

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES



**YOU ARE HEREBY INVITED TO QUOTE**

**CLOSING DATE: 30 April 2025**

**CLOSING TIME: 11H00**

**NAME OF SERVICE PROVIDER:**

.....

**Project Title** : LNW Engineering Services Performance Appraisal

**LNW Contract Number** : RFQ 46814

**Services Required** : Performance Appraisal – Engineering Services

**Date of Issue** : 24 April 2025

**Closing Date** : 30 April 2025 at 11H00

**Project Location** : LNW Head Office – 1 Landros Mare Street Polokwane

**Site Inspection date** : N/A

**Technical inquiries** : G Motsoare [gundom@lepelle.co.za](mailto:gundom@lepelle.co.za)

**SCM inquiries** : M Ramanna [Mmamokgadir@lepelle.co.za](mailto:Mmamokgadir@lepelle.co.za)

**Submission of RFQ via** : e-mail - SCM to [Mmamokgadir@lepelle.co.za](mailto:Mmamokgadir@lepelle.co.za)

**email ONLY**

# REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

## Contents

1. PURPOSE.....	3
2. SPECIFICATIONS, TYPICAL SCOPE OF WORKS & DELIVERABLES .....	3
3. PRICING SCHEDULE .....	3
4. PROCUREMENT PROCESS.....	5
5. EVALUATION CRITERIA .....	5
5.1 Pre- Qualification (Mandatory Requirements) .....	6
5.2 Functionality Evaluation .....	6
5.3 Evaluation Based on Preferential Point System.....	7
5.4 Administrative Compliance .....	8
6. CONTRACT CONDITIONS .....	10

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

### 1. PURPOSE

The purpose of this specification is to request Supply Chain Management Unit to procure the Service Provider to conduct performance appraisal on professional engineering services.

### 2. SPECIFICATIONS, TYPICAL SCOPE OF WORKS & DELIVERABLES

Quotations are hereby invited from registered professional service providers for conducting performance appraisal on the engineering work already conducted by other.

The professional Services Provider (PSP) shall be required to provide hourly rates, these shall be fixed, and be utilized for all his engagements throughout the period of the contract.

The key deliverables depending on the engagement by LNW shall be as per the terms to be later agreed upon before the services commences utilizing hourly rates.

### 3. PRICING SCHEDULE

#### A. Time Based Fees

Note : Estimated time-based rates over-all 40 hours - (5 days @ 8 hours per day)

ID	KEY STAFF	FIXED HOURLY RATE (Excl VAT)	QTY Estimated (Hours)	AMOUNT
1.	Professional Quantity Surveyor (Pr QS)		10	
2.	Professional Engineer Civil Engineering (Pr. Eng or Pr. Tech Eng.) coupled with FCI Arb or F Arb.		40	

Table 1 : Time based fees

#### B. Disbursements

NB: All reimbursable expenses shall be claimed a per the latest rates for reimbursable expenses published by Department of Public Works & Infrastructure (DPWI) travelling from Polokwane - 1 Landros Mare Street to the various site.

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

ID	DESCRIPTION	QTY	RATE	AMOUNT
3.	<b>Allowance for disbursements</b> (Travelling time, travel cost, printing, typing, flights, accommodation, and subsistence)	1	R 10 000.00	R10 000.00

Table 2 : Disbursements

### C. Summary of Pricing Schedule

ID	DESCRIPTION	AMOUNT
4.	Time based Fees (Table 2)	
5.	Disbursements (Table 3)	R10 000.00
<b>Subtotal (Excl VAT)</b>		
<b>VAT (@15%)</b>		
<b>Grand Total (Incl VAT)</b>		

Table 3 : Summary of Fees + Disbursements

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

### 4. PROCUREMENT PROCESS

The normal LNW process will be followed in line with the company's SCM policy and procedures with no deviations from the normal anticipated at this stage.

CIDB Grading Required	: N/A
Validity of Tender	: 90 Days
Contract Period	: One (1) Week
Closing date of Advert	: 30 APRIL 2025 at 11:00
Site Inspection date	: N/A
Submission via email	: e-mail - SCM to <a href="mailto:Mmamokgadir@lepelle.co.za">Mmamokgadir@lepelle.co.za</a>
Technical inquiries'	: G Motsoare <a href="mailto:gundom@lepelle.co.za">gundom@lepelle.co.za</a>
SCM inquiries'.	: M Ramanna <a href="mailto:Mmamokgadir@lepelle.co.za">Mmamokgadir@lepelle.co.za</a>

### 5. EVALUATION CRITERIA

Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework 2022. Bidders will be evaluated and pre-qualified on mandatory requirements first, and only those qualifying will be evaluated for functionality followed by administrative requirements. Bidders will further be evaluated on price and preference as the final stage.

The following shall be the tender evaluation criteria:

1. Prequalification (Mandatory).
2. Functionality.
3. Price and Preferential point system
4. Administrative compliance.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. LNW SCM Policy
5. PPPFA & associated regulations

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

### 5.1 Pre- Qualification (Mandatory Requirements)

**NB: Mandatory requirements – Only bidders who have adhered or submitted the following documents will be considered for further evaluation, namely:**

- a) Proof of registration with the Central Supplier Database (CSD)
- b) The JV agreement for JV partners to be submitted indicating percentage split up to 100% for partners to render agreement valid if applicable.
- c) Failure to use the provided CV template will also result in disqualification.
- d) Late submissions after 11:00 am of the closing date or hand-deliveries will be disqualified.

## 5.2 Functionality Evaluation

<p><b>EVALUATION PROCESS.</b> All bids duly lodged will be evaluated on functionality as Pre-qualifying criteria. The evaluation criteria and weighting for measuring functionality are indicated.</p>	<p><b>Weighting (Points)</b></p>
<p><b>Criterion</b></p>	<p><b>10</b></p>
<p>C.V of a qualified <b>Professional Engineer</b> – Civil Engineering (Pr. Eng or Pr Tech Eng.) – 5 years post registration and registered as an Arbitrator/Adjudicator/Mediator with CESA or SAICE or any relevant recognized body internationally or South Africa with experience of at least three (3) Bulk Water Infrastructure related projects to a minimum of R 20 million (VAT Incl) construction cost in the role of Engineer.</p> <p><b>Professional Civil Engineer:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Criteria above not fully met (qualifications, registered arbitrator certificate and ECSA)= (0) points,</i></li> <li>▪ <i>Less than three (3) relevant projects worth at least R 20 million = (0) points,</i></li> <li>▪ <i>Three (3) or more relevant projects in the role of engineer = (5) points.</i></li> </ul>	<p>5</p>
<p>C.V of a qualified Professional Quantity Surveyor – QS (Pr. QS) and with experience of at least three (3) Infrastructure related projects of a</p>	<p>5</p>

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

<p>minimum of R100 million (VAT Incl) construction cost in the role of Quantity Surveyor.</p> <p><b>Professional Quantity Surveyor :</b></p> <ul style="list-style-type: none"> <li>▪ <i>Criteria above not fully met (qualifications and Pr QS)= (0) points,</i></li> <li>▪ <i>Less than three (3) relevant projects worth at least R 100 million = (0) points,</i></li> <li>▪ <i>Three (3) or more relevant projects in the role of Quantity Surveyor = (5) points.</i></li> </ul>	
<b>Total</b>	<b>10</b>

- A minimum points to be scored is 8 points out of 10 points (80%) will be required to pass functionality.
- Online verification will be conducted on the professional registrations which should be aligned to the required qualification.

### 5.3 Evaluation Based on Preferential Point System

**NB: NO BIDDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition on SBD 6.1 attached).

Specific Goals	Means of verification	80/20 Points	90/10 Points
Disability (Minimum of 1 shareholder ownership in the company)	CSD Report	5	2,5
Black women (100% Black women ownership in the company)	CSD Report	5	2,5
Black ownership (100% black ownership in the company)	CSD Report	5	2,5
Black Youth (Minimum of 1 shareholder Black youth ownership in the company)	CSD Report	5	2,5
<b>Total points</b>		<b>20</b>	<b>10</b>

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

**The 80/20 Preferential Point System will be used to evaluate the bid.**

Financial offer and Preferential Point System:

- a) Score RFQ evaluation points for financial offer.
- b) Confirm that bidders are eligible for the Preference points claimed, and if so, score tender evaluation points.
- c) Calculate total quotation evaluation points.
- d) Rank quotations offers from the highest number of RFQ evaluation points to the lowest.
- e) Recommend quotation with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

### 5.4 Administrative Compliance

These documents shall be required only from the preferred bidder. Failure to submit within 48 hours of confirmed acknowledgment of receipt shall lead to disqualification and LNW shall consider the next preferred bidder who qualifies.

- a) Attached proof of Company or Shareholders Municipal Rates or Lease agreement with statement or a dated stamped letter from tribal authority. (Proof not more than six (6) months old from advert date)
- b) Certified ID copies of the company shareholders (copied not more than 6 months)
- c) Certified ID copies for key personnel (proof not more than six (6) months)
- d) Complete all SBD forms.
- e) Company registration documents
- f) SARS Tax pin

#### Notes:

- ***All the documents under item 4 will become mandatory within (48) hours to the recommended bidder and failure to submit will lead to automatic disqualification.***
- ***LNW reserves the right to appoint more than one bidder for this project and/or to reduce the scope by more than 50%.***
- ***The service provider will be expected to act diligently and use such skills in the execution of the project also in terms of the ECSA code of conduct.***



## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

- *No costs for support staff such as PA, company overhead costs, CEO, draught-person and driver etc., shall be accepted for this contract.*

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

### 6. CONTRACT CONDITIONS

The successful service provider shall enter into the professional services contract with Lepelle Northern Water (LNW) which is the STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014). A copy of this document may be obtained from the CIDB's website [www.cidb.org.za](http://www.cidb.org.za)

The following contracts data are applicable to this contract:

CLAUSE.	DATA
3.4 and 4.3.2	The Employer is Lepelle Northern Water
3.4 and 4.3.2	The authorized and designated representative of the Employer is: The Project Manager as assigned by the Chief Executive of LNW
3.4 and 4.3.2	The address for receipt of communications is: 01 Landros Mare Street Polokwane 0700
1	The project: <b>REQUEST FOR QUOTATION – PERFORMANCE APPRAISAL – ENGINEERING SERVICES</b>
1	The Period of Performance (i.e. work allocation) is only for <b>1 calendar months</b> , from date Contract is in effect.
1	The Start Date is the date when the Service Provider receives his formal copy of the signed Contract from the Employer.
3.5	The location for the performance of the Project is the construction sites of Olifantspoort and Ebenezer Water Treatment Schemes
3.12.1	<b>Add to clause;</b> The Service Provider shall note that his service provision forms an integral part of the total service delivery scope of the Employer, and that any delay, non-provision or negligent provision thereof may seriously affect the provision of the other related-services and contracts. Additionally, this Contract also constitutes either a near-long-term or long-term contract in terms of the Supply Chain Management Regulations. Both these factors require that the Employer establish important performance criteria to ultimately ensure full-service delivery to his customers. Therefore failure, on the part of the Service Provider, to deliver any part or the total service correctly and timeously shall result in the application of a performance penalty, per offence. The penalty shall be R 100,000.00 or equal to actual losses incurred on other related services/contracts plus 10% whichever is greater per day for non -performance subject to a maximum amount of R200,000.00 per offence, after which the Employer reserves the right to terminate either the Works Order(s) or Contract agreement with the Service Provider. The employer may also claim from the professional indemnity any losses incurred; either due to poor planning or designs and lack of due diligence.

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

CLAUSE.	DATA
3.15.1	<p>The programme shall be submitted within 2 days of appointment and handover.</p> <ol style="list-style-type: none"> <li>1. A programme shall be provided and maintained by the Service Provider throughout the contract duration.</li> <li>2. In compiling the Works Programme the Service Provider shall note that: <ol style="list-style-type: none"> <li>a. the working days and hours for staff are Monday to Friday between 08h00 and 17h00.</li> <li>b. Non-working Time: All South African public holidays, weekends and the local traditional annual builder's break shall be incorporated in the programme.</li> <li>c. Familiarize himself with the Employer's Standard Operational Procedures such as shutdown scheduling while formulating the programme.</li> </ol> </li> </ol>
3.16.1	The indices are those contained in Table A of P0141 CPI for the Limpopo Province CPI for all services published by Statistics South Africa.
4.3.1 (d)	The Service Provider shall assist in the obtaining of all approvals, licenses from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise instructed by the Employer to act on the Employer's behalf in line with Clause 4.6.
5.4.1 and 13.1.3	No professional indemnity will be required.
5.5(c)	<p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> <li>a) Removing Key Persons, whose participation has been approved at tender stage or thereafter, from the Project or its issued Works Order(s).</li> <li>b) Changes and/or alterations made to 'issued for construction documentation' (drawings or schedules or instructions by the designer) where only construction supervision and/or monitoring services is provided by the Service Provider, i.e. design is executed by the Employer or another party contracted by the Employer.</li> <li>c) Changes and/or alterations made to 'issued for construction documentation' that has significant financial implications.</li> </ol>
5.4.3	<p><b>Add New Clause</b></p> <p>A Performance Fee deduction shall not apply.</p>
8.2.1	<p>The Contract is concluded when the Period of Performance has elapsed.</p> <ol style="list-style-type: none"> <li>a) The Service Provider shall not be issued new Works Orders, nor shall he accept and commence with any new Works Orders, the day after the conclusion of Period of Performance. Should the Service Provider accept and commence with a new Works Orders in this instance he shall not be entitled</li> </ol>

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

CLAUSE.	DATA
	<p>to any remuneration for services rendered as per the applicable Work Orders nor shall the Employer be entitled to the usage or copyright of such rendered services.</p> <p>b) Sub-projects that have been issued for implementation by the Employer before the Contract conclusion date, but not completed before the Contract conclusion date shall be completed by the Service Provider, based on the agreed programme and subject to written approval by the employer.</p> <p>c) The Contract is concluded on the Date of the completion of the defects liability period, which is one calendar month after issue of the certificate of final completion.</p>
8.4.3(c)	The period of suspension under clause 8.5.1 is not to exceed 12 months.
9. 1	Copyright of the documents prepared for the Project is vested with the Employer.
12.1	Interim settlement of disputes is to be by amicable settlement, then adjudication if amicable settlement fails.
12.2 and 12.3	Final settlement is by Arbitration then the court of Law in South Africa.
12.3.3	In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by mutual agreement of both contracting parties.
13.1.4	<p><b>Add New Clause</b></p> <p>The Service Provider acknowledges that the approvals of drawings and reports by the Employer does not change the Service Provider's responsibility to provide the Services, nor does it indemnify the Service Provider from any negligence and/or omissions.</p>
15	The interest rate is the prime interest rate of the Employer's bank at the time the amount is due.
4. 7	<p><b>Add to Clause:</b></p> <p>Payment shall be made upon:</p> <ul style="list-style-type: none"> <li>a) The Service Provider submitting a Payment Certificate with a schedule of work completed, to the Employer before or on the date that will be communicated to you by the Employer.</li> <li>b) The payment Certificate being accompanied with an Original Tax Invoice compliant with SARS and the Employer's requirements.</li> <li>c) Submission of a statement outlining all outstanding payments.</li> </ul> <p>Payment will be made 30 days from date of statement on the date that will be communicated to you by the Employer.</p>

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

CLAUSE.	DATA
	Payment for the Contract shall be by way of electronic bank transfer; thus, the Service Provider shall ensure the Employer at all times has the most updated banking information of the Service Provider. The Employer requires that the Service Provider invoices separately per individual active Contract Works Order.
13.1.4	<b>Add New Clause</b> The Service Provider acknowledges that the approvals of drawings and reports by the Employer does not change the Service Provider's responsibility to provide the Services, nor does it indemnify the Service Provider from any negligence and/or omissions or liability.

# REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

## SUMMARY CV FORMAT: PROFESSIONAL CIVIL ENGINEER

ROLE: .....

Full Name(s)	
Surname	
ID Number	
ECSA Reg No.	

Employment History (Summary)	Tertiary Qualifications (Highest order)			
1. 2. 3. 4.	1.			
	2.			
	3.			
	4.			
	Professional Affiliation (Most relevant)			
	Category	Organization	Reg. No.	Date

## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

### Relevant Projects Completed Recently

No.	Description Name of Project	Type: Water Infrastructure projects	Name of Client	Start and End dates	Position or role (on the project)
1.					
2.					
3.					

#### Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
Signature of person named in the schedule

.....  
Date

# REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

## SUMMARY CV FORMAT: PROFESSIONAL QUNATITY SUVERYOR

ROLE: .....

Full Name(s)	
Surname	
ID Number	
Reg No.	

Employment History (Summary)	Tertiary Qualifications (Highest order)			
1. 2. 3. 4.	1.			
	2.			
	3.			
	4.			
	Professional Affiliation (Most relevant)			
	Category	Organization	Reg. No.	Date



## REQUEST FOR QUOTATION PERFORMANCE APPRAISAL – ENGINEERING SERVICES

### Relevant Projects Completed Recently

No.	Description Name of Project	Type: Infrastructure projects	Name of Client	Start and End dates	Position or role (on the project)
1.					
2.					
3.					

#### Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
Signature of person named in the schedule

.....  
Date