

12. FORMAT OF COMMUNICATION

All requests for formal approval from the Employer, or any other body, shall be submitted in writing in hardcopy format. Interim payment claims shall be submitted in the same format, accompanied by an original tax invoice. Ad-hoc communication between the Employer and the Service Provider may be conducted per facsimile or in electronic format (e-mail).

All plans and contract documents submitted for approval shall be in hardcopy format.

13. KEY PERSONNEL (Refer to the previous clause to match the two)

The Service Provider shall maintain the involvement of the following key personnel as the exigencies of this contract require:

- a. Project Leader: Professional Engineer/ Professional Engineering Technologist who is registered with the Engineering Council of South Africa (ECSA), with at least 5 (five) years' experience in management of Intelligent Transport Systems / Advanced Public Transport Management Service projects and Automated fare collection systems in the role as a Project Lead, such as, but not limited to the application of information technologies to control traffic flow, management of public transport, variable message signs, etc. acting as project leader, and responsible for all work carried out in terms of this contract. This engineer will be responsible for facilitating the technical design and implementation of all aspects of the project. The list of projects/ roles must be completed on Schedule 12, Part C5.2: Returnable Schedules.
- b. Contract Manager with at least 5 years' relevant experience in Contracts Management in assisting Consulting Engineers / Project Managers / Contractors or Employers on government & engineering-based projects, in the IT / ICT / AFC/ APTMS / Engineering environment. The list of projects/ roles must be completed on Schedule 12, Part C5.2: Returnable Schedules.
- c. Professional Engineer (Electrical or Electronics), registered with the Engineering Council of South Africa (ECSA), who has at least 5 (five) years in the analysis and design of electronic and related Intelligent Transport Systems projects, acting as the Design Engineer. This engineer will be responsible for facilitating the technical design and implementation of all aspects of the project. The list of projects/ roles must be completed on Schedule 12, Part C5.2: Returnable Schedules.
- d. Systems Expert: Systems IT Engineer OR Senior IT Manager/Developer familiar with agile development and deployment environment with at least 5 years' experience on financial and monitoring systems. The list of projects/ roles must be completed on Schedule 12, Part C5.2: Returnable Schedules.
- e. Commercial Expert with at least 10 years relevant experience in providing specialised financial and cost analysis advice to clients on government or engineering projects. Experience in project budget planning and cost control of operational and capital projects. A B-degree or equivalent in Quantity Surveying, Engineering, Cost / Financial Accounting, Business Management. A relevant B degree in Quantity Surveying, Engineering, Cost / Financial Accounting, Business Management is needed. The list of projects/ roles must be completed on Schedule 12, Part C5.2: Returnable Schedules

Where required, the professional registration numbers of the key personnel must be indicated on the schedule titled **Key Personnel**, Part C5.2: Returnable Schedules. The *curriculum vitae* of all key personnel (including sub-consultants), must be submitted with the tender submission, appended to this Schedule.

Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the Employer.