

SCOPE & SPECIFICATION

Fee and Disbursement breakdown

Bidders MUST complete this table in full

1. The value of all services will be included in the total value of works on which fees will be based.
2. For the evaluation of this bid, an assumption is made that the total estimated construction and refurbishment of the Guard House, Reception & JHB OC upgrade will be **R 12 000 000.00**
3. The fee payment structure will be as per the ***Engineering Council of South Africa guidelines, Fees applicable on Project Cost-Based Fees.***
4. The fee and disbursement structure for all other Professional entities will be based on the relevant government gazetted guidelines for services rendered under each Profession
5. The Mechanical Engineering Consultant will be required to provide a detailed fee and disbursement breakdown for HVAC services. The Overall Fee and Disbursement table depicted below can be used (and expanded) to detail all applicable fees and disbursements.
6. The Overall Fee and Disbursement table should be supplemented with additional tables depicting the breakdown of fees and disbursements as applicable to the work stage 1 to 6 and in line with the Scope of Services.
7. The Mechanical Engineering Consultant will be required to provide a detailed cost breakdown, cash flow projections, and a project schedule to the Principal Agent.

Team composition:

This is a multi-disciplinary project and the Mechanical Engineer must work and collaborate with the other disciplines. The team comprises of Architectural, Civil, Structural, Quantity Survey, and Electrical Engineering, Project Management, Facilities Management.

It will be required of the Mechanical Engineer to co-operate and coordinate all their works with the other disciplines. The Mechanical Engineer will submit deliverables to the Principal Agent (i.e. Detailed drawings , Submission to the Municipality for Approval, Overseeing of the Project as Well As Final Signoff once the Project has been completed for Occupational services.)

To note:

- **Bidders to take note Sentech has been declared a National Key Point and certain measures will apply to this bid.**

FEE CALCULATION TO BE BASED ON LATEST GAZETTED FEE GUIDELINES TABLE*(Detailed fee calculation to be submitted.)*

Task schedule for work in the Task			
FEE PERCENTAGE - cumulative			
Item number	Description of service <i>To comply with standard set out in ECSA guidelines</i>	% allocated	Tendered Fee amount
1	STAGE 01 - Inception		R
2	STAGE 02 - Concept & Viability		R
3	STAGE 03 - Design development		R
4	STAGE 04 - Documentation & Procurement		R
5	STAGE 05 - Construction		R
6	Stage 06 - Final account & Close out		R
A.	SUB-TOTAL OF TENDERED FEE excluding VAT		R
B.	DISBURSEMENTS		R
C.	SUB-TOTAL 02 = A + B		R
	TOTAL EXCLUDING VAT		
	TOTAL INCLUDING VAT (TO BE CARRIED TO OFFER PAGE)		

Notes to tenderers:

- All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. The calculation method including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in Project value.
- Fees must include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- Fees for consultation work required to produce deliverables and obtain approvals thereof are deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).

SCOPE OF WORK

PURCHASER'S GOODS INFORMATION

Mechanical Engineering Scope of Services for the Proposed Guardhouse, Reception, and JHB OC upgrade at Sentech Head Office

Background

Background

Sentech is in a process of revamping the main gate, reception, and JHB OC and including some earthworks for the parking lot at their head office. As part of the requirements, the project requires the services of a Mechanical Engineer to render HVAC Services throughout the project life cycle.

Scope of Professional Services

The following scope of services, to be provided by the Mechanical Services and are not necessarily limited to:

1. Produce mechanical design layouts and specifications – HVAC and hot and cold-water reticulation
2. Coordinate works with relevant consultant – Architectural, Electrical and ICT
3. Relevant site supervisions and liaising with contractor's subbies during construction and commissioning phase
4. Quality management of all mechanical installations at construction stage
5. Production and sign off of relevant municipal submission drawings and documents
6. Co-ordination and co-production of Mechanical works Bills of Quantities with Quantity Surveyor.
7. Co-assessment/approval of payment certificates as relates to mechanical work during construction phase and at project close out as relates to final account.
8. Approval and sign off of all relevant installations
9. Signing of Certificates of Compliance at completion
10. Checking and issue of all relevant service and specification manuals at project close out a set of close out documents.

Sentech will appoint an agent, if required, to execute Sentech's duties, as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act No.85 of 1993).

Sentech Project Management will interface with the Municipality, adjacent Landowners, and interested and affected parties from planning through to the completion of construction of the project.

Sentech Supply Chain Management will conduct the Tender process and provide Tender documentation guidelines required for the compilation of Tender documentation.

Fees and Disbursements are to be based on information supplied with this Tender, office-based investigations, the envisaged scope of work, and knowledge of the area.

The fee and disbursement proposal is to be broken down to indicate all the services, activities, and disbursements proposed for the Mechanical consultancy and all the members of their team.

It is understood that an appointment will be made based on the estimated cost of work and that the appointment fee will be adjusted in line with the final cost of works. It is also understood that certain additional services will be based on a time and cost basis and will be fixed at the time of appointment.

The estimated cost of work is **R 12 000 000.00**, broken down as follows:

- JHB OC R
- Guard House R
- Reception R
- External works

NB: ATTACHED WITH THIS IS A SET OF DRAWINGS

- Site Layout LPA 1711
- JOC Layout plan LPA
- Parking Layout Plan LPA 1711
- Reception Ground floor plan LPA 1711

Annexure 1

Schedule of completed projects

Project description	Year	Client	Project Value	Professional fee	Completion month & year