post ECSA Registration years of experience</th></tr><tr><td>Excellent 30 points</td><td>60% Pr Eng/40% Pr Technologist</td><td>Pr Eng 10 Years+ Pr Technologist 8 Years +</td><td>5 Years+ 4 Years+</td></tr><tr><td>Good 25 points</td><td>40% Pr Eng/60% Pr Technologist</td><td>Pr Eng 10 Years+ Pr Technologist 8 Years +</td><td>5 Years+ 4 Years+</td></tr><tr><td>Fair 15 points</td><td>60% Pr Technologist/40% Technicians</td><td>Pr Technologist 10 years + Technicians 15 Years+</td><td>5 Years+ 7 Years+</td></tr><tr><td>Poor 5 points</td><td>60% Technicians/40% Pr Technologist</td><td>Technicians 20 Years+ Pr Technologist 15 Years +</td><td>10 Years+ 7 Years+</td></tr></table> <p>Table 1B: Rating of firm’s project experience (maximum 30 points)</p> <p>The minimum percentage for functionality is 60%. Tenderers who attain a score of less than 60% of the points allocated in functionality will not be evaluated further.</p>	TABLE 1B				Points Categories	Composition of the team	Relevant Experience	Post ECSA Registration years of experience	Excellent 30 points	60% Pr Eng/40% Pr Technologist	Pr Eng 10 Years+ Pr Technologist 8 Years +	5 Years+ 4 Years+	Good 25 points	40% Pr Eng/60% Pr Technologist	Pr Eng 10 Years+ Pr Technologist 8 Years +	5 Years+ 4 Years+	Fair 15 points	60% Pr Technologist/40% Technicians	Pr Technologist 10 years + Technicians 15 Years+	5 Years+ 7 Years+	Poor 5 points	60% Technicians/40% Pr Technologist	Technicians 20 Years+ Pr Technologist 15 Years +	10 Years+ 7 Years+
TABLE 1B																									
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Poor 5 points	60% Technicians/40% Pr Technologist	Technicians 20 Years+ Pr Technologist 15 Years +	10 Years+ 7 Years+																						
	<div><div>4.</div><div>PRICE EVALUATION</div><div>80 Points (Tenders < R 50 000 000)</div></div> <p><u>IT MUST BE NOTED THAT ONLY TENDERERS WHO PASSED PHASE 1 (FUNCTIONALITY) WILL BE INVITED TO SUBMIT OFFERS DURING PHASE 2 AND WILL THEN BE EVALUATED IN TERMS OF PRICE AND PREFERENCE.</u></p> <div><div>For 80/20 Points Scoring:</div><div>$P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$</div></div> <div><div>Where:</div><div><div>P_s</div><div>=</div><div>Point scored for price of Tender under consideration</div></div><div><div>P_t</div><div>=</div><div>Rand value of Tender under consideration</div></div><div><div>P_{min}</div><div>=</div><div>Rand value of the lowest acceptable Tender</div></div></div>																								

	<p style="text-align: center;">B-BBEE STATUS LEVEL OF CONTRIBUTION</p> <table> <tr> <th>B-BBEE Status Level of Contributors</th><th>Number of Points (80/20 System)</th></tr> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-Compliant Contributor</td><td>0</td></tr> </table>	B-BBEE Status Level of Contributors	Number of Points (80/20 System)	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-Compliant Contributor	0
B-BBEE Status Level of Contributors	Number of Points (80/20 System)																				
1	20																				
2	18																				
3	14																				
4	12																				
5	8																				
6	6																				
7	4																				
8	2																				
Non-Compliant Contributor	0																				
C3.13	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) the Tenderer has in his or her possession a valid Tax Clearance Certificate issued by the South African Revenue Services and is tax compliant on the Central Supplier Database; b) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges; c) the Tenderer or any of its directors 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; d) the Tenderer has not: <ul style="list-style-type: none"> (i) abused the Employer's Supply Chain Management System; or (ii) failed to perform on any previous contract; and e) the Tenderer fully completes all required documentation. (Parts T & C). 																				
Additional	The number of paper copies of the signed tender document (contract) to be provided by the Client is 2(two).																				
Additional	<p>The additional conditions of Tender are:</p> <ul style="list-style-type: none"> a) SALDANHA BAY MUNICIPALITY may also request that the Tenderer provide written evidence that his financial, labor and resources are adequate for carrying out the project. b) The SALDANHA BAY MUNICIPALITY reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. c) The Tenderer shall provide all reasonable assistance in such Investigations. Tenderers must take note that in the case of a false statement or submission of false information the tender will be disqualified with immediate effect and criminal prosecution may be considered. d) Council reserves the right not to make an award in this matter. 																				

Returnable Documents (T2)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART T2 Returnable Documents (All documents / schedules are returnable)

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.2 Other documents that will be incorporated into the contract
- T2.3 Returnable Schedules that will be incorporated in the contract

ALL DOCUMENTS AND SCHEDULES TO BE RETURNED (SUBMITTED) FOR FUNCTIONALITY EVALUATION MUST COVER ALL THE CATEGORIES OF SERVICES TENDERED FOR, AS TICKED ON PAGE 3 OF THIS TENDER DOCUMENT.

List of Returnable Schedules Required for Tender Evaluation Purposes (T2.1)

Form 2.1.1	General Information
Form 2.1.2	Authority for Signatory
Form 2.1.3	Schedule of Work Carried Out by Tenderer
Form 2.1.4	Proposed Key Personnel
Form 2.1.5	Schedule of Infrastructure and Resources
Form 2.1.6	Schedule of Approach and Methodology
Form 2.1.7	Schedule of Proposed Sub Consultants
Form 2.1.8	Financial References
Form 2.1.9	Preference Point Claim Form (MBD 6.1) and Proof of BEE status
Form 2.1.10	Declaration of Bidder's past supply chain management services (MBD 8)
Form 2.1.11	Certificate of Independent Bid Determination (MBD 9)

FORM 2.1.1 - GENERAL INFORMATION

1. Name of Tendering Entity:			
2. Contact Details			
Address:			
Tel No:		Fax No:	
E-mail Address:			

3. Legal entity: Mark with an X.

Sole proprietor	
Partnership	
Close corporation	
Company	
Joint venture	

In the case of a Joint venture, provide details on joint venture members:

Joint venture member	Type of entity (as defined above)

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4. Income tax reference number: _____
(in the case of a joint venture, provide for all joint venture members)
5. VAT registration number: _____
(In the case of a joint venture, provide for all joint venture members)
6. Company or closed corporation registration number: _____
(In the case of a joint venture, provide for all joint venture members)
7. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).
8. For joint ventures the following must be attached:
 - Written power of attorney for authorised signatory.
 - Pro-forma of the joint venture agreement.
 - The major partner to satisfy at least 40 percent of the turnover and credit amount criteria, and each other partner at least 25 percent of the criteria.

Name and Identity Number	Relevant qualifications and experience	Years of relevant experience

Name of Tendering Entity:			
Signature:		Date:	

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FORM 2.1.2 - AUTHORITY FOR SIGNATORY

DETAILS OF PERSON RESPONSIBLE FOR TENDER PROCESS			
Name			
Contact Number			
Address of Office Submitting the Tender			
Tel No.		Fax No.	
E-mail			

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on *(date)*

Mr.

has been duly authorized to sign all documents in connection with the Tender for Contract Numberand any Contract which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY		
IN HIS CAPACITY AS		
DATE		
FULL NAME OF SIGNATORY		
AS WITNESS	1.	
	2.	

***** PLEASE ATTACH CONFIRMATION OF AUTHORITY TO SIGN DOCUMENTATION TO
APPENDIX 3**

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Name of Tendering Entity:			
Signature:		Date:	

***** PLEASE ATTACH PREVIOUS WORK EXPERIENCE TO APPENDIX 4**

Note:

Previous experience

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

Size of enterprise and current workload

Evaluation of the Tenderer's position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

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FORM 2.1.4 - PROPOSED KEY PERSONNEL

The Tenderer shall list below the key personnel (including first nominee and the second choice alternate), whom he proposes to employ on the projects should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF		
	(i) NOMINEE (ii) ALTERNATE		QUALIFICAT- IONS AND NQF STATUS	EXPERIENCE AND OCCUPATION	PRESENT
Headquarters Partner/director					
Project manager					
Other key staff (give designation)					

NOTE:

THE INFORMATION PROVIDED ABOVE MUST COVER ALL THE SERVICE CATEGORIES
TENDERED FOR OR TICKED ON PAGE 3.

Name of Tendering Entity:			
Signature:		Date:	

***** PLEASE ATTACH KEY PERSONNEL TO APPENDIX 5**

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FORM 2.1.4 – continued.....

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF		
	(i) NOMINEE (ii) ALTERNATE		QUALIFICAT- IONS AND NQF STATUS	EXPERIENCE AND OCCUPATION	PRESENT
CONSTRUCTION MONITORING (Engineer on Site)					
Other key staff (give designation)					

NOTE:
THAT COMPOSITION OF THE PROPOSED TEAM MUST INCLUDE ALL THE
EXPERTISE REQUIRED FOR SERVICES CATEGORIES TICKED ON PAGE 3 OF THIS
TENDER DOCUMENT.

Name of Tendering Entity:			
Signature:		Date:	

*** Please Attach Key Personnel to **APPENDIX 5**

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FORM 2.1.5 - SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

Infrastructure and resources available

Physical facilities

Description	Address

Equipment

Provide information on equipment and resources that you have available for this project.

Description : Equipment owned	Number of units
Description : Computer Hardware	Number of units
Description : Software to be Used	Number of units

***** PLEASE ATTACH INFRASTRUCTURE & RESOURCES TO APPENDIX 6.**

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List your current contracts and obligations

Description	Value (R)	Start date	Duration	Expected completed date

NOTE:

THAT ALL CATEGORIES OF SERVICES TICKED OR TENDERED FOR ON PAGE 3 OF THIS TENDER DOCUMENT MUST BE COVERED.

Do you have the capacity to supply the goods and services described in this Tender, should the contract be awarded to you?	Yes	No
--	------------	-----------

Staffing Profile

Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient)

Permanently employed staff	Number of staff
Temporary staff to be employed	Number of staff

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Name of Tendering Entity:			
Signature:		Date:	

***** PLEASE ATTACH INFRASTRUCTURE & RESOURCES TO APPENDIX 1 AND 2.**

Note:

Infrastructure and resources available

Evaluation of the following in terms of the size, nature and complexity of goods and/or services required:

- Physical facilities
- Infrastructure and resources available for the contract owned by the Tenderer
- Infrastructure and resources the Tenderer intends renting, should the contract be awarded to him.

Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for Qualifications and experience of key staff to be utilized on this contract.

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**FORM 2.1.6 - SCHEDULE OF APPROACH, AND METHODOLOGY / WORK
PLAN FOR EACH CATEGORY**

CATEGORY: _____

Approach and Methodology Form to be completed

Tender No	SBM 37/21/22
Description / Name	THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025).

Understanding the terms of reference / brief

1. Do you as the consulting engineer understand what is required in terms of the category?

Yes		No	
-----	--	----	--

(Tick Appropriate Block)

2. If you answered Yes to question 1 above, please explain briefly your understanding of the category in no more than 50 words

3. Considering questions 1 and 2 above, please provide in summary, details of your proposed approach and work plan to the successful completion of a project in the above category.

4. Briefly state if you have any innovative approach for this particular project mentioned above, that you feel will be unique but also economically superior to the normal workable approach at presently undertaken as the norm.

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NOTE:

**THE INFORMATION PROVIDED ABOVE MUST COVER ALL THE SERVICE CATEGORIES
TENDERED FOR OR TICKED ON PAGE 3.**

Name of Tendering Entity:			
Signature:		Date:	

***** PLEASE ATTACH APPROACH & METHODOLOGY/WORK PLAN TO
APPENDIX 7 FOR EACH CATEGORY**

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FORM 2.1.7 - SCHEDULE OF PROPOSED SUB-CONSULTANTS

NB: Once the brief of a particular project has been agreed, the need for Sub-Consultants will be ascertained.

The approach and methodology/work plan to be appended on the tender document will be utilized to evaluate functionality of all the various categories services ticked on page 3.

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FORM 2.1.8 - FINANCIAL REFERENCES

FINANCIAL STATEMENTS

I/We agree, if required, to furnish an audited copy of the latest set of financial statements together with my/our Directors' and Auditors' report for consideration by the Employer.

DETAILS OF TENDERING ENTITY'S BANK

I/We hereby authorize the Employer/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO TENDERER 'S HEAD OFFICE		
Name of Bank			
Branch Name			
Branch Code			
Street Address			
Postal Address			
Name of Manager			
Telephone No.		Fax No.	
Account Number			

TENDERER 'S TAX DETAILS

Tenderer's VAT Vendor Registration No.	
Tenderer's SARS Tax Reference No.	
Tenderer's SARS Pin number	

***** PLEASE ATTACH CONFIRMATION OF BANKING DETAIL TO APPENDIX 8**

FORM 2.1.9 – PREFERENCE POINTS CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	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) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

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- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A Sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------

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1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
ii) The name of the sub-contractor.....
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

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OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership / Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

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- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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 by the National Treasury 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.

WITNESSES

1.
2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:
ADDRESS
.....

***** PLEASE ATTACH B-BBEE PROOF TO APPENDIX 14**

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MBD 8

FORM 2.1.10 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - (a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - (b) been convicted for fraud or corruption during the past five years;
 - (c) willfully neglected, reneged on or failed to comply with any government, municipal or other public-sector contract during the past five years; or
 - (d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Item	Question	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	See below.		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

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CERTIFICATION

I, THE UNDERSIGNED (FULL NAMES)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVEN TO BE FALSE.

Signature

Date

Position

Name of Bidder

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DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----	--	---------------------------------	--------------------------------

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 12 Directors, a schedule with addresses must also be attached to the tender document.

Director 1 Address:

Mr. / Mrs

Director 2 Address:

Mr. / Mrs

Director 3 Address:

Mr. / Mrs

Director 4 Address:

Mr. / Mrs

Director 5 Address:

Mr. / Mrs

Director 6 Address:

Mr. / Mrs

Director 7 Address:

Mr. / Mrs

Director 8 Address:

Mr. / Mrs

Director 9 Address:

Mr. / Mrs

Director 10 Address:

Mr. / Mrs

Director 11 Address:

Mr. / Mrs

Director 12 Address:

Mr. / Mrs

***** PLEASE ATTACH B-BBEE PROOF TO APPENDIX 13**

MBD 9

FORM 2.1.11 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - (a) take all reasonable steps to prevent such abuse;
 - (b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - (c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process.

Bid rigging is, therefore, an agreement between competitors not to compete.

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION continue

I, the undersigned, in submitting the accompanying bid:

TENDER SBM 37/21/22

THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025) in response

to the invitation for the bid made by:

- SALDANHA BAY MUNICIPALITY -

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

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- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

Name of Tendering Entity:			
Signature:		Date:	

Other Documents Required for Tender Evaluation Purposes (Part T2.2)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART T2.2	Returnable Documents (All documents / schedules are returnable)
T2.2.1	Certificate of Tenderer's Attendance at the compulsory clarification meeting
T2.2.2	Tax Clearance Certificate Requirements – TCC001
T2.2.3	Declaration of interest (MBD 4)
T2.2.4	Central Supplier Database (CSD)

**FORM 2.2.1 - CERTIFICATE OF TENDERER'S ATTENDANCE AT THE
COMPULSORY CLARIFICATION MEETING**

This is to certify that I,,

representative of (Tenderer)

.....

of (address)

.....

.....

Telephone number

Fax number

Attended Clarification Meeting on (date)

in the company of (SALDANHA BAY MUNICIPALITY / Employer's Representative)

NB: Tenderers are requested to submit the minutes received at above-mentioned compulsory clarification meeting with their Tender documents. (Non-submission of this information may lead to rejection of this Tender)

TENDERER'S REPRESENTATIVE	
SALDANHA BAY MUNICIPALITY / EMPLOYER'S REPRESENTATIVE	

FORM 2.2.2 - Tax Clearance Certificate Requirements – TCC001

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

- 1 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 2 In bids where Consortia / Joint Ventures / Sub-contractors are involved; each part must submit a separate Tax Clearance Certificate.
- 3 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 4 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

***** PLEASE ATTACH VALID TAX CLEARANCE CERTIFICATE TO APPENDIX 10**

FORM 2.2.3 - DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any legal person, having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name			
3.2 Identity Number			
3.3 Company Registration Number			
3.4 Tax Number Reference Number			
3.5 VAT Registration Number			
3.6 CIDB Registration Number		Grading	

3.7 Are you presently in service of the state* **YES / NO**

3.7.1 If so, furnish particulars.

.....
.....

3.8 Have you been in the service of the state for the past twelve months? **YES / NO**

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you connected with any persons in the service of the state? **YES / NO**

3.9.1 If so, state particulars.

.....
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the adjudication of this bid? **YES / NO**

3.10.1 If so, state particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) **YES / NO**
between the bidder and any person employed by the
state who may be involved with the evaluation and or
adjudication of this bid?

3.11.1 If so, state particulars.

.....

.....

3.12 Are any of the company's directors, managers, principle **YES / NO**
shareholders or stakeholders in service of the state?

3.12.1 If so, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's **YES / NO**
directors, managers, principle shareholders or
stakeholders in service of the state?

3.13.1 If so, furnish particulars.

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

*MSCM Regulations: "in the service of the state" means to be-

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) an executive member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

TENDER NO SBM 37/21/22

FORM T2.2.4 - Central Supplier Database

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from National Treasury to join the Central Supplier Database (CSD). This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

**Application can be done online on the website (<https://secure.csd.gov.co.za>).
Registration on the CSD is at no cost for a supplier.**

The usage of the CSD will come into effect from 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.

All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.

Enquiries can be made to Mr. A. Adonis at 022 701 6922.

CSD registration number (if registered)

Central Supplier Database**Direct enquiries to the Central Supplier Database**

National Support: csd@treasury.gov.za

Tel: 012 406 9222

Western Cape support:

Rafeeq Cassiem: supplychainmanagement.hdmfma@westerncape.gov.za

Tel: 021 483 8722

Returnable Schedules that will be Incorporated in the Contract (Part T2.3)

***(ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the
TENDER to be Evaluated***

PART T2.3

T2.3.1 Record of Addenda to Tender Documents

TENDER NO. SBM 37/21/22

FORM 2.3.1 - 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:

No.	Date	Title or Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Signed:		Date:	
Name:		Position:	
SIGNED ON BEHALF OF TENDERER:			

***** PLEASE ATTACH RECORD OF ADDENDA TO APPENDIX 12**

The Contract (Part C)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART C

Part C1	Agreement and Contract Data
Part C2	Pricing Data
Part C3	Scope of Works

Agreement and contract data(Part C1)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART C1

Part C1.1	Form of Offer & Acceptance
Part C1.2	Contract Data
Part C1.3	Objections and Complainants
Part C1.4	Form of Professional Indemnity Insurance

TENDER NO. SBM 37/21/22

FORM OF ACCEPTANCE - (PART C1.1)**(AGREEMENT)**

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

THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025).

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender 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 apart of the tender or form, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

Name of Tendering Entity:			
Signature:		Date:	

Form of Acceptance will be signed once an award has been made.

Municipal Manager Mr H Mettler			
Signature:		Date:	

Contract Data - (Part C1.2)

CONDITIONS OF CONTRACT

The **Standard Professional Services Contract (Third Edition, July 2009)** published by the Construction Industry Development Board, are applicable to this.

Copies of these Conditions of Contract may be obtained from the Construction Industry Development Board's website **www.cidb.org.za**.

PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

Clause	Description		
1.	The Employer is the SALDANHA BAY MUNICIPALITY .		
1.	The Tender is for the Procurement of THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR VARIOUS PROJECTS FOR A THREE-YEAR PERIOD (01 JULY 2022 TO 30 JUNE 2025) .		
3.4 and 4.3.2	The Authorized and Designated representative of the Employer is: Name: Mr. H.F. Mettler or Mr. Gerrit Smith .		
	The Employer's address for receipt of communications is:		
	<table><tr><td>Physical address 15 Main Road Buller/Investment Centre Vredenburg</td><td>Postal address: SALDANHA BAY MUNICIPALITY Private Bag X12 Vredenburg 7380</td></tr></table>	Physical address 15 Main Road Buller/Investment Centre Vredenburg	Postal address: SALDANHA BAY MUNICIPALITY Private Bag X12 Vredenburg 7380
	Physical address 15 Main Road Buller/Investment Centre Vredenburg	Postal address: SALDANHA BAY MUNICIPALITY Private Bag X12 Vredenburg 7380	
	Telephone: 022 701 7113 Fax: 022 715 1304 E-mail: mun@sbm.gov.za		
3.5	The Service Provider will be informed on the location of a specific task when a work package for a specific project is issued.		
3.6	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.		
3.10	This contract (Part 1) with the contract included in the work package (Part 2) for a specific project constitutes the agreement and any representations not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing by both Parties.		
3.15	<p>Additional</p> <p>The Service provider shall include a provisional project program with respect to each project. This program must contain identifiable milestones coupled to specific time frames. Upon appointment of the consultant this program will be agreed to with the client and this program may then be used as basis to apply penalties.</p> <p>Tenderer must have sufficient resources to complete project program as agreed upon between the client & tenderer. Programs will be discussed at briefing session with successful tenderer.</p>		

Clause	Description
4.7	Additional: The Employer will not be responsible for any overtime worked by or overtime payments made to personnel, or any additional costs not specified in the tender submitted by the Tenderer.
5.1.1 and 5.1.2	Additional: Where services include the powers to certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act in respect of that contract/agreement as an independent
5.4.1	The Service Provider is required to provide the following insurances: 1. Insurance against Risk in performing professional services Professional Indemnity cover for each category tendered for. (Please attach to Appendix 11).
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1. Appointing Sub Consultants for the performance of any part of the Services 2. Three (3) written quotation must be submitted to Employer for approval before any commencement of services rendered by sub-contractor/Sub consultant.
9.1	Copyright of documents prepared for the Project shall be vested with SALDANHA BAY MUNICIPALITY
Additional Clause to be added	Where not specifically indicated, all tendered prices, rates, tariffs, fees, etcetera are to include 15% VAT

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Clause	Description	
5.3	The authorized and designated representative of the Service Provider is:	
	Name:	
	The Service Provider's address for receipt of communications is	
	Physical address:	Postal address:
	Telephone:	
	Fax:	
	E-mail:	

OBJECTIONS AND COMPLAINTS FORM (Part C1.3)

(1) Details of Objector/Complainant

Name: _____

Address: (postal and street): _____

Tel: _____ Fax: _____

Contact person: _____

Reference number of Tender : _____

Other Party's Details (If any)

Name: _____

Address: (postal and street): _____

Tel: _____ Fax: _____

Contact person: _____

Reference number of Tender: _____

Description of Issue[s] in Dispute: _____

List of Documents Attached

Determination Sought in Respect of Objection or Complaint

Form submitted by:

Name

Signature

Position

Date

FORM OF PROFESSIONAL INDEMNITY INSURANCE – PART C1.4

This shall apply once the contract of which the tender will be executed by the service provider has been identified. Only documents confirming PI cover of the company for relevant categories of service can be attached on Annexure 11 for now.

TENDER NO. SBM 37/21/22

PRICING DATA (Part C2)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART C2

Part C2.1 Pricing Instructions
Part C2.2 Schedule of Activities

PRICING INSTRUCTIONS - Part C2.1**C2.1 PRICING INSTRUCTIONS**

1. Payment will be based on the completion of activities, based on the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000 and Government Gazette No. 44333 , 26 March 2021, capped by the DPSA rates or the latest publication available provided that reasonable progress towards the completion of the activity is demonstrated.
2. All tenderers who score 60 points and above for functionality criteria will qualify to be listed on the group of service providers that will be issued pricing schedule to compete for the tenders available on each of the categories of services. The process will be handled as follows:

Step 1: Each group of tenderers who passed functionality criteria for that category will be issued a work package with pricing schedule during phase 2 to make an offer.

Step 2:

The offers received will be evaluated for price and preference using method 2 of CIDB. An example of the pricing schedule is included below.

Step 3:

The company who scored the highest points will be appointed by signing a contract for the specific project.

EXAMPLE OF PRICING SCHEDULE TO BE COMPLETED FOR EACH PROJECT

APPENDIX 2: PRICING SCHEDULE - CONSULTING ENGINEERS			
Project Details <i>(To be provided by Municipality)</i>			
Tender Number			
Description / Name			
Guideline: Estimated budget for complete project (including Professional fees and Construction cost):			
Category and DPSA rate:			
Category as per par. 4.2(2) and 4.2(3) of ECSA guideline	DPSA Salary band	DPSA fee per hour	
Category A {4.2(3)(a)(i)}	15	R 3,080.04	
Category B {4.2(3)(a)(i)}	14	R 2,150.53	
Category C {4.2(3)(a)(ii)}	12	R 1,482.21	
Category D {4.2(3)(a)(iii)}	11	R 1,250.67	
Fuel (Department of Transport: Category D cent per kilometre)			
Petrol	Cent / km		
Up to 1550	365.60		
1550-1950	391.70		
1951-2150	456.40		
2151-2500	519.80		
2501-3500	666.70		
Greater than 3500	767.50		
Diesel	Cent / km		
Up to 2150	480.90		
2151-2500	597.40		
2501-3500	631.10		
Greater than 3500	737.50		
Recoverable Expenses (Department of Public Works)			
Paper size	Fee		
A4 Black on White	R 0.95		
A4 Coloured	R 1.35		
A3 Black on White	R 2.35		
A3 Coloured	R 2.70		
A2	R 19.95		
A1	R 28.80		
A0	R 44.30		
Binder Set A4	R 28.80		
Binder Set A3	R 37.70		
*Duplicating/Print in Colour A4	R 9.40		
*Duplicating/Print in Colour A3	R 15.50		
*Payable only upon prior written approval by SBM			
<i>To be calculated during evaluation</i>			
Normal Services	Time based fees		
Budget	R -		
Additional Services	Actual cost will be paid plus mark-up		
Construction Monitoring	Municipality pay actual cost plus mark up as per guideline. The maximum mark-up is 10% according to ECSA guideline.		
Environmental Consultant	Department can determine mark-up.		
Surveyor	Estimates provided by Department.		
Geotechnical	Control: Consultant must request three quotes for each category.		
Town planning			
Health and Safety Officer			
Expenses and Cost	Time and cost base fees		
Travelling			
Printing, typing, copying			

Allocation of work in terms of expertise (mix of responsibilities during project)	Percentage work on project required by Municipality:	Percentage Offered (To be calculated)		
Category A {4.2(3)(a)(i)}		#DIV/0!		
Category B {4.2(3)(a)(i)}		#DIV/0!		
Category C {4.2(3)(a)(ii)}		#DIV/0!		
Category D {4.2(3)(a)(iii)}		#DIV/0!		
<i>Guideline for allocation of work per stage in line with ECSA Guideline 26 March 2021 (clause 4.2.9)</i>				
Category A or B consultant (depending on the type of work) will be responsible to sign-off on each stage under Normal Services.				
Consultant: Fee and hours				
Services	Fee per hour	Hours	Total	Percentage (%)
Normal Services	<i>Fee per hour and hours to be provided by tenderer</i>		<i>To be provided by tenderer</i>	<i>To be calculated during evaluation</i>
Stage A: Preliminary Design <i>(Inception, concept and viability)</i>				
Cat (A)	R -		R -	#DIV/0!
Cat (B)	R -		R -	#DIV/0!
Cat (C)	R -		R -	#DIV/0!
Cat (D)	R -		R -	#DIV/0!
Subtotal		0	R -	
Percentage (%) allocated for stage				#DIV/0!
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.</i>				
<i>Approval required to proceed to next stage (clause 4 in work package)</i>				
Stage B: Detail Design				
Cat (A)	R -		R -	#DIV/0!
Cat (B)	R -		R -	#DIV/0!
Cat (C)	R -		R -	#DIV/0!
Cat (D)	R -		R -	#DIV/0!
Subtotal		0	R -	
Percentage (%) allocated for stage				#DIV/0!
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.3)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.</i>				
<i>Approval required to proceed to next stage (clause 4 in work package)</i>				
Stage C: Documentation and Tender				
Cat (A)	R -		R -	#DIV/0!
Cat (B)	R -		R -	#DIV/0!
Cat (C)	R -		R -	#DIV/0!
Cat (D)	R -		R -	#DIV/0!
Subtotal		0	R -	
Percentage (%) allocated for stage				#DIV/0!
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.4).</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.</i>				
Stage D: Construction Administration				
Cat (A)	R -		R -	#DIV/0!
Cat (B)	R -		R -	#DIV/0!
Cat (C)	R -		R -	#DIV/0!
Cat (D)	R -		R -	#DIV/0!
Subtotal		0	R -	
Percentage (%) allocated for stage				#DIV/0!
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.5)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.</i>				
Stage E: Close out				
Cat (A)	R -		R -	#DIV/0!
Cat (B)	R -		R -	#DIV/0!
Cat (C)	R -		R -	#DIV/0!
Cat (D)	R -		R -	#DIV/0!
Subtotal		0	R -	
Percentage (%) allocated for stage				#DIV/0!
Total: Normal Services		0	R -	#DIV/0!
Percentage CAP			#DIV/0!	
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.6)</i>				
<i>All overheads to be include to the rate provided i.e. travel time, travel cost, etc)</i>				

Additional Services: Construction Monitoring				
	Provided by Municipality	To be provided by tenderer		
	Estimated months	Rate per Month	Estimated cost per level	
Municipality to indicate which level required. Rates for other to be provided refer to ECSA guideline 26 March 2021 clause 3.3.2				
Construction Monitoring Level 3 (based on 21 days per month * 8 hours per day = 168 hours per month) refer to ECSA guideline 26 March 2021 clause 3.3.2 (c)	0		R -	
Construction Monitoring Level 2 (based on 8 days per month * 8 hours per day = 64 hours per month) refer to ECSA guideline 26 March 2021 clause 3.3.2 (b)	8		R -	
Construction Monitoring Level 1 (based on 2 days per month * 8 hours per day = 16 hours per month) refer to ECSA guideline 26 March 2021 clause 3.3.2 (a)	0		R -	
Total for Construction Monitoring			R -	
Level of construction monitoring to be determine at the discretion of the user department in terms of the envisage complexity of the project as per ECSA All overheads to be include to the rate provided i.e. travel time, travel cost, etc)				
Expenses and costs (other additional services)				
	Cost Estimate (By Municipality)	Mark-up in %	Cost Estimate plus Mark-up	
Refer to ECSA Guideline 26 March 2021 (clause 4.5.1(b))				
Environmental Consultant			R -	
Surveyor			R -	
Process Related Tests			R -	
Town planning			R -	
Health and Safety Officer			R -	
Add Other Specialist Services if applicable			R -	
Total for Other Additional Services			R -	
Expenses and costs (ad hoc matters)				
	Fee (By Tenderer)	Hours/ Kilometres (To be provided by tenderer)	Cost Estimate (By Tenderer)	
Refer to ECSA Guideline 26 March 2021 (clause 4.3)				
Cat (A) Rate per Hour			R -	
Cat (B) Rate per Hour			R -	
Cat (C) Rate per Hour			R -	
Cat (D) Rate per Hour			R -	
Travelling Time Cat (A) Rate per Hour			R -	
Travelling Time Cat (B) Rate per Hour			R -	
Travelling Time Cat (C) Rate per Hour			R -	
Travelling Time Cat (D) Rate per Hour			R -	
Travelling Cat (A) Rate per km			R -	
Travelling Cat (B) Rate per km			R -	
Travelling Cat (C) Rate per km			R -	
Travelling Cat (D) Rate per km			R -	
Total hours provided by the Consultant under ad-hoc for above items MAY NOT EXCEED 10% of total Normal Services hours and the rates must be the same as indicated for Normal Services per category.				
Total for Ad hoc matters			R -	
Rate for time and travelling of each professional be the same with the one tendered above for the normal services stages.				

Expenses and costs (recoverable expenses)				
<i>Refer to ECSA Guideline 26 March 2021 (clause 4.5.2)</i>	Fee	Estimated number	Cost Estimate	
A4 Black on White			R -	
A4 Coloured Paper			R -	
A3 Black on White			R -	
A3 Coloured Paper			R -	
A2			R -	
A1			R -	
A0			R -	
Binder Set A4			R -	
Binder Set A3			R -	
*Duplicating/Print in Colour A4			R -	
*Duplicating/Print in Colour A3			R -	
Lump Sum for other Disbursements depending on the size of the project (refer to ECSA, 26 March 2021 4.5(2)(c) & (f))			R -	
*Payable only upon prior written approval by SBM				
Total for Recoverable Expenses			R -	
Summary				
Normal Services			R -	
Additional Services: Construction Monitoring			R -	
Expenses and costs (other additional services)			R -	
Expenses and costs (ad hoc matters)			R -	
Expenses and costs (recoverable expenses)			R -	
TOTAL (excluding VAT)			R -	
15% VAT			R -	
TOTAL (including VAT)			R -	

SCHEDULE OF ACTIVITIES - C2.2**C 2.2.1 – FEE PROPOSAL GUIDELINES**

Please make use of the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000, Government Gazette No. 44333, 26 March 2021, capped by DPSA or the latest publication available.

Fees must be aligned with the Cost Containment Regulations, 2019, and Cost Containment Policy approved by Council.

SCOPE OF WORK (Part C3)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART C3

- Part C3.1 Descriptions of works
- Part C3.2 Engineering (general requirements)

DESCRIPTIONS OF WORKS - C3.1

C 3.1.1 HUMAN SETTLEMENTS

The consultant will be responsible to evaluate the client's requirements, refine the needs and options for the project, appointment of necessary sub-consultants, establish the project objectives, priorities, constraints and strategies for the implementation of human settlement projects' services and top structures.

Prepare and finalise the project concept, preliminary programme, viability of the project and develop the approved concept to finalise the design, outline specifications, cost estimates and programme for the project.

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

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

Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the human settlement project for services and top structures.

Remuneration will be as per the prescribed allowable subsidy amount by PDoHS for internal infrastructure.

Any other related task.

C 3.1.2 ROADS AND STORMWATER

C3.1.2.1 TRANSPORT ENGINEERING

Investigations, traffic impact & pedestrian movement studies, planning, design, contract administration and supervision, unbundling of projects with regard to traffic engineering projects. Tasks include, but are not limited to the following:

Any other related task.

C3.1.2.1.1 Traffic Safety

Investigation of motorized transport safety problems and development of solutions, investigation of non-motorized transport (NMT) safety problems and development of solutions, specific emphasis is placed on integration of NMT at intersections, development of ad-hoc NMT standards, Road Safety Audits, Road Safety Assessments

Any other related task.

C3.1.2.1.2 Traffic Management

Preparation of area traffic management plans, addressing issues such as traffic calming, road closures etc.

Any other related task.

C3.1.2.1.3 Transport System Capacity

Investigation of link and intersection capacity problems and development of appropriate solutions, review of road schemes identified by the Employer.

Any other related task.

C3.1.2.1.4 Road Traffic Signs

Evaluation of the need for and design of the full range of road traffic signs, evaluation of road traffic sign designs for new transport infrastructure, evaluation of road traffic signs for temporary traffic accommodation, evaluation and redesign of road-marking layouts for rehabilitation and resurfacing projects, capture of new signage designs and as-built data on the Employer's signs management system.

Any other related task.

C3.1.2.1.5 Traffic Signals

Evaluation of the need for new traffic signals, analysis of the performance of signalised intersections and design of traffic signal timing plans, design of traffic signal layouts, including improvements to the geometry of intersections.

Any other related task.

C3.1.2.1.6 Speed Limit Reviews

Review of speed limits

Any other related task.

C3.1.2.1.7 Outdoor advertising control

Assessment of applications for outdoor advertising.

Any other related task.

C3.1.2.1.8 Accident Data Analysis

Collation and analysis of accident data at various locations, accident trend analysis.

Any other related task.

C3.1.2.1.9 Traffic Surveys

Traffic volume surveys including NMT modes, speed surveys.

Any other related task.

C3.1.2.1.10 Detailed design, procurement and contract supervision

Detailed design of transport system improvements, production of tender / contract documentation and undertaking of targeted procurement processes on behalf of the Employer.

Any other related task.

C3.1.2.1.11 Public Transport

Investigations, feasibility studies, demand modelling, utilisation surveys, conceptual and detailed design of public transport infrastructure, funding applications, engagement with interested & affected parties.

Any other related task.

C3.1.2.2 ROADS

Investigations, options analyses, feasibility studies, funding applications, planning, design, contract administration and supervision, unbundling of projects, with regard to new road projects, and extension, upgrading and maintenance of existing roads. Update of record drawings and asset register where applicable. Road network master planning.

Any other related task.

C3.1.2.3 STORMWATER

Investigations, options analyses, feasibility studies, storm water system master planning, funding applications, license applications, planning, design, contract administration and supervision, with regard to new storm water systems, and extension and upgrading of existing systems. Update of record drawings and asset register. Storm water master planning, flood line studies.

Any other related task.

C3.1.2.4 ROAD ASSET MANAGEMENT SYSTEM (RAMS)

The Road Asset Management System (RAMS) should periodically present a network level proposal for maintaining the road assets (paved and unpaved) in the Saldanha Bay municipal area, through an assessment of the network, based on methodical visual condition assessments of each pavement section, storm water element (pipes, channels, retention ponds, etc.) and ancillary infrastructure (road signs, road markings, roadside furniture, etc.). The system must be compatible with the municipality's Geographical Information System (GIS) and Infrastructure Management Query System (IMQS) or i-RAMS.

The RAMS shall be based on the TRH20, TRH22, TMH9 and TMH11 requirements, or the latest approved methods as determined through best practice. Visual assessment will form the basis of evaluating the condition of the road network, as well as for determining the need for specific actions. The collected information must be processed in such a way as to provide the output for the municipality for strategic planning and budgeting purposes, as well as for tactical planning and execution purposes and will include for calibration of data.

The RAMS must enable the establishment of the maintenance and upgrading needs/programmes for road pavements and the storm water network throughout the Saldanha Bay municipal area.

Any other related task.

C 3.1.3 ELECTRICAL**C3.1.3.1 GENERAL WORKS**

Projects within the Electricity Engineering field shall generally be as follows:

- a) Designing and upgrading of Bulk Medium- and Low Voltage Infrastructure.
- b) Designing and upgrading of street light illumination designs and networks.
- c) Designing and Upgrading of Building Wiring Networks.

- d) Design, compilation and updating of Electrical Master plans.
- e) Update of record drawings and asset register where applicable.
- f) Investigations, options analysis, planning, design, and contract administration of electrical networks.
- g) Compilation and review in accordance with legal requirements any formal documents, including Master Plans and Operation and Maintenance Manuals.
- h) Tariff Studies / Cost of Supply Studies
- i) Any other tasks related to electricity and electrical engineering.

In designing and investigation of electrical related projects, all relevant electrical legislation, SANS standards, NRS standards and, where applicable, global Standards shall be adhered to. Designs to be based on GIS system, including update of record drawings and asset register where applicable.

Any other related task.

C3.1.3.2 TELEMETRY/SCADA

Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, w.r.t. new telemetry and SCADA systems, and extension, upgrading and maintenance of existing systems. These shall include the integration of any or all engineering systems with existing spatial, financial, and data base systems. Update of record drawings and asset register where applicable.

Any other related tasks.

C3.1.4 BULK WATER SERVICES AND RETICULATION

C3.1.4.1 WATER SOURCES AND BULK WATER

Water resource investigations, (including but not limited to desalination, ground water and surface water) options analyses, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, w.r.t. identification and development of new water sources, and extension, upgrading, refurbishment and replacement of existing resources and bulk infrastructure. Update of record drawings and asset registers when applicable. Assist with the provision of engineering input to District Water monitoring committee with regards to bulk water sources. Represent findings to the District Water monitoring committee if and when required. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant. Preparation of tender documents, tender evaluation and contract administration and supervision for external service providers for operational contracts.

Any other related tasks.**C3.1.4.2 WATER RETICULATION**

Investigations, options analyses, feasibility studies, funding applications, planning, design, contract administration and supervision, w.r.t. new water reticulation systems, pump stations reservoirs and extension, upgrading, refurbishment and replacement of existing systems. Water demand management and water conservation projects. Update of record drawings and asset registers when applicable. Assist with the provision of engineering input to District Water monitoring committee with regards to bulk water reticulation.

Any other related task.**C3.1.4.3 WATER TREATMENT**

Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design (including process), contract administration and supervision, w.r.t. new water treatment plants, and extension, upgrading and refurbishment of existing plants. Update of record drawings, asset registers and manuals. Assist with the provision of engineering input to District Water monitoring committee with regards to water treatment. Represent findings to the District Water monitoring committee if and when required. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

Any other related tasks.**C3.1.4.4 DAM SAFETY**

Dam safety inspections by DWA approved professional persons, followed by complete reports with conclusions and recommendations, to be submitted in acceptable format to the DWA Dam Safety Office when applicable. Assistance with implementation of recommendations as and when required. Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, w.r.t. dam related projects. Update of record drawings and asset registers where applicable. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

Any other related tasks.

C3.1.4.5 TELEMETRY/SCADA/INDUSTRIAL AUTOMATION PLATFORMS

Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, w.r.t. new telemetry, SCADA systems and industrial automation platforms, and extension, upgrading and maintenance of existing systems. These shall include the integration of any or all engineering systems with existing spatial, financial, and data base systems. Update of record drawings and asset register where applicable.

Any other related tasks.

C3.1.5 BULK SEWER SYSTEMS AND SEWER RETICULATION

Provision of provisional Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, w.r.t. new bulk sewer and sewer reticulation systems, including pump stations and extension, upgrading and refurbishment of existing systems. Update of record drawings and asset registers when applicable. The scope may include civil, electrical and mechanical works.

Any other related tasks.

C3.1.6 WASTE WATER TREATMENT

Provision of services for process optimization to enhancement of effluent quality through, Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design (including processes), contract administration and supervision, w.r.t. new waste water treatment plants, and extension, upgrading, and refurbishment of existing plants. Update of record drawings, asset registers, and manuals. The scope may include civil, electrical and mechanical works to achieve the desired effluent quality compliance for existing wastewater treatment works (refurbishment and upgrades) as well as new wastewater systems.

Any other related tasks.

C3.1.7 WATER SERVICES INSTITUTIONAL PLANS AND AUDITS

Compilation and review, in accordance with all the relevant legal requirements, of e.g. Water Services Development Plans, Water Services Audits, Water Services MSA Section 78 Assessments, Water Safety Plans, Waste Water Risk Abatement Plans, Treatment Plant Process Audits, general Blue and Green Drop requirements as and when required, and updating of Operation and Maintenance.

Any other related task.

C3.1.8 BUREAU TYPE SERVICE FOR UPDATING AND MAINTENANCE OF WATER AND SEWER MASTER PLANS

Saldanha Bay Local Municipality (SBM) requires updating and maintenance of their hydraulic computer models and master plans for the water and sewer systems of the entire service area. The purpose of this project is to update and maintain the computer models, master plans, report documents and water pipe replacement prioritization models as part of a "Bureau"-type service which will facilitate continuous updating.

The models and PRP must form the basic information required for the compilation of a comprehensive asset register (AR).

Specific tasks related to water conservation & demand management (WCDM) are also required, with a view to informing the WCDM strategy. This includes water and sewer tariff analysis to meet target income.

Any other related task.

C3.1.9 GROUNDWATER RESOURCES DEVELOPMENT AND MANAGEMENT

Investigations, options analyses, feasibility studies, funding applications, water use license applications, planning, design, contract administration and supervision, w.r.t. new ground water source development projects. Upgrading, monitoring, reporting and license reviews w.r.t. existing groundwater abstraction systems. Aquifer modelling and monitoring of aquifer behaviour, and rendering of specialist advice to the Employer. External auditing of the municipality's groundwater licenses and reporting to and liaising with national, provincial and regional regulators as and when required. Attend local Groundwater Monitoring Committees and render specialist advice and support. Support w.r.t. operation and maintenance of groundwater abstraction systems and infrastructure. Update of record drawings and infrastructure asset registers. Investigations, option analysis, feasibility studies, funding applications, water use license applications, planning, design, contract administration and supervision w.r.t. Managed Aquifer Recharge schemes. Preparation of tender documents, tender evaluation and contract administration and supervision for external service providers for operational contracts, including, but not limited to monitoring of well fields abstraction data, well field response to abstraction, analysis of data and interpretation of data. Data must be presented in a presentation and report format for use at Water monitoring committees and Council meetings. Possible impacts on estuaries and Marine protected areas must receive high priority and liaison with other specialist and water monitoring committees is of cardinal importance. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

Any other related tasks.

C.3.1.11 WATER MASTERPLANNING

Data pertaining to existing water and sewer systems, including pump stations, reservoirs and control valves, shall be collected from plans, site inspections, measurements and surveys as required and captured in GIS databases in order to update the existing databases. Apart from the electronic format, this updated network data should also be made available in a hard copy of A3 size plan books.

The historic water demand data, based on information obtained from consumer water meter reading data, is to be extracted from the Treasury data base. This data is to be analysed by the SWIFT software package and used as basis for predicting future water demands and sewer flows. Water demands per supply zone and sewer flows per drainage area are to be calculated. Water balances are to be performed in order to calculate the non-revenue water component. All components of the water system shall be modelled in the WADISO simulation software while all components of the sewer system shall be modelled in the SEWSAN simulation software. Where deemed necessary the models shall be calibrated through field measurements to provide reliable simulation of the hydraulic performance of the systems. A strategy and master planning for extension and upgrading of the existing systems shall be established to accommodate development in terms of the Spatial Development Framework, densification policy and service delivery level criteria set by Council for at least a 20 year planning horizon. Master plan components shall be identified in sufficient detail and accompanying costs to allow Council to proceed with appropriate budgeting. Taking into account the projected local economic and population growth rates, these master plan components need to be categorised for phased implementation also identifying priority projects to be implemented most urgently.

A comprehensive report on the master plan shall be provided in hard copy and electronic format. All data, results of hydraulic analyses and the master plan shall be in a format suitable to perform direct population of the Water, Sewer and Swift modules of the IMQS reporting software package.

Information from the updated hydraulic models and master plans should also be used to inform the following studies and data bases as and when required:

- Update the corporate GIS data base of the Municipality
- Supply network related information for the WSDP
- Inform pressure control studies and other WDM studies
- Ad hoc capacity analysis to identify impacts of future developments
- Populate the asset register and asset management plan
- Perform pipe, pump and valve replacement prioritization studies for water and sewer networks
- Perform fire flow analysis for the entire water network.

Any other related tasks.

C.3.1.12 SOLID WASTE

Investigations, options analysis, funding applications, permit applications, planning, design, contract administration and construction monitoring of new waste management facilities, extension and upgrading of existing facilities and decommissioning and rehabilitation of Landfill sites. Update of record drawings and asset registers. External auditing of waste management facilities, attendance of Environmental Monitoring Committee meetings, meetings with statutory regulator, monitoring and evaluation of implementation of Integrated Waste Management Plan (IWMP) and update of the IWMP from time to time. Monitoring and evaluation of Integrated Waste management Policy, Marketing awareness and education strategy, Organic waste diversion plan, integrated waste management by-law, tariffs and other strategic and institutional documents and update the above mentioned documents from time to time as requested.. Preparation of tender documents, tender evaluation and contract administration and supervision for external service providers for operational contracts. Review and analyse existing waste minimisation strategies and projects, e.g. Biogas, composter units, two bag system, swap shops, crushing of builders rubble, etc. and provide inputs and recommendations for improvement and compile new strategies if and when required. Review and analyse the possibility for LED opportunities in waste management and recommend way forward. Review, analyse and compile Standard operating procedures and operational manuals for existing and new waste management facilities. Provide input on route planning and waste collection efficiencies. Review existing cleaning of open spaces programmes and projects and provide recommendations. Review and analyse the data/information system for reporting purposes in line with legislation. Make recommendations on data management and reporting on IPWIS and SAWIS. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

Any other related tasks.

ENGINEERING (GENERAL REQUIREMENTS) – PART C 3.2

Please take note of the activities included the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000, Government Gazette **No. 44333, 26 March 2021 , capped by DPSA** or the latest publication available.

APPENDIX 1

COMPANY PROFILE

APPENDIX 2

COMPANY REGISTRATION & SHAREHOLDING

APPENDIX 3

AUTHORITY OF SIGNATORY

APPENDIX 4

PREVIOUS EXPERIENCE

APPENDIX 5

KEY PERSONNEL – CV's

APPENDIX 6

INFRASTRUCTURE & RESOURCES

APPENDIX 7

APPROACH & METHODOLOGY

APPENDIX 8

CONFIRMATION OF BANKING DETAILS

APPENDIX 9

ATTENDANCE OF CLARIFICATION MEETING

APPENDIX 10
VALID TAX CLEARANCE CERTIFICATE

APPENDIX 11

PROFESSIONAL INDEMNITY INSURANCE OF THE COMPANY FOR RELEVANT CATEGORIES OF SERVICE TENDERED

APPENDIX 12

RECORD OF ADDENDA

APPENDIX 13

MUNICIPAL INFORMATION

APPENDIX 14

B-BBEE STATUS LEVEL

APPENDIX 15

OTHER (i.e. ISO 9001, etc.)