

Occupational Health and Safety Agent Services Pricing Instruction

1. Pricing must be as per the SACPCPM Guidelines Scope of Services and Recommended Guideline Tariff of Fees for the Construction Health and Safety Professionals registered in terms of the Project and Construction Management Profession Act No. 48 of 200, as per Government Gazette 42697 of 13 September 2019.
2. The normal services fee proposal must be a percentage fee based on the estimated building cost of R263 500 000,00 (Excl. Vat).
3. The Additional Services must be priced as a Time based and Lump Sum as per the pricing tables. The Lump Sum fee must be supported with a breakdown of the calculation of lump sum fee per service.
4. Disbursements will be included as a percentage of the total fee payable as guided by your fee scales and shall be payable at regular intervals during the life of the project. Bidders must include in their disbursement a once off amount of R10 000 to fund the Airport Access Permits and related Training per person allocated to work full time on this project. The payment of disbursements will not include costs for travel. Any and all other costs will be paid strictly on a proven cost basis.
5. A discount of fees shall be indicated in the costing and shall be applicable at the discretion of the bidder (discounting is not compulsory).
6. Approved Tenderers pricing regime (i.e. % of fees, disbursement, discount, etc.) at tender stage shall be applicable throughout the life of the project
7. The accepted form of offer will be for the duration of all 6 Stages, however the ***Initial appointment is for stage 1 - 3** (Phase 1) with full appointment for stage 4 - 6 (Phase 2) applicable after project feasibility is determined and approved by ACSA internal governance.
8. Instruction to proceed with subsequent phase in terms of this contract and the associated scope of work will be confirmed in writing by the Employer. Note that the Employer is under no obligation to continue with any stages of the project phase. Should the bidder not be granted approval to commence with phase 2, this will not be seen as a cancellation, termination or abandonment of the project that will trigger termination fees or any additional payments apart from those for services rendered up to the previous completed phase.
9. Consultant Fees will only be adjusted where the final cost of the works varies by more than 15% from the value on which the fee was determined at tender stage (Consultant appointment tender stage). The adjustment of the fees will take place at the following intervals:
 - a. Upon receipt of the Investment Decision with the Approval of the FIDPM Stage 3 Report.
 - b. In the event of termination of the contact.
 - c. Upon the appointment of the contractor/s and deviation of the construction value.
10. Payment of total fees shall be done as per percentage apportionment of fees at completion of each stage as set out in the relevant professional body's fee scale guidelines. The monthly prorata payment claims, including

lump sum fee and time based fee will be agreed for each stage of the project in line with the progress made during that stage. All fee claims shall be submitted to the appointed project quantity surveyor for project accounting purposes.

11. Where provisional sum is provided (e.g. Specialist services allowance), it will be a fee provision which might not form part of the final payable fee to the service provider. If applicable, expenditure against the provisional sum will require submission of 3 quotations by the appointed service provider which will be adjudicated by the Employer prior to execution of service. Where the provisional sum is not spent or is partially spent, the balance of the unspent sum will be declared as a project saving.
12. Expenditure allocation against the provided fees contingency will only occur once substantiated and approved by ACSA. The consultant team is expected to conduct any and all aspects of work to assist ACSA in the decision-making process for the consideration of use of contingency. These activities are considered to be a part of the design development and associated standard fees. The use of contingency will only be adjusted (i.e. added to the construction value for fee determination) at the successful receipt of the investment decision in parallel with the FIDPM Stage 3 Approval.
13. During Handover and Close Out Phase (Stage 6 and FIDPM Stage 7). At this stage, a pro-rata of 50% split of the total fees allocated to Stage 6 will be payable as follows:
 - Initial 50% of the fees claim will be payable at the completion of the ORAT process and the signed off acceptance by ACSA (and Project Stakeholders) of the submitted handover documentation.
 - Remaining 50% fees will be payable after successful certification of Final Completion of the Works and sign off approval by ACSA of the Project Close Out Report.
14. Period for payment of monthly fee claims will be in line with ACSA's payment cycle i.e. 30 days from receipt of correct invoice on a monthly basis by not later than the 25th of each month.
15. The professional consultant team is expecting to conduct any and all aspects of work to assist ACSA in the decision-making process for the consideration of use of contingency. These activities are considered to be a part of the design development and associated standard fees. The use of contingency will only be approved by ACSA, once substantiated and approved. The amendment / adjustment of fees will only be made (i.e. added to the construction value for % fee determination) at the successful receipt of the investment decision in parallel with the FIDPM Stage 3 Approval.

Table 1: Occupational Health and Safety Agent services:

GOERGE AIRPORT TERMINAL EXPANSION - Professional Services Fees				
Table 1– Professional Fees Occupational Health and Safety Agent	Estimated construction value		R263 500 000,00	
	Fees calculated as per the latest South Africa Council for the Project and Construction Management Professions Act No. 48 of 2000 fees guideline		R Offered fees (Excl. VAT)	
Stage of Services according to SACPMP	% of basic fee for each stage	Amount (Excl. VAT)	% Discount offered	Offered Fee (Excl. VAT)
PHASE 1				
Work-stage 1 Inception	5%			
Work-stage 2 Concept and Viability	20%			
Work-stage 3 Design development	20%			
SUB TOTAL PHASE 1	45%			
PHASE 2				
Work-stage 4 Documentation & Procurement	10%			
Work-stage 5 Works / Construction	40%			
Work-stage 6 / 7 – Handover Close-Out	5%			
SUB TOTAL PHASE 2	55%			
SUB-TOTAL 1 (add Phase 1 & Phase 2)		R	%	R
Total Disbursements - Include as a percentage (%)			R	
SUB TOTAL 2 (Add Sub-Total 1 & Disbursements) – NORMAL SERVICES			R	
Total Additional Services from table 1B			R	
SUB TOTAL 3 (Add Sub-Total 2 & Additional Services)			R	
Contingencies 20% of Sub-Total 3			R	
TOTAL OFFERED FEE EXCL. VAT (Add Sub-Total 3 & Contingencies)			R	
VAT 15% (OF TOTAL OFFERED FEE)				
TOTAL OFFERED PROFESSIONAL FEE INCL. VAT - Carry to FORM OF OFFER			R	

BIDDERS NAME

Table 1B: Additional services: Environmental Assessment and Environmental Control Officer:

Specialist Services	Project Stages of Service	Unit	Amount / Quantity	Rate per hour	Rate per month	Sub-Total Amount offered	% Discount offered	Total amount offered excl. Vat
Environmental Assessment Practitioner (EAP)	Stage 1	Hours	160	R	N/A	R	%	R
	Stage 2	Hours	240	R	N/A	R	%	R
	Stage 3	Hours	480	R	N/A	R	%	R
	Stage 4	*Lump Sum	1	*Lump Sum	R	R	%	R
Environmental Control Officer (For a period of 24 months)	Stage 5	*Lump Sum	1	*Lump Sum	R	R	%	R
SUB-TOTAL 1 (ALL SPECIALIST SERVICES EXCL. VAT)								R
ADD 10% MANAGEMENT FEE (10% of Sub-Total 1)								R
SUB-TOTAL 2 (EXCL. VAT) (Carry to Sub-Total 2)								R
Sub-Total 2 (Excl. VAT) to be carried to table 1 against Total Additional services line item								

BIDDERS NAME	
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NOTE:

Tenderers must be aware that the CIDB Best Practice Guidelines #A3 – Evaluating Tender Offers, will be used ensure that there is no gross under-pricing or over-pricing of submitted prices.

*Project teams should make allowances for all communication and material commensurate with a project of this nature and value. This will include, but not be limited to, concept sketches, brochures with presentation material and user client sketches for approval, scale models, 3D representations etc. Note that the final rates utilised will be subject to prior approval by ACSA.

Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.

Do not leave any area blank in the pricing schedules (e.g. if not applicable (N/A) or included in cost elsewhere, indicate accordingly).

Bidder's offers that contain correctional fluid will be disqualified. Corrections must be countersigned.

Airport Access Permit costs:

- Permit costs will need to be paid up front by the successful bidder and claimed back from the disbursement cost allowance for permits. Proof of payment for permits to support the claim will be required.
- No mark-up to be levied on Permit costs.
- All employees will be checked for criminal records.
- Cost for lost permits and new employees will not be reimbursed by ACSA.
- Foreign Nationals will need to provide a valid working permit.

BIDDERS NAME	
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