

LIMPOPO PROVINCIAL DEPARTMENT OF EDUCATION TENDER DOCUMENT

RFQ No: TMT-LDOE-2025/26-ADDENDUM 17/HG5a

Appointment of Service Provider for Provision of Hydrogeological Investigations Services at Mosepedi Secondary School in Limpopo Province

Issued by:

The Mvula Trust
25 Rhodesdrift Street
Rhodesdrift Office Park
ROP6, Bendor Ext 30
0699

Contact

Dakalo Mudzielwana

Email: dakalom@themvulatrust.org.za

Summary Offer for Cluster	
Name Bidder	of
Cluster	Offer Amount (Vat Inclusive) carried forward from Form C1.1
5a	R

Contents	
Number	Heading
Part T1: Tendering procedures	
T1.1	Notice and invitation to submit quotations
T1.2	Tender data
Part T2: Returnable documents	
T2.1	List of returnable documents
T2.2	Returnable schedules
Part C1: Agreements and contract data	
C1.1	Form of Offer and Acceptance
C1.2	Contract Data
Part C2: Pricing data	
C2.1	Pricing Instructions
C2.2	Activity Schedule
Part C3: Scope of Work	
C3	Scope of Work
Part C4: Site information	
C4	Site Information

Part T1: Tendering procedures
T1.1 Notice and Invitation to Submit Tender
The Mvula Trust, Polokwane office invites service providers to undertake Hydrogeological Investigation of schools in the Limpopo Province under the Limpopo Department of Education RFQ No: TMT-LDOE-2025/26-ADDENDUM 17/HG5a.
The issue date shall be the 11 June 2025 You are hereby invited to submit a proposal to The Mvula Trust, in Limpopo Province –at the following address <u>Address:</u> The Mvula Trust 25 Rhodesdrift Street Rhodesdrift Office Park ROP6, Bendor Ext 30 0699
Tender documents will be available to download from the e-tender portal
There will be No compulsory briefing meeting for this tender.
The closing time for the receipt of tenders is 12h00, Wednesday, 25 June 2025. All responses must be deposited in the tender box at the Office of The Mvula Trust., situated at, ROP 6 Rhodesdrift Office Park, 25 Rhodesdrift Street, Bendor, Polokwane.
Telegraphic, telephonic, telex, facsimile, e-mail and late responses will not be accepted
Tenders may only be submitted on the tender documentation that is issued.
Requirements for sealing, addressing, delivery, opening and assessment of responses are stated in the Tender Data.
Enquiries: All SCM related enquiries regarding this tender must be forwarded to: Email: dakalom@mvulatrust.org.za with the applicable Bid No. as the subject. All technical enquiries regarding this tender must be forwarded to: Email: vongani@themvulatrust.org.za; alfeo@themvulatrust.org.za with the applicable Bid No as the subject.

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019). This standard is issued in terms of sections 4(f), 5(3)(c) and 5(4)(b) of the Construction Industry Development Board Act 38 of 2000 read with Regulation 24 of the Construction Industry Development Regulations, 2004 (as amended) issued in terms of section 33. (See www.cidb.org.za).

The Standard Conditions of Tender 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.

NB: TMT reserves the right to withdraw or cancel this tender and/or to request new tender or to reject or not appoint a tenderer/disregard the bid of any tenderer or withdraw appointment or cancel an award/contract for any other reason including -

- if the services are no longer required or the funding for the services is no longer available; or
- if the SCM system is abused by any person (incl. tenderers or SCM officials or any other role player) involved in the procurement process by committing a corrupt or fraudulent act during bidding process; or
- if tenderers or SCM officials or any other role player involved in the procurement process failed to disclose any conflict or possible conflict of interest and withdrawal thereof from participating in any manner whatsoever relating to the bidding process; or
- the tenderer or any of its directors is listed on National Treasury database as companies or persons prohibited from providing services to the public sector; or
- tenderer's failure to provide copies of insurance policies and evidence of premiums payment for covers required in terms of the contract; or
- acceptance of balanced and correct priced bill of quantities (WHERE APPLICABLE); or
- if the tenderer has failed to deploy the correct key personnel as submitted during the tender process or provide the equivalent or more experienced key personnel for TMT's approval and ensure that the key personnel attend the compulsory kick-off meeting with TMT; or
- tenderer's failure to provide written proof from the South African Revenue Service that the tenderer has no outstanding tax obligations.

TMT does not bind itself to accepting the lowest quotation.

Clause number	Tender Data
C.1.2	The Tender Documents issued by The Mvula Trust comprise the following documents: THE TENDER Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender data Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable schedules THE CONTRACT Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data Part C2: Pricing data C2.1 - Pricing instructions C2.2 - Activity Schedule for Value Based Fees Part C3: Scope of work C3 - Scope of work Part C4: Site information C4 - Site information
C.1.4	The Mvula Trust's agent is: Vongani Chauke Email: vongani@themvulatrust.org.za
C.1.6.2.1	The Mvula Trust will not announce the names of the tenderers who make a submission.
C.1.6.3	The two stage-system proposal procedure shall not apply.

C.2.1	This tender will be evaluated in two (2) stages i.e., Eligibility / mandatory requirements and price and specific goals. Eligibility / Mandatory Requirements - Only suitably qualified bidders with at least one director who is professionally registered with the South African Council for Natural Scientific Professions (SACNASP) as Professional Hydrogeologists are eligible to submit RFQ. For JV partners/companies, each JV partner/company must have a director who is professionally registered with the council (SACNASP) for the JV to be eligible. Copy of professional registration certificate(s) for director(s) must be attached. Failure to attach such will result in disqualification. - The bidder should submit the proof of professional indemnity as part of returnable schedules. Non-submission will result in disqualification of tenderer. - Form of Offer and Acceptance (must be fully completed, signed - Failure will automatically be disqualified from the bid process). Note: That the Amount on The Form of Offer must be inclusive of VAT whether the Tenderer is VAT registered or not. - The bidder who is listed on the National Treasury List of Restricted Suppliers will be automatically disqualified from the bid process. - Companies whose Director/s are listed on the Register of Defaulters will automatically be disqualified from the bid process. - The bidder's whose status is reflecting as deregistered on CIPC and / or CSD will automatically be disqualified from the bid process. The core team should consist of at least 2 Professional individuals in a company. Specialist x 1 (Professional Hydrogeologist registered with SACNASP). Proof of registration must be provided. Technician x 1 (with minimum NQF level 6 in Civil Engineering). Proof of qualification must be provided. The bidder must meet all the above requirements and provide proof. Failure to meet all the above requirements will lead to disqualification. The core staff as itemized above is required to be fully involved on the project. Failure to provide the same or equivalent or better during implementation could result in the cancellation of the appointment. TMT reserves the right to, upon cancellation, recover associated costs due to this appointment.
C.2.13.1	All the parts of each tender offer communicated on paper shall be submitted as an original
C.2.13.2	Return all returnable documents to The Mvula Trust after completing them in their entirety, in hard copies written legibly in non-erasable ink.
C.2.13.3	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by The Mvula Trust.
C.2.13.9	Only submissions submitted in the tender box will be accepted. Tender offers submitted by facsimile or e-mail will be rejected by The Mvula Trust.

C.3.1.2	The Mvula Trust will consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the requirements used to pre-qualify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence: a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements. b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or c) in the opinion of The Mvula Trust, acceptance of the material change would compromise the outcome of the prequalification process.
C.3.3	Tender offers received after the closing time stated in the Tender Data will not be returned.
C.3.5	A two-envelope procedure will not be followed
C.3.11	The Tenders will be evaluated in two (2) stages Eligibility / Mandatory Requirements, and price and specific goal. Apply the 80/20 Preference Point system where a maximum of eighty (80) points will be awarded for price and twenty (20) points will be awarded for Specific Goal.
C.3.12	The tenderer should submit the proof of professional indemnity as part of returnable schedules. Non-submission will result in disqualification of tenderer.
C.3.13	For a tender to be compliant, a tenderer must ensure that: a) the tenderer submits a valid Tax Clearance Certificate and PIN issued by the South African Revenue Services or has made arrangements (proof to be attached) to meet outstanding tax obligations. b) none of its directors/shareholders is 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. c) the tenderer has not: i. abused The Mvula Trust's Supply Chain Management System. d) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process. Persons in the employment of the state are not permitted to submit tenders or participate in the contract. e) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer. f) Has submitted all the required returnable documents as stated in the tender data. g) The tenderer has not been terminated by other employers due to poor performance. The Bidders give The Mvula Trust the right to enquire from previous employers about bidders' performance

T.2.1 List of returnable documents

2. The Respondent must complete and submit the following returnable schedules as relevant.

Returnable schedules T.2.2 F1, F2 and F3

- T2.2.A: Record of Addenda to Tender Documents
- T2.2.B: Compulsory Questionnaire (must be fully completed)
- T2.2.C: Authority of JVs (If Applicable)
- T2.2.D: Proposed amendments and qualifications
- T2.2.E: Schedule of Current Projects (must be fully completed for risk assessment) Annexure D)
- T2.2.F1: Returnable schedule - Proposed project team and staffing with CVs to establish work experience for Risk Assessment. (Annexure C)
- T2.2.F2: Returnable schedule - Provide copy of Professional Registration certificate and technical qualifications (if not attached tenderer will be disqualified)
- C1.1 Form of Offer and Acceptance (Failure to complete and sign will result into disqualification.)
- SBD 4: Bidder's Disclosure.
- Valid Tax Compliance Status Pin. (Bidder's tax compliance status must be verified prior to the finalisation of the award of the bid or price quotation to check tax matters are in order with SARS) Annexure A)
- Annexure B - Specific Goals Information (CSD report will be used as evidence).
- Certified Copy of Company Registration Annexure B).
- COIDA
- Central Supply Database Registration (CSD) Annexure E)
- Copy of Professional Indemnity Insurance (Annexure F)

3. Other returnable schedules that will be used to for evaluation purposes

- C1.1 Form of Offer and Acceptance

4. Returnable schedules that will be used for tender evaluation purposes and be incorporated into the contract

- C1.1 Form of Offer and Acceptance

5. Other documents that will be incorporated into the contract

- T2.2.C: Authority of JVs (If Applicable)
- T2.2.D: Proposed amendments and qualifications
- T2.2.F1: Returnable schedule - Proposed project team and staffing
- T2.2.F2: Returnable schedule - Professional and Technical Qualifications Schedule
- C1.1 Form of Offer and Acceptance
- C1.2 Contract data
- Annexure F - Copy of Professional Indemnity Insurance
- C 3 Scope of Work
- C4 Site Information

T 2.2.A - Record of Addenda to tender documents

We confirm that the following communications received from The Mvula Trust before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: Addenda to be attached with tender documents is compulsory.

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

T 2.2. B - Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | ☐ an employee of Parliament or a provincial legislature |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- authorizes The Mvula Trust to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			

T 2.2. C - Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms
 , authorised signatory of the company
 , acting in the capacity of lead partner, to sign all
 documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner 		Signature. Name Designation
 		Signature. Name Designation
 		Signature. Name Designation
 		Signature. Name Designation

T 2.2. D - Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding The Mvula Trust's handling of material deviations and qualifications.

Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause item	or	Proposal

Signed		Date	
Name		Position	
Tenderer			

T 2.2. F1 - Returnable Schedule: - Proposed Organisation and Staffing

The tenderer should propose the structure and composition of their core team. i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The core team should consist of at least 2 Professional individuals in a company.

1. **Specialist** x 1 (Professional Hydrogeologist registered with SACNASP with Minimum 3 year post professional registration)
2. **Technician** x 1 (with minimum NQF level 6 in Civil Engineering)

The core staff as itemized above and below are required to be fully involved on the projects. The tenderer must attach his/her organization and staffing proposals to this page.

If the Service Provider has additional Resource available from various offices these can be indicated as separate teams, and these could be used during risk assessment for allocation of additional work

DESCRIPTION	Proposed Key Personnel	Qualification	Professional Registration Number (Should correspond with Professional Registration Certificate)	No. of years post qualification (Should correspond with number of years' experience as per CV)	No. of years post professional registration
				Hydrogeologist	
Specialist					
Technician					

Signed		Date	
Name		Position	
Tenderer			

NB. Insert Proposed team CVs and certified copies of proof of qualifications and professional registration

T2.2.F2: Proposed Team Member Qualifications outlined in the Table below

PROPOSED TEAM MEMBERS							
DESCRIPTION	Name of Proposed Key Personnel	Qualification	Professional Number correspond Professional Certificate)	Registration (Should with Registration	No. of years post qualification (Should correspond with number of years' experience as per CV)	No. of years post professional registration	Registration Certificate attached (Y/N)

ANNEXURE A

VALID TAX PIN (PLEASE INSERT TAX PIN HERE)

T2.2. Preference schedule: Preferential Procurement Regulation

Tenderer to attach full CSD Report, and medical certificate to support disability status, if applicable.

ANNEXURE B

Insert Copy of Company Registration

ANNEXURE C

Insert Proposed Organisation and staffing Arrangements

- Indicate Name and Surname of Team members
- Indicate position of Team members and their role in the project technical
- Include CVs of all Team members

****The above will be used for Risk Assessment**

ANNEXURE D

Current Projects

Name of Project	Client	Original project Duration (months)	Current Project Status	Date when started	Planned or Actual Completion date

**The above will be used for Risk Assessment

ANNEXURE E
Insert Proof of Central Supplier Database Registration Form- CSD

ANNEXURE F

Insert Copy of valid Professional Indemnity Insurance

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	TMT-LDOE-2024/25- ADDENDUM 17/HG5a	CLOSING DATE:	25 June 2025	CLOSING TIME:	12:00pm
DESCRIPTION	Appointment of Service Provider for Provision of Hydrogeological Investigation Services at Mosepedi Secondary School in Limpopo Province				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
25 Rhodesdrift Street, Rhodesdrift Office Park, ROP 6					
Polokwane					
Limpopo Province					
25 Rhodesdrift Street, Rhodesdrift Office Park, ROP 6					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN T					☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐

NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g., company resolution)

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.2 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name).....in
submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price Tenders, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system as per CSD Report.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer as per CSD Report)
Black People	3	
Youth	5	
Women	5	
Person with Disability	3	
Small, Medium and Micro Enterprises (SMMEs)	2	
Enterprises located in rural or underdeveloped areas	2	

Note: Points for Black People / Youth / Women and Person with disability will be allocated proportionally as per ownership percentage on the CSD report.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

C1.1 Form of Offer and Acceptance - Cluster 5a

C1: AGREEMENT AND CONTRACT DATA

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

APPOINTMENT OF SERVICE PROVIDERS FOR HYDROGEOLOGICAL INVESTIGATION SERVICES AT MOSEPEDI SECONDARY SCHOOL IN THE LIMPOPO PROVINCE.

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, 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 remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

The offered price for the conducting of hydrogeological investigation services, inclusive of value added tax (Carried over from C2.2.2), is

R (in figures)

..... **Rand** (in words)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

Signature <i>Of person authorised to sign the tender</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	
Address <i>Physical address</i>	
Telephone no	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

Failure of the Tenderer to sign this form shall invalidate the Tender.

Acceptance

By signing this part of this form of offer and acceptance, The Mvula Trust identified below accepts the tenderer's offer. In consideration thereof, The Mvula Trust shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between The Mvula Trust and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and The Mvula Trust during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall deliver the securities in terms of, Clause 5.4.1 Standard Professional Services Contract (July 2009) third edition, within the period stated in the Contract Data, and after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact The Mvula Trust's agent (whose details are given in the contract data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data, within 21 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any).

Signature <i>Of person authorised to sign the tender</i>	
Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	
Address <i>Physical address</i>	
Telephone no	
Fax number	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

By the duly authorized representatives signing this agreement, The Mvula Trust and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and The Mvula Trust during this process of offer and acceptance.

Signature <i>Of person authorised to sign on behalf of The Mvula Trust</i>	
--	--

Name <i>Of signatory in capitals</i>	
Capacity <i>Of signatory</i>	
Name <i>Of Organisation</i>	The Mvula Trust
Address <i>Physical address</i>	25 Rhodesdrift Street Rhodesdrift Office Park ROP 6, Bendor Ext 30 0699
Telephone no	(015) 291 2405
Fax number	
Name <i>Of witness</i>	
Signature <i>Of witness</i>	

C1.2 GENERAL CONDITIONS OF CONTRACT AND CONTRACT DATA

The Conditions of Contract are clauses 3 to 15 **STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014)** as amended with particular conditions specified by the employer.

C1.2.1 GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS

In the Contract, the following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are signified in the text of the Contract by the use of capital initial letters.

Contract

The Contract signed by the Parties and of which these General Conditions of Contract form part.

Contract Data

Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract.

Contract Price

The price to be paid for the performance of the Services in accordance with the Pricing Data.

Day

A calendar day.

Defect

A part of the Services, as performed, which does not comply with the requirements of the Contract.

Deliverable

Any measurable, tangible, verifiable outcome, result or item that must be produced or completed;

Employer

The contracting party named in the Contract who employs the Service Provider.

Force Majeure

An event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

Key Persons

Persons who are named as such in the Contract Data who will be engaged in the performance of the Services.

Others

Persons or organisations who are not the Employer, the Service Provider or any employee, Subcontractor, or supplier of the Service Provider.

Parties

The Employer and the Service Provider.

Period of Performance

The period within which the Services are to be performed and completed, commencing from the Start Date.

Personnel

Persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof.

Personnel Schedule

A schedule naming all Personnel and Key Persons.

Pricing Data

Data that establishes the criteria and assumptions that were taken into account when developing the Contract Price and the record of the components that make up the Contract Price.

Project

The project named in the Contract Data for which the Services are to be provided.

Scope of Work

The document which defines the Employer's objectives and requirements and specifies the Services which must, or may, be provided under the Contract.

Service Provider

The contracting party named in the Contract Data who is employed by the Employer to perform the Services described in the Contract, and legal successors to the Service Provider and legally permitted assignees.

Services

The work to be performed by the Service Provider pursuant to the Contract as described in the Scope of Work.

Start date

The date on which the Services are to commence, as stated in the Contract Data

Subcontractor

A person or body corporate who enters into a subcontract with the Service Provider to perform part of the Services.

2. INTERPRETATION

- 2.1 Unless inconsistent with the context, an expression which denotes:
- a) any gender includes the other genders;
 - b) a natural person includes a juristic person and vice versa;
 - c) the singular includes the plural and vice versa.
- 2.2 If there is any conflict between the provisions of these General Conditions of Contract and the Contract Data, the provisions of the Contract Data shall prevail.
- 2.3 The clause headings shall not limit, alter or affect the meaning of the Contract.

3. GENERAL**3.1 Governing law**

Law governing the Contract shall be the law of the Republic of South Africa.

3.2 Change in legislation

If after the commencement of the Contract, the cost or duration of the Services is altered as a result of changes in, or additions to, any statute, regulation or bye-law, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract

Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 14 Days of first having become aware of the change, the Service Provider furnished the Employer with detailed justification for the adjustment to the Contract Price or Period of Performance (or both).

3.3 Language

3.3.1 The language of the Contract and of all communications between the Parties shall be English.

3.3.2 All reports, recommendations and reports prepared by the Service Provider under the Contract shall be in English.

3.4 Notices

3.4.1 Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data, when sent by e-mail or facsimile to such Party

3.4.2 A Party may change its address for receipt of communications by giving the other Party 30 Days advance notice of such change.

3.5 Location

The Services shall be performed at such locations as are specified in the Contract Data, and where the location of a particular task is not so specified, at such locations as the Employer may approve.

3.6 Publicity and publication

Unless otherwise stated in the Contract Data, the Service Provider shall not release public or media statements or publish material related to the Services or Project within two (2) years of completion of the Services without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.

3.7 Confidentiality

Both parties shall keep all sensitive information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other Party.

3.8 Variations

3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service Provider to submit proposals, including the time and cost implications, for variations to the Services.

3.8.2 The reasonable cost of preparation and submission of such proposals and the incorporation into the Contract of any variations to the Services ordered by the Employer, including any change in the Contract Price, shall be agreed between the Service Provider and the Employer.

3.8.3 Where a variation is necessitated by default or breach of Contract by the Service Provider, any additional cost attributable to such variation shall be borne by the Service Provider.

3.9 Changes to the Contract Price or Period of Performance

3.9.1 Not applicable

3.9.2 The Service Provider shall not be entitled to a change in the Contract Price or Period of Performance.

3.9.3 Not applicable

3.9.4 Not applicable.

3.10 Sole agreement

The Contract constitutes the sole agreement between the Parties for the performance of the Services and any representation not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing and signed by both Parties.

3.11 Indemnification

The Service Provider shall, at his own expense, indemnify, protect and defend the Employer, its agents and employees, from and against all actions, claims, losses and damage arising from any negligent act or omission by the Service Provider in the performance of the Services, including any violation of legal provisions, or rights of others, in respect of patents, trademarks and other forms of intellectual property such as copyrights.

3.12 Penalty

3.12.1 If due to his negligence, or for reasons within his control, the Service Provider does not perform the Services within the Period of Performance, the Employer shall without prejudice to his other remedies under the Contract or in law, be entitled to levy a penalty for every Day or part thereof, which shall elapse between the end of the period specified for performance, or an extended Period of Performance, and the actual date of completion, at the rate and up to the maximum amount stated in the Contract Data.

3.12.2 If the Employer has become entitled to the maximum penalty amount referred to in 3.12.1, he may after giving notice to the Service Provider:

- a) terminate the Contract
- b) complete the Services at the Service Provider's cost.

3.13 Equipment and materials furnished by the Employer

3.13.1 Equipment and materials made available to the Service Provider by the Employer or purchased by the Service Provider with funds provided by the Employer for the performance of the Services shall be the property of the Employer and shall be marked accordingly. Upon termination or expiration of the Contract, the Service Provider shall make available to the Employer an inventory of such equipment and materials and shall dispose of them in accordance with the Employer's instructions.

3.13.2 The Service Provider shall, at his own expense, ensure the equipment and materials referred to in 3.13.1 for their full replacement value.

3.14 Illegal and impossible requirements

The Service Provider shall notify the Employer immediately, on becoming aware that the Contract requires him to undertake anything which is illegal or impossible.

3.15 Programme

3.15.1 The Service Provider shall, within the time period set out in the Contract Data and whenever a programme is amended by the Employer's for the performance of the Services which shall, *inter alia*, include:

- a) the order and timing of operations by the Service Provider and any actions, access to people, places and things and work required of the Employer and Others;
- b) the dates by which the Service Provider plans to complete work needed to allow the Employer and Others to undertake work required of them;
- c) provisions for float;
- d) the planned completion of the Services or part thereof in relation to a Period of Performance; and
- e) other information as required in terms of the Scope of Work or Contract Data.

3.15.2 The Employer may, during the course of the Contract, request the Service Provider to amend the programme. Where this is not practicable, the Service Provider shall advise the Employer accordingly and advise him of alternative measures, if any, which might be taken.

3.16 Price adjustment to time-based fees for inflation

3.16.1 Fees payable will be capped as fixed cost per school as indicated not escalation or changes will be allowed.

4. EMPLOYER'S OBLIGATIONS

4.1 Information

4.1.1 The Employer shall timeously provide to the Service Provider, free of cost, all available information and data in the Employer's possession which may be required for the performance of the Services.

4.1.2 The Employer shall provide the Service Provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.

4.2 Decisions

The Employer shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service Provider so as not to delay the performance of Services.

4.3 Assistance

4.3.1 The Employer shall co-operate with the Service Provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:

- a) authorise the Service Provider to act as his agent insofar as may be necessary for the performance of the Services;
- b) provide all relevant data, information, reports, correspondence and the like, which become available;
- c) procure the Service Provider's ready access to premises, or sites, necessary for the performance of the Services;
- d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data;

4.3.2 Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the Services.

4.4 Services of Others

The Employer shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.

4.5 Notification of material change or defect

The Employer shall immediately advise the Service Provider on becoming aware of:

- a) any matter other than a change in legislation which will materially change, or has changed the Services, or Scope of work
- b) a material defect or deficiency in the Services.

4.6 Issue of instructions

Where the Service Provider is required to administer the work or services of others, or any contract or agreement, on behalf of the Employer, then the Employer shall issue instructions related to such work, services, contract or agreement only through the Service Provider.

4.7 Payment of Service Provider

The Employer shall pay the Service Provider the Contract Price in accordance with the provisions of the Contract.

5. SERVICE PROVIDER'S OBLIGATIONS

5.1 General

5.1.1 The Service Provider shall perform the Services in accordance with the Scope of Work with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

5.1.2 If the Service Provider is a joint venture or consortium of two or more persons, the Service Provider shall designate one person to act as leader with authority to bind the joint venture or consortium. Neither the composition nor the constitution of the joint venture or consortium shall be altered without the prior consent in writing of the Employer, which shall not be unreasonably withheld.

5.2 Exercise of authority

The Service Provider shall have no authority to relieve Others appointed by the Employer to undertake work or services on the Project of any of their duties, obligations, or responsibilities under their respective agreements or contracts, unless expressly authorised by the Employer in response to an application by the Service Provider in writing to do so.

5.3 Designated representative

Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority to receive instructions from and give information to the Employer on behalf of the Service Provider.

5.4 Insurances to be taken out by the Service Provider

5.4.1 The Service Provider shall as a minimum and at his own cost take out and maintain in force all such insurances as are stipulated in the Contract Data.

5.4.2 The Service Provider shall, at the Employer's request, provide evidence to the Employer showing that the insurance required in terms of Clause 5.4.1 has been taken out and maintained in force.

5.5 Service Provider's actions requiring Employer's prior approval

The Service Provider shall obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions:

- a) appointing Subcontractors for the performance of any part of the Services,
- b) appointing Key Persons not listed by name in the Contract Data.
- c) any other action that may be specified in the Contract Data.

5.6 Co-operation with Others

If the Service Provider is required to perform the Services in co-operation with Others he may make recommendations to the Employer in respect of the appointment of such Others. The Service Provider shall, however, only be responsible for his own performance and the performance of Subcontractors unless otherwise provided for.

5.7 Notice of change by Service Provider

On becoming aware of any matter which will materially change or has changed the Services, the Service Provider shall within 2 Days thereof give notice to the Employer.

6. CONFLICTS OF INTEREST

6.1 Service Provider not to benefit from commissions, discounts, etc.

The remuneration of the Service Provider under the Contract shall constitute the Service Provider's sole remuneration in connection with the Contract, or the Services, and the Service Provider shall not accept for his own benefit any trade commission, discount, or similar payment in connection with activities pursuant to the Contract, or in the discharge of his obligations under the Contract, and shall use his best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them shall, similarly, not receive any additional remuneration.

6.2 Royalties and the like

The Service Provider shall not have the benefit, whether directly or indirectly, of any royalty or of any gratuity or commission in respect of any patented or protected article or process used in or for the purposes of the Contract, or Project, unless so agreed by the Employer in writing.

6.3 Independence

The Service Provider shall refrain from entering into any relationship which could be perceived as compromising his independence of judgement, or that of Subcontractors or Personnel.

7. SERVICE PROVIDER'S PERSONNEL

7.1 General

- 7.1.1 The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services.
- 7.1.2 Where required in terms of the Contract, the Service Provider shall provide Key Persons as listed in the Contract Data to perform specific duties. If at any time, a particular Key Person cannot be made available, the Service Provider may engage a replacement who is equally or better qualified to perform the stated duty, subject to the Employer's approval, which approval shall not be unreasonably withheld.
- 7.1.3 The Service Provider shall bear all additional costs arising out of or incidental to replacement of Personnel, except where such replacement is otherwise provided for in the Contract.
- 7.1.4 The Service Provider shall take all measures necessary and shall provide all materials and equipment necessary to enable Personnel to perform their duties in an efficient manner.

7.2 Provision of Personnel in terms of a Personnel Schedule

- 7.2.1 The Service Provider shall, where required in terms of the Contract Data, provide appropriate Personnel for such time periods as required in terms of the Contract and enter all data pertaining to Personnel including titles, job descriptions, qualifications and estimated periods of engagement on the performance of the Services in the Personnel Schedule.
- 7.2.2 Where the Service Provider proposes to utilise a person not named in the Personnel Schedule, he shall submit the name, relevant qualifications and experience of the proposed replacement person to the Employer for approval. Should the Employer not object in writing within 10 Days of receipt of such notification, the replacement shall be deemed to have been approved by the Employer.
- 7.2.3 The Services shall be performed by the Personnel listed in the Personnel Schedule for the periods of time indicated therein. The Service Provider may, subject to the approval of the Employer, make such adjustments to the data provided in terms of Clause 7.2.1 above as may be appropriate to ensure the efficient performance of the Services, provided that the adjustments will not cause payments to exceed any limit placed on the Contract Price.
- 7.2.4 The Service Provider shall, if required in terms of Clause 7.2.1:
- a) forward to the Employer for approval, within 15 Days of the award of the Contract, the Personnel Schedule and a timetable for the placement of Personnel.
 - b) inform the Employer of the date of commencement and departure of each member of Personnel during the course of the Project.
 - c) submit to the Employer for his approval a timely request for any proposed change to Personnel, or timetables.

8. COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION

8.1 Commencement of Services

The Service Provider shall commence the performance of the Services within the period stated in the Contract Data.

8.2 Completion

- 8.2.1 Unless terminated in terms of the Contract, or otherwise specified in the Contract Data, the Contract shall be concluded when the Service Provider has completed all Deliverables in accordance with the Scope of Work.
- 8.2.2 The Service Provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:
- a) failure of the Employer to fulfil his obligations under the Contract;
 - c) any delay in the performance of the Services which is not due to the Service Provider's default;
 - d) *Force Majeure*; or
 - e) suspension.
- 8.2.3 The Service Provider shall within 1 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request for the extension of the Period of Performance to which he considers himself entitled and shall within 2 days after the delay ceases deliver to the Employer full and detailed particulars of the request.
- 8.2.4 The Employer shall, within 2 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or

inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.

8.3 Force Majeure

- 8.3.1 The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of *Force Majeure*, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to meet the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.
- 8.3.2 In the event that the performance of the Services has to be suspended on the grounds of *Force Majeure*, the Period of Performance shall be extended by the extent of the delay plus a reasonable period for the resumption of work.
- 8.3.3 During the period of his inability to perform the Services as a result of an event of *Force Majeure*, the Service Provider shall be entitled to any payment due in terms of the Contract and shall be reimbursed for additional costs reasonably and necessarily incurred by him in suspending, delaying and re-activating the performance of the Services.

8.4 Termination

8.4.1 The Employer may terminate the Contract:

- (a) where the Services are no longer required;
- (b) where the funding for the Services is no longer available;
- (c) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within two (2) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;
- (d) if the Service Provider becomes insolvent or liquidated; or
- (e) if, as the result of *Force Majeure*, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days;

8.4.2 The Employer shall give the Service Provider not less than two (2) Days written notice of any termination made in terms of 8.4.1 (a) or (b).

8.4.3 The Service Provider may terminate the Contract, by giving not less than thirty (2) Days written notice to the Employer after the occurrence of any of the following events:

- (a) if the Employer fails to pay any monies due to the Service Provider in terms of the Contract and not subject to dispute pursuant to Clause 12 within forty-five (45) Days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of *Force Majeure*, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; or
- (c) when the Services have been suspended under Clause 8.5 and the period of suspension exceeds the period stated in the Contract Data, or it is clear to the Service Provider that it will be impossible or impractical to resume the suspended Services before the period of suspension has exceeded the period stated in the Contract Data; or
- (d) if the Employer is in material breach of a term of the Contract and fails to rectify such breach within 30 Days of the receipt of written notice requiring him to do so.

8.4.4 Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the

prompt and orderly termination of the Contract, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.

- 8.4.5 Should the Service Provider, being an individual or the last surviving principal of a partnership or body corporate, die or be prevented by illness or any other circumstances beyond his control from performing the obligations implied by the Contract, the Contract shall be terminated without prejudice to the accrued rights of either Party against the other.

8.5 Suspension

- 8.5.1 The Employer may temporarily suspend all or part of the Services by notice to the Service Provider who shall immediately make arrangements to stop the performance of the Services and minimize further expenditure.
- 8.5.2 When Services are suspended, the Service Provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost incident to the prompt and orderly suspension of the Contract.

8.6 Rights and liabilities of the Parties

Completion, suspension or termination of the Contract shall not prejudice or affect the accrued rights or liabilities of the Parties.

9. OWNERSHIP OF DOCUMENTS AND COPYRIGHT

- 9.1 Copyright of all documents prepared by the Service Provider in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to Project shall be vested in the party named in the Contract Data. Where copyright is vested in the Service Provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Project and need not obtain the Service Provider's permission to copy for such use. Where copyright is vested in the Employer, the Service Provider shall not be liable in any way for the use of any of the information other than as originally intended for the Project and the Employer hereby indemnifies the Service Provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.
- 9.2 The ownership of data and factual information collected by the Service Provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.

10. SUCCESSION AND ASSIGNMENT

- 10.1 Except as defined in Clause 8.4.4 above, each Party binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other Party and to the other partners, successors, executors, administrators, assigns and legal representatives of the other Party in respect of all obligations and liabilities of the Contract.
- 10.2 An assignment shall be valid only if it is a written agreement, by which the Service Provider transfers his rights and obligations under the Contract, or part thereof, to others.
- 10.3 The Service Provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder, except in the following cases:
- (a) by a charge in favour of the Service Provider's bankers of any monies due or to become due under the Contract; or
 - (b) by assignment to the Service Provider's insurers of the Service Provider's right to obtain relief against any other person liable in cases where the insurers have discharged the Service Provider's loss or liability.
- 10.4 The approval of an assignment by the Employer shall not relieve the Service Provider of his obligations for the part of the Contract already performed or the part not assigned.

- 10.5 If the Service Provider has assigned his Contract or part thereof without authorization, the Employer may forthwith terminate the Contract, and the third party will have no claim against the Employer resulting from such termination.

11. SUBCONTRACTING

- 11.1 A Service Provider may not subcontract any work which he has the skill and competency to perform, unless otherwise permitted in the Contract Data.
- 11.2 A subcontract, where permitted in terms of the Contract Data, shall be valid only if it is a written agreement by which the Service Provider entrusts performance of a part of the Services to Others.
- 11.3 The Service Provider shall not subcontract to nor engage a Subcontractor to perform any part of the Services without the prior written authorization of the Employer. The services to be sub-contracted and the identity of the Subcontractor shall be notified to the Employer. The Employer shall, within 14 Days of receipt of the notification and a full motivation why such services are to be subcontracted, notify the Service Provider of his decision, stating reasons, should he withhold such authorization. If the Service Provider enters into a subcontract with a Subcontractor without prior approval, the Employer may forthwith terminate the Contract.
- 11.4 The Employer shall have no contractual relationships with Subcontractors. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service Provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.
- 11.5 The Service Provider shall advise the Employer without delay of the variation or termination of any subcontract for performance of all or part of the Services.
- 11.6 The Service Provider shall be responsible for the acts, defaults and negligence of Subcontractors and their agents or employees in the performance of the Services, as if they were the acts, defaults or negligence of the Service Provider, his agents or employees. Approval by the Employer of the subcontracting of any part of the Contract or of the engagement by the Service Provider of Subcontractors to perform any part of the Services shall not relieve the Service Provider of any of his obligations under the Contract.

12. RESOLUTION OF DISPUTES

12.1 Settlement

- 12.1.1 The Parties shall negotiate in good faith with a view to settling any dispute or claim arising out of or relating to the Contract and may not initiate any further proceedings until either Party has, by written notice to the other, declared that such negotiations have failed.
- 12.1.2 Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to either mediation or adjudication as provided for in the Contract Data.

12.2 Mediation

- 12.2.1 If the Contract Data does not provide for dispute resolution by adjudication, not earlier than 14 Days after having advised the other Party, in terms of Clause 12.1, that negotiations in regard to a dispute have failed, an aggrieved Party may require that the dispute be referred, without legal representation, to mediation by a single mediator. The mediator shall be selected by agreement between the Parties, or, failing such agreement, by the person named for this purpose in the Contract Data. The costs of the mediation shall be borne equally by the Parties.
- 12.2.2 The mediator shall convene a hearing of the Parties and may hold separate discussions with any Party and shall assist the Parties in reaching a mutually acceptable settlement of their differences through means

of reconciliation, interpretation, clarification, suggestion and advice. The Parties shall record such agreement in writing and thereafter they shall be bound by such agreement.

12.2.3 The mediator is authorized to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Parties.

12.2.4 If either Party is dissatisfied with the opinion expressed by the mediator or should the mediation fail, then such Party may require that the dispute be referred to arbitration or litigation in a competent civil court, as provided for in the Contract Data.

12.3 Adjudication

12.3.1 If the Contract Data does not provide for dispute resolution by mediation, an aggrieved Party may refer the dispute to adjudication. Adjudication shall be in accordance with the latest edition of the separately published CIDB Adjudication Procedures.

12.3.2 The adjudicator shall be appointed in terms of the Adjudicator's Agreement bound in the Construction Industry Development Board's Adjudication Procedure.

12.3.3 The Adjudicator shall be any person agreed to by the parties or, failing such agreement, shall be nominated by the person named in the Contract Data. The Adjudicator shall be appointed in accordance with the Adjudicator's Agreement contained in the CIDB Adjudication Procedure.

12.3.4 If a Party is dissatisfied with the decision of the Adjudicator, the Party may give the other Party notice of dissatisfaction within 28 Days of the receipt of that decision and refer the dispute to arbitration or litigation in a competent civil court as provided for in the Contract Data. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties.

12.4 Arbitration

12.4.1 Arbitration, where provided for in the Contract Data, shall be by a single arbitrator in accordance with the provisions of the Arbitration Act of 1965 as amended and shall be conducted in accordance with such procedure as may be agreed between the Parties or, failing such agreement, in accordance with the Rules for the Conduct of Arbitrations published by the Association of Arbitrators current at the date the arbitrator is appointed.

12.4.2 The arbitrator shall be mutually agreed upon or, failing agreement, to be nominated by the person named in the Contract Data.

13. LIABILITY

13.1 Liability of the Service Provider

13.1.1 The Service Provider shall be liable to the Employer arising out of or in connection with the Contract if a breach of Clause 5.1 is established against him.

13.1.2 The Service Provider shall correct a Defect on becoming aware of it. If the Service Provider does not correct a Defect within a reasonable time stated in a notification and the Defect arose from a failure of the Service Provider to comply with his obligation to provide the Services, the Service Provider shall pay to the Employer the amount which the latter assesses as being the cost of having such Defect corrected by Others.

13.1.3 All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance stated in the Contract Data, if any.

13.2 Liability of the Employer

The Employer shall be liable to the Service Provider arising out of or in connection with the Contract if a breach of an obligation of his in terms of the Contract is established. The Service Provider shall have no separate delictual right of action against the Employer.

13.3 Compensation

If it is established that either Party is liable to the other, compensation shall be payable only on the following terms:

- (a) Compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of the breach.
- (b) In any event, the amount of compensation will be limited to the amount specified in Clause 13.5.

13.4 Duration of Liability

Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service Provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within the period stated in the Contract Data or, where no such period is stated, within a period of three years from the date of termination or completion of the Contract.

13.5 Limit of Compensation

13.5.1 Unless otherwise indicated in the Contract Data, the maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to:

- a) the sum insured in terms of 5.4 in respect of insurable events; and
- b) the sum stated in the Contract Data or, where no such amount is stated, to an amount equal to twice the amount of fees payable to the Service Provider under the Contract, excluding reimbursement and expenses for items other than salaries of Personnel, in respect of non-insurable events.

13.5.2 Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.

13.5.3 If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.

13.6 Indemnity by the Employer

Unless otherwise indicated in the Contract Data, the Employer shall indemnify the Service Provider against all claims by third parties which arise out of or in connection with the performance of the

Services save to the extent that such claims do not in the aggregate exceed the limit of compensation in Clause 13.5, if applicable, or are covered by the insurances arranged under the terms of Clause 5.4.

13.7 Exceptions

13.7.1 Clauses 13.5 and 13.6 shall not apply to claims arising from deliberate misconduct.

13.7.2 The Service Provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by:

- a) the Employer omitting to act on any recommendation, or overriding any act, decision or recommendation, of the Service Provider, or requiring the Service Provider to implement a decision or recommendation with which the Service Provider disagrees or on which he expresses a serious reservation; or
- b) the improper execution of the Service Provider's instructions by agents, employees or independent contractors of the Employer.

14. REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER

The Employer shall remunerate and reimburse the Service Provider for the performance of the Services as set out in the Pricing Data. If not otherwise stated in the Pricing Data, the following shall

14.2 If the Employer is satisfied that the invoice complies with the above provision, the Employer shall submit the invoice to the Client¹ for consideration and approval. If the Client approves the invoice, the Client shall make payment to the Employer. The Employer shall make payment of the invoice to the Service Provider within 30 days of receiving payment from the Client. PSP to note that

Notwithstanding, any provision in this Contract or at law, the Employer shall not be liable to or make payment to the Service Provider until the Employer receives payment from the Client. The Employer shall not be liable for any costs and/or losses incurred, including interest, by the Service Provider due to non-payment or delayed payment by the Client.

14.3 If any item or part of an item in an invoice submitted by the Service Provider is disputed by the Employer, the latter shall, before the due date of payment, give notice thereof with reasons to the Service Provider, but shall not delay payment of the balance of the invoice. Clause 14.2 shall apply to disputed amounts which are finally determined to be payable to the Service Provider.

14.4 In respect of Services charged for on a time-basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of twenty four months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.

15 AMOUNTS DUE TO THE EMPLOYER

Amounts due to the Employer shall be paid by the Service Provider within thirty (30) Days of receipt by him of the relevant invoices. If the Employer does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service Provider, at the rate stated in the Contract Data, calculated from the due date for payment

¹ To be defined as the Department of Basic Education

C1.2 CONTRACT DATA

Part 1 – Contract data provided by The Mvula Trust

STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014)

The Conditions of Contract are clauses 3 to 15 **Standard Professional Services Contract (July 2009) (Third Edition of CIDB document 1014)** as amended with particular conditions specified by the employer.

Copies of these conditions of contract may be obtained from the Construction Industry Development Board. Each project will be administered as a project on its own.

	CONTRACT SPECIFIC DATA
	The following contract specific data is applied to this Contract (particular conditions specified by the employer)
Clause 1	Definitions
1.1	<u>Employer</u>
	The sponsor is the Limpopo Department of Education (" LDOE ") and the employer according to the contract is The Mvula Trust (" TMT "). The work is to be done for the LDOE as sponsor and as funder and that the LDOE will have the right to directly intervene if the service provider is in default. In the event of such an intervention, the LDOE shall assume full accountability and responsibility and will indemnify the Implementing Agent (" IA ") for any litigation that might arise as a consequence of such intervention.
	The contracts allow for the assignment of the remaining contractual liabilities of the Tenderers to the LDOE to be implemented by such custodian department.
1.2	<u>Project</u>
	For the provision of Specialist Services for normal services for planning and design of projects. The project construction scope consists of the construction of water and sanitation infrastructure at schools in Limpopo. NB: Please note that for the purposes of execution of the project, the Specialist shall report to the Principal Agent separately appointed by The Mvula Trust.
1.3	<u>Period of Performance</u>
	The project will be implemented in two (2) phases. The Estimated Period of Performance is forty-one (41) working days commencing from the date receipt of instruction to proceed with performing the services from The Mvula Trust. Phase 2 services shall be performed on as and when required basis from the date of contract appointment until the Close Out Stage and in accordance with the scope of the services. The estimated duration is eight (8) months. Remuneration for Phase 2 services shall be on a time charge basis on the basis of the rates in the time-based schedule.

	Phase 1: Entails the following tasks: ❖ Siting ❖ Drilling ❖ Borehole Yield Testing and Water Quality Testing. NB: Phase 1 must be completed within forty-one (41) working days from the date receipt of instruction to proceed with performing the services from The Mvula Trust. Phase 2: Entails the following task(s): ❖ Monitoring and Supervision of the equipping of borehole by others on as and when required basis. NB: Phase 2 shall commence from the date of appointment of Contractor till Close Out Stage. The estimated duration is eight (8) months. As and when required, the Service Provider shall be instructed to provide the monitoring services on a Time-Based Charges.
1.4	<u>Service Provider</u> The contracting party may also be a consortium/joint venture and severally liable. In terms of this definition, the words consortium and joint venture shall be regarded as synonymous.
1.5	<u>Start Date</u> The Anticipated Start Date will be receipt of instruction to proceed with performing the services from The Mvula Trust
Clause 3	General
3.5	<u>Location</u> The location for the performance of the Project is various districts in Limpopo Province. The base Town for reimbursable travelling related expenses is: Polokwane.
3.6	<u>Publicity and publication</u> The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.
	<u>Changes to Contract Price or Period of Performance</u>
3.9.3	The time-based fees (hourly rates) used to determine changes to the Contract Price are as stated in the Pricing Data The Provision of 3.9.3 do not apply to this contract.
	<u>Penalty</u>

3.12.1	The following shall apply A penalty amount as indicated below per day will be applicable after the lapse of the period of performance (mutatis mutandis), to a maximum equal to 15% of contract amount, after which the contract may be terminated.
	- Services not completed within the period of performance shall attract a penalty of: R500 per day will be applied for late submission of deliverables under Phase 1. R250 per day will be applied for failing to meet deadlines planned and agreed under Phase 2. - Rework due to negligence will be at the specialist cost. - The Service Provider shall provide a programme for the completion of the scope of works within two (2) days of given a written instruction to proceed with the works.
	<u>Price adjustment to time-based fees for inflation</u>
3.16.1	Prices are fixed for the duration of the contract.
	<u>Employer's Obligations</u>
4.1	<u>Information</u>
4.1.1	The Mvula Trust shall timeously provide to the Service Provider, free of cost, all available information and data in The Mvula Trust's possession which may be required for the performance of the Services.
4.1.2	The Mvula Trust shall provide the Service Provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.
	<u>Decisions</u>
4.2	The Mvula Trust shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service Provider so as not to delay the performance of Services.
	<u>Assistance</u>
4.3.1	The Mvula Trust shall co-operate with the Service Provider and shall not interfere with or obstruct the proper performance of the Services. The Mvula Trust shall as soon as practicable:
	a) authorise the Service Provider to act as his agent insofar as may be necessary for the performance of the Services;
	b) provide all relevant data, information, reports, correspondence and the like, which become available;
	c) procure the Service Provider's ready access to premises, or sites, necessary for the performance of the Services;
	d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data;
4.3.2	Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on The Mvula Trust's behalf and interpreting and defining The Mvula Trust's policies and requirements in regard to the Services.

	<u>Services of Others</u>
4.4	The Mvula Trust shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.
4.5	<u>Notification of material change or defect</u>
	The Mvula Trust shall immediately advise the Service Provider on becoming aware of:
	a) any matter other than a change in legislation which will materially change, or has changed the Services; or
	b) a material defect or deficiency in the Services
4.6	<u>Issue of instruction</u>
	Where the Service Provider is required to administer the work or services of Others, or any contract or agreement, on behalf of The Mvula Trust, then The Mvula Trust shall issue instructions related to such work, services, contract or agreement only through the Service Provider.
	<u>Payment of Service Provider</u>
4.7	The Mvula Trust shall pay the Service Provider the Contract Price in accordance with the provisions of the Contract.
	For payment purposes (refer to Clause 8 of Part C2.1: Pricing Assumptions)
	<u>Insurances to be taken out by the Service Provider</u>
5.4.1	The Service Provider shall as a minimum and at his own cost take out and maintain in force all such insurances as are stipulated in the Contract Data.
	The Service Provider is required to take out and maintain, for the full duration of the performance of this contract the following insurance cover:
	1. Professional Indemnity Insurance providing cover in an amount of not less than R 2 000 000 (Two Million Rand).
	<u>Service Provider's actions requiring Employer's prior approval</u>
5.5	The Service Provider is required to obtain The Mvula Trust's prior approval in writing before taking any of the following actions:
	1 Replacing any of the key personnel listed by name in the Contract Data.
	2 Occupying any public land or facility for any purpose that will cause disruption and or inconvenience to the users of such land or facility in respect of any services of the contract.

	4. The issuing of notices to contractors in relation to extensions of time, the cancellation of the contract between The Mvula Trust and a contractor, and instructions to contractors requiring significant scope change. 5. Changes in Scope 6. Changes in drawings 7. Changes in Specification
	<u>Commencement of Services</u>
8.1	The Service Provider is to commence the performance of the Services within 48 Hours of date that the Contract becomes effective.
	<u>Completion</u>
8.2.1	Unless otherwise specified in the Contract Data, the Contract shall be concluded when the correct and accurate deliverables in accordance with the scope of the services at Close Out Stage have been approved by the Sponsor.
8.2.2	The Service Provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:
	a) additional Services ordered by The Mvula Trust;
	b) failure of The Mvula Trust to fulfil his obligations under the Contract;
	c) any delay in the performance of the Services which is not due to the Service Provider's default;
	d) <i>Force Majeure</i> ; or
	e) Suspension.
8.2.3	The Service Provider shall within seven (7) Calendar Days of becoming aware that a delay may occur or has occurred, notify The Mvula Trust of his intention to make a request for the extension of the Period of Performance to which he considers himself entitled and shall within seven (7) Calendar days after the delay ceases deliver to The Mvula Trust full and detailed particulars of the request.
8.2.4	The Mvula Trust shall, within seven (7) Calendar Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of The Mvula Trust to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.
8.3	<u>Force Majeure</u>
	This clause shall apply on this contract.

8.4.1(c)	<u>Termination</u> The Employer may terminate the Contract if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within seven (7) days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing
8.4.2	The Employer shall give the Service Provider not less than seven (7) days written notice of any termination made in terms of 8.4.1 (a) or (b)
	<u>Ownership of documents and copyright</u>
9.1	Copyright of documents prepared for the Project shall be vested with The Mvula Trust.
	<u>Subcontracting</u>
11.1	A Service Provider may not subcontract any work which he has the skill and competency to perform.
12.1	<u>Settlement</u>
12.1.2	Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to mediation as provided for in the Contract Data.
12.2/ 12.3	Final settlement is by mediation
12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by Association of Arbitrators
	<u>Adjudication</u>
12.3.3	<i>Not applicable</i>
	<u>Arbitration</u>
12.4.1	<i>Not applicable</i>
	<u>Liability of the Service Provider</u>
13.1.3	All persons in a joint venture or consortium shall carry a minimum Specialist indemnity insurance of R 2 000 000 (Two Million Rand)
13.4	<u>Duration of Liability</u>
	Neither The Mvula Trust nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within three (3) years from the date of termination or completion of the Contract.
	<u>Limit of Compensation</u>
13.5.1	Unless otherwise indicated in the Contract Data, the maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to R 2 000 000.00 (Two Million Rand)

13.5.2	Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.
13.5.3	If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.
13.6	<u>Indemnity by the Employer</u>
	The provisions of 13.6 do not apply to the Contract
13.7	These clauses do not apply to this contract.
15	<u>Amounts due to the Employer</u>
	Amounts due to The Mvula Trust shall be paid by the Service Provider within (30) Days of receipt by him of the relevant invoices. If The Mvula Trust does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service Provider, at the rate stated in the Contract Data, calculated from the due date for payment.
	The interest rate will be the prime interest rate of The Mvula Trust's Bank at the time the amount is due.

C1.2 CONTRACT DATA (Continued)

Part 2: Data provided by the Specialist Service Provider

Clause	1.3. Data
1	The Service Provider is Address Telephone: Fax simile: E-mail:
5.3	The authorised and designated representative of the Service Provider is: Name: The address for receipt of communications is: Telephone: Fax simile: Address

C2.1 Pricing Instructions

C2.1 Pricing Instructions

C2.1.1 The tenderer will be paid on an all-inclusive (fees, disbursements, etc.) fixed price basis.

C2.1.2 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

No separate payment shall be made for the service and the cost of providing this service shall be deemed to be included in the price.

C2.1.3 Quality Assurance System

No separate payment shall be made for the implementation of a quality management system. The cost of providing this service shall be deemed to be included in the price.

C2.1.4 Principal Agent of the Employer

The Principal Agent is appointed separately.

C2.1.5 Other unspecified services

The Employer may order duties that fall outside the scope of the project as tendered. Any such additional services that may be required will be remunerated on a Time Basis. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.

C2.1.6 Set off

The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other project.

C2.2 Activity Schedule

C2.2.1 Activities

C2.2.1.1 The Services to be rendered are defined in C3: Scope of Services.

C2.2.1.2 The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services.

C2.3 Activity Schedule Payment Arrangements

The Service Provider's shall be paid upon the completion of and approval of the Services by the Employer. **C2.3.1. Activity Schedule for Value Based Fees**

The amount tendered herein is fixed for the proposed all clusters.

It is expected that the consultant will take reasonable care in his pricing and would provide as accurately as possible.

C2.3.2. Activity Schedule for Time Based Fees

PRICING SCHEDULE A					
Offered Fees Proposal					
The preference point system for this cluster is 80/20					
Cluster 5a					
Number of schools: 1					
No.	Description	Unit	Quantity	Rate (R)	Amount
1	Hydrogeological Services				
1.1	Site Assessment	Item	1		
1.2	Desk Study	Item	1		
1.3	Borehole Siting	Item	1		
1.4	Borehole Drilling Supervision	Item	1		
1.5	Testing Supervision	Item	1		
1.6	Water Quality Testing by a SANAS Accredited Laboratory	Item	1		
1.7	Reporting	Item	1		
1.8	Borehole Registration	Item	1		
2.0	Borehole Drilling				
2.1	Borehole Drilling up to 200m, Steel Casing and Complete Borehole Construction as per the guidelines <i>(Department of Water and Sanitation's Minimum Standards and Guidelines for Groundwater Resource Development for the Community Water Supply and Sanitation water Programme)</i>	Prov. Sum			R200 000.00
2.2	24 Hour Borehole Testing - Yield and Quality – Existing and New Borehole	Prov. Sum			R70 000.00
2.3	Collection of Water Sample, Borehole Quality Testing by Independent Laboratory and Report (By Client)	Prov. Sum			R8 000.00
	New Borehole to be drilled after Testing Existing Borehole, results, and recommendation is done.				
Sub-Total (Excl Vat)					
Contingency @ 5%					
Total Offer (Excl Vat)					
Vat @ 15%					
Total Offer (to be carried forward to Form of Offer) (Incl Vat)					

TIME BASED FEES (HOURLY RATE / RATE ONLY)			
ITEM NUMBER	KEY STAFF	HOURLY RATE	FIXED (Rate Only)
1.	Hydrogeologist registered with SACNASP	R	
2.	Technician	R	

NB:

1. * The rates are fixed and valid for the duration of the contract.
2. *The pricing of the Time-Based Fees is compulsory.
3. Rates are all inclusive of all services and disbursements.

NOTE:

1. Total Financial Offer **must be carried over to C1.1 Form of Offer and Acceptance**. Failure to carry this over to the Form of Offer and Acceptance **shall render the tender non-responsive**.
2. The tenderer will be paid within 7 days upon receiving payment from the Sponsor (LDOE)
In order to minimise the cost of the project and effective management of resources, the bidder must take into account the geographically location of the schools and utilise the bidders' office in the Limpopo and staff resources accordingly. The Service Provider is expected to submit his work plan arrangement and travelling plan to various sites per cluster for contract administration and monitoring

2. Scope of Work

2.1. Scope of Work for Hydrogeological Investigations Services (Scope as prescribed by the South African Council for Natural Scientific Professions (SACNASP) but not limited to below details):

The Service Provider will be issued a cluster of projects set out in **C4**. The scope of work to be done at the schools is also reflected. The following is an indicative detail of what the scope of work for specialist Services may entail:

2.2. Hydro-geological Investigations

2.2.1. *New and Existing Boreholes*

The scope of works will, inter alia, entail:

- Review of existing data
- Detailed desktop study;
- Hydro-census study
- Geophysical Survey in order to identify potential groundwater bearing structures (potential aquifers for production boreholes) and lithology units.
- Identification of potential drill targets for new production boreholes
- Risk assessment describing the potential impact of the extraction of underground water and its activities on the natural environment.
- Identification of potential key existing boreholes (that can be utilised as production boreholes) with potentially high yields which need to be tested based on the study outcomes.
- Condition assessment of existing boreholes
- Monitoring drilling and yield testing.
- Water quality testing
- Production of a Hydrogeological Investigation Report

2.3. Additional Project Information

C3.3.1 Location of the Project

The projects are located in Limpopo: Capricorn district municipality. Tenderers are to note that the schools are located in rural areas.

C3.3.2 Co-operation with other services providers

It will be required of the Service Provider to co-operate with the LDOE and/or other service providers employed by TMT

C3.3.3 Design innovation

Given the need for energy efficiency and environmental sustainability in the built environment, each member of the Specialist team, is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the Service towards “green” design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, *inter alia* but not limited to,

- (a) Sustainable development e.g. in building form, material choice, construction detailing and methods, recycling ability.

C3.3.4 Access to land/buildings/sites

Access to the land/buildings/sites shall be arranged by The Mvula Trust.

C3.3.5 Software application for programming

The Service Provider must avail themselves of software to be used in the Project documentation for compatibility with other Service Providers as well as the Employer. Specific requirements for compatibility are specified in the relevant manuals.

Additional Project Information

C3.4.1 Location of the Project

The projects are located in Limpopo Province: Capricorn district municipality. Tenderers are to note that most of the schools are located in rural areas.

C3.4.2 Co-operation with other services providers

It will be required of the Service Provider to co-operate with the LDOE and/or other service providers employed by TMT

C3.4.3 Design innovation

Given the need for energy efficiency and environmental sustainability in the built environment, each member of the Specialist team, is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the Service towards “green” design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, *inter alia* but not limited to,

- (a) Sustainable development e.g. in building form, material choice, construction detailing and methods, recycling ability.

C3.4.4 Access to land/buildings/sites

Access to the land/buildings/sites shall be arranged by The Mvula Trust.

C4 Site Information – Mosepedi Secondary School

#	Name of School	National Emis Number	Local Municipality	Education District	GIS_Lat	GIS_Long	Type of Infrastructure
1	Mosepedi Secondary	923260918	Polokwane	Capricorn South	-24.191668	29.262847	Water, Sanitation and Fencing

