



**CLUSTER**

**Human Settlement, Engineering, and Transport**

**UNIT**

**eThekwini Transport Authority**

**DEPARTMENT**

Strategic Transport Planning

**PROCUREMENT DOCUMENT**

**GOODS / SERVICES**

Documents are to be obtained, free of charge, in electronic format, from the [National Treasury's eTenders website](#) or the [eThekwini Municipality's website](#).

**Tender No:** 30502-1T

**Title:** Road Traffic Data Collection

**CLARIFICATION MEETING AND QUERIES**

**Clarification Meeting:** A Non-Compulsory Clarification Meeting will be held [on Teams: Meeting ID: 392 029 152 685 Passcode: zxFwSB] on 07 July 2025 at 10:00. Bidders are requested to send email by 06 July 2025 by 16h00 for meeting link. Meeting link will be sent to on the 07th of July 2025 at 08h30

Queries can be addressed to:

**General / Contractual:** Amanda Molefe; Tel: 031-322-8308; eMail: [Amanda.Molefe@durban.gov.za](mailto:Amanda.Molefe@durban.gov.za)

**Technical:** Paul Taylor; Tel: 031-311-7735; eMail: [Paul.Taylor@durban.gov.za](mailto:Paul.Taylor@durban.gov.za). Bidders to submit queries by 17 July 2025 and consolidated answers to questions will be uploaded 24 July 2025.

**DELIVERY OF TENDERS**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than:

**Closing Date:** Friday, 01 August 2025

**Time:** 11:00am

**FACSIMILE, eMAIL or POSTED TENDERS WILL NOT BE ACCEPTED**

**Issued by:**

ETHEKWINI MUNICIPALITY

Deputy Head: Strategic Transport Planning

Issued: June 2025

Document Version: 24/02/2023(b)

**NAME OF TENDERER:** .....

**Tender Price:** R .....

**VAT Registered:** YES / NO  
(circle applicable)

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**PROCUREMENT DOCUMENT (Goods / Services)****INDEX**

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**SECTION 1: GENERAL INFORMATION**

<b>YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE ETHEKWINI MUNICIPALITY</b>
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TENDER No.: 30502-1T

DESCRIPTION: **Road Traffic Data Collection**CLOSING DATE / TIME: **Friday, 01 August 2025 at 11:00am**

All tenders must be submitted on official tender documentation issued (in electronic format) by the eThekwini Municipality from:

- the National Treasury's eTenders website ( <https://www.etenders.gov.za/> ), or
- the eThekwini Municipality's website ( <https://www.durban.gov.za/pages/business/procurement> ).

Electronically downloaded documentation should be printed by the tenderer.

Tenderers are required to be registered on the **National Treasury Central Supplier Database** (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture.

Registration on the **eThekwini Municipality's Database** can be done via website:

<https://ethekwinivendor.durban.gov.za/>

Tenderers should ensure that tenders are delivered timeously to the correct address as stated in the Conditions of Tender. If a tender is late, it will not be accepted for consideration.

The Municipality will consider a tender submitted in response to this request for tender to be an offer from your company to perform the supply on the basis of that tender. Accordingly, please review the attached General and Special Terms and Conditions which will form the basis for any supply arrangement entered into between the Municipality and your company.

The Municipality is seeking tenders from potential suppliers only and makes no representation or promise in relation to procuring work from a supplier or suppliers. The Municipality will not be responsible for any costs associated with preparing and submitting a tender.

The Municipality does not bind itself to accept the lowest or any tender. It reserves the right to accept the whole or any part of a tender to place orders. Bidders shall not bind the Municipality to any minimum quantity per order. The successful Tenderer (s) shall be bound to provide any quantities stipulated in the specification.

The successful tenderer will be required to fill in and sign a written Contract Form (MBD 7).

**NB: NO TENDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**  
(as defined in Regulation 44 of the Local Government: Municipal Supply Chain Management Regulations).

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(Failure to do so may result in your tender being disqualified)**

Name of Tenderer: .....

Postal Address: .....

Street Address: .....

E-Mail Address: .....

Telephone Number:


-


-


Cell phone Number:

Facsimile Number:

**Circle Applicable**Is your entity registered on the **eThekwini Municipality's supplier database?**

YES / NO

- **If YES insert** your PR Number: .....

**PR** .....Is your entity registered on the **National Treasury Central Supplier Database (CSD)?**

YES / NO

- **If YES, insert** your MAAA Number: .....

**MAAA** .....

Insert a SARS Tax Compliance Status PIN

.....

Is your entity VAT registered?

YES / NO

- **If YES insert** Vat Registration Number: .....

.....

Has a **Declaration of Municipal Fees** been submitted?

YES / NO

Has a **Declaration of Interest** (MBD 4) been submitted?

YES / NO

Has a **Declaration for Procurement Above R10 Million** (MBD 5) been submitted?

YES / NO

Has a **Preference Points Claim** (MBD 6.1) been submitted?

YES / NO

Has a **Declaration of Bidder's Past SCM Practices** (MBD 8) been submitted?

YES / NO

Has a **Certificate of Independent Bid Determination** (MBD 9) been submitted?

YES / NO

**Are you the accredited representative** in South Africa for the goods / services / works offered? **If YES, enclose proof** at the back of the tender submission.

YES / NO

Signature of Tenderer: .....

Date: .....

Name / Surname: ..... (in block capitals)

Capacity under which  
this tender is signed: .....

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**SECTION 2: CONDITIONS OF TENDER – (Goods / Services: June 2019)**

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**SPECIAL / ADDITIONAL CONDITIONS OF TENDER**

## STANDARD CONDITIONS OF TENDER (Goods / Services)

### 1. DEFINITIONS

#### General:

- (1) Defined words / phrases are printed in *Italic font*.
- (2) Definitions apply to the singular as well as the plural.
- (3) Any reference to the masculine gender shall be taken to include the feminine and any reference to the feminine gender shall be taken to include the masculine.
- (4) The words “bid” and “tender”, and “bidder” and “tenderer” can be used interchangeably.
- (5) All definitions as defined in the **General Conditions of Contract** are applicable to these **Standard Conditions of Tender**. These definitions include:
  - “Closing time”
  - “Contract”
  - “Contract Price”
  - “Corrupt practice”
  - “Countervailing duties”
  - “Country of origin”
  - “Day”
  - “Delivery”
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  - “Force majeure”
  - “Fraudulent practice”
  - “GCC”
  - “Goods”
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  - “Local content”
  - “Manufacture”
  - “Order”
  - “Project site”
  - “Purchaser”
  - “Republic”
  - “SCC”
  - “Services”
  - “Supplier”
  - “Tort”
  - “Turnkey”
  - “Written” or “in writing”
- (6) **Bid or Tender:** The offer submitted in respect of an invitation to submit such an offer.
- (7) **Bidder or Tenderer:** An entity (company, close corporation, partnership, joint venture, sole proprietor) which submits a *bid/tender*.
- (8) **Municipality:** The eThekweni Municipality, as represented by the duly authorised delegate, official or committee.
- (9) **SCT:** Special Conditions of Tender (found in Section 3).
- (10) **Week:** A period of seven (7) consecutive *days*.
- (11) **Material Deviation:** A material deviation or qualification is one which, in the *Municipality’s* opinion, would:
  - (a) Detrimentally affect the scope, quality, or performance of the services or supply identified in the Scope;
  - (b) Significantly change the *Municipality’s* or the *Tenderer’s* risks and responsibilities under the contract; or
  - (c) Affect the competitive position of other *Tenderers* presenting responsive *tenders*, if it were to be rectified.

### 2. CONDITIONS OF TENDER & CONTRACT

The specification will be governed by the **Standard Conditions of Tender** (Goods and Services), **Special Conditions of Tender (SCT)**, **General Conditions of Contract (GCC)** (Government Procurement General Conditions (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010), the **Special Conditions of Contract (SCC)**, the **Occupational Health and Safety Act** (Act No. 85 of 1993), and the **eThekweni Code of Conduct**.

#### Complete Acceptance of Conditions

Unless otherwise expressly stipulated in a letter covering the *tender*, every *Tenderer* shall be deemed to have waived, renounced, and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of their *tender*, which are in conflict with the **General Conditions of Contract** and **Special Conditions of Contract**. *Tenderers* are advised that any *material divergences / qualifications* from the official Conditions or Specification will render their *tenders* liable to disqualification.

### 3. TENDER INFORMATION

#### (1) General

- (a) *Tenders* will be liable for rejection unless made out on the official tendering documentation.
- (b) Any alterations effected upon any of the tendering documents must be clearly shown by means of a hand written (black, non-erasable ink), or typed, entry and must be signed in full by the *Tenderer*. **The use of correction fluid is not permitted.**
- (c) *Tenderers* may submit alternative solutions that, in the *Tenderer’s* opinion, are to the *Municipality’s* advantage economically and technically. Full technical details of the alternative *tender(s)* shall be submitted with the tender documents. Alternative *tender(s)* shall be submitted separately.

#### (2) Obtaining Tender Documentation

All tenders must be submitted on official tender documentation issued, in electronic format, by the eThekweni Municipality. Electronically downloaded documentation (obtainable free of charge) should be printed and suitably bound by tenderer.

#### (3) Queries Relating to this Tender

Queries can be directed to the person / Department as stated in the **SCT**.

#### (4) Briefing Session (Clarification Meeting)

Details of the briefing session are stated in the **SCT**. Failure to attend a **compulsory** briefing session will invalidate the *tender*. *Tenderers* must sign the attendance list in the name of the tendering entity. *Tenders* will only be evaluated from those tendering entities appearing on the attendance list.

**(5) Closing Date and Delivery of Tender Submissions**

Sealed *tenders* made out on the enclosed Official Tender Form, which shall be signed by or on behalf of the *Tenderer*, and addressed to the City Manager, marked with the appropriate Tender number, must be placed in the **Tender Box** as stated in the **SCT** not later than the **date and time** as stated in the **SCT**, where after they will be opened publicly.

All tender documents **must** be placed directly into the Tender Box and should not be delivered to any other Municipal Department. *Bidders* are advised that *tenders* submitted by post, fax or email **will not** be considered. All couriered documents must be placed directly into the Tender Box and should not be delivered to any other Municipal Department.

Any *tender* received after the closing date and time stated for the receipt thereof **shall not** be accepted for consideration and shall be returned to the *Tenderer*.

**(6) Tender Validity and Withdrawal of Tenders**

*Tenders* must hold good until 16:00 of the 5th week following the date on which *tenders* are opened, or during such other period as may be specified in the **SCT**. The *Municipality* may, during the period for which *tenders* are to remain open for acceptance, authorize a *Tenderer* to withdraw their *tender* in whole or in part on condition that the *Tenderer* pays to the *Municipality* on demand, a sum of one thousand Rand (R1,000.00). The *Municipality* may, if it thinks fit, waive payment of such sum in whole or in part.

**4. RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

Each *Tenderer* shall complete fully and accurately the following documents and submit these documents with the *tender*:

- (1) **Authority of Signatory:** In terms of Clause 4(5)(c) of the Conditions of Tender.
- (2) **Tax Compliance Status PIN / Tax Clearance Certificate:** SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.
- (3) **Declaration of Municipal Fees:** Only those *Bidders* whose municipal fees are fully paid, or those that have concluded acknowledgement of debt agreements with the *Municipality*, are eligible to *tender*.  
All *Bidders* must sign the Declaration of Municipal Fees returnable form, declaring that their municipal fees are in order or that acknowledgement of debt agreements have been concluded, and include the relevant account numbers in the declaration. Failure to include account numbers or sign will invalidate the *tender*. The completion of the declaration is also applicable to *Bidders* outside of the eThekweni Municipal Area.
- (4) **Declaration with respect to the Occupational Health and Safety Act:** Acceptance of undertaking in terms of the Occupational Health and Safety Act (Act 85 of 1993) and the relevant Regulations.

**(5) Municipal Bidding Documents (which includes):**

- (a) **MBD 4: Declaration of Interest:** All *Bidders* are to sign the Declaration of Interest wherein they declare any relationship that may exist with an official of the *Municipality* involved in the evaluation process.

Regulation 44 of the Supply Chain Management Regulations states that a *Municipality* or *Municipal Entity* may not make any award to a person:

- (i) Who is in the service of the state;
- (ii) If that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or
- (iii) Who is an advisor or consultant contracted with the *Municipality* or *municipal entity*.

Should a contract be awarded, and it is subsequently established that Regulation 44 has been breached, the *Municipality* shall have the right to terminate the contract with immediate effect.

- (b) **MBD 5: Declaration for Procurement Above R10 Million (if applicable):** For all procurement expected to exceed R10 million (all applicable taxes included), tenderers must complete this questionnaire.
- (c) **MBD 6.1: Preference Points Claim Form:** For the awarding of Preference Points, *Bidders* are required to complete the attached MBD 6.1 form and return it with their tender submission. Failure on the part of a tenderer to complete and submit this form will be interpreted to mean that preference points for **Specific Goals** are not claimed.  
The *Municipality* reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the *Municipality*.
- (d) **MBD 8: Declaration of Bidders Past Supply Chain Management Practices Form:** This form serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- (e) **MBD 9: Certificate of Independent Bid Determination:** Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms if it involves collusive tendering or tender rigging. In order to give effect to this, the Certificate of Bid Determination must be completed and submitted with the tender.

(5) **Official Tender Form** (see Section 9)**(a) Legal Status of Tenderer**

It is essential for the purpose of entering into a legal contract that *Bidders* state on the Official Tender Form, under "Name and Address of Tenderer ", their full legal status:

- (i) the full registered name of the company making a *tender*; or
- (ii) if the *Tenderer* is a person conducting business under a recognised trading name then:
  - State the name of the person(s);
  - State recognised trading name; and
  - State whether an owner, co-owner, proprietor, etc.

**(b) Signing of Official Tender Form**

Failure of a *Tenderer* to complete, in its entirety, and sign the Official Tender Form will invalidate the *tender*.

**(c) Authority of Signatory**

*Bidders* are to complete and sign the Authority of Signatory returnable document, and attach the required additional documents.

**(d) Differences or Discrepancies**

Should there be any difference or discrepancy between the prices or price contained in the Official Tender Form and those contained in any covering letter from the *Tenderer*, the prices or price contained in the Official Tender Form shall prevail.

(6) **Any additional Schedules, Forms, or Certificates as stated in the SCT.**5. **INFORMATION TO BE SUPPLIED REGARDING SUB-CONTRACTORS**

*Bidders* are to state in their *tenders*, or covering letters, whether, if the contract were to be awarded to them, the whole of the work would be executed by them in their own workshop / factory. If the answer is in the negative, they are required to state which part(s) would be handed to sub-contractors and the name and address of such sub-contractors.

6. **SAMPLES**

*Bidders* may be required to state where samples of the full range of products can be inspected or be required to submit samples for inspection prior to the closing date of the *tender*.

7. **MANUFACTURERS**

The names of the manufacturers of the goods or equipment offered must be stated in the *tender*.

*Bidders* who are not manufacturers, accredited distributors, or agents must provide a valid agreement / Joint Venture Agreement, entered into with the manufacturer, accredited distributors, or agents, with their submission. This agreement must meet all the requirements as laid down in the *tender* document, and must cover the contract period.

8. **CLARIFICATION**

The Head: Supply Chain Management Unit, or an authorized representative, may request clarification or further information on any aspect of the *tender*. The *Tenderer* **must** supply the requested information within the time specified. Failure to comply will render the *tender* non-responsive.

9. **PRICING**

*Bidders* would be precluded from this *tender* if their pricing structure deviates from the Official Tender Form.

(1) **Nett Prices**

All prices shall be quoted in South African currency (Rand) after deduction of any brokerage or discount allowed to the Municipality.

(2) **Unit Prices**

*Bidders* shall quote only one price in respect of each item. Such price is to hold good for the full duration of the contract period, being subject to variation only in accordance with specified criteria, as stated in the ***Conditions of Contract***.

(3) **Firm Tenders**

*Bidders* may submit firm prices for each 12 month period. These prices shall be free from all fluctuations, including any statutory increases.

(4) **Value Added Tax (V.A.T)**

Prices exclusive and inclusive of VAT must be stated separately on the Official Tender Form.

10. **ESTIMATED QUANTITIES**

The estimated quantities are set out in Section 8 : Bill of Quantities / Schedule of Rates/Activities which forms part of the official tender documents. The quantities are stated purely for the information of the *Bidders* and are in order to ascertain an estimated total contract price. The *Supplier* will, however, be bound to supply whatever quantity or quantities the *Municipality* may actually require, and may exceed, or be less than, the estimated quantities stated.

11. **DELIVERY, RISK, PACKAGES, ETC**

(1) Unless otherwise provided, all goods are to be supplied only against the form of order issued by the *Municipality*.

(2) *Bidders* shall quote a unit price which shall include delivery to the specified delivery point, as stated in the ***SCT***.

(3) The risk in all goods purchased by the *Municipality* under the contract shall remain with the *Supplier* until such goods shall have been duly delivered.

(4) *Bidders* shall clearly state the period within which delivery will be made after receipt of the official order, as this may be material in the adjudication of the *tender*.

**12. RATES OF EXCHANGE**

- (1) Where the goods are imported the *Supplier* shall, within seven days of date of official Purchase Order, arrange through their bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The *Supplier* shall notify the *Municipality* as soon as possible thereafter regarding the rate which has been fixed on such forward exchange.

Any increase or decrease between the basic rate of exchange as at a date seven days prior to the date of closing of *tenders* and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the *Municipality*. Upon the failure of the *Supplier* to arrange forward exchange cover, the *Supplier* shall be liable should there be any increase in the basic rate of exchange occurring after the last mentioned date.

The bank charges incurred in obtaining the forward exchange cover shall be for the *Municipality's* account.

- (2) The *Supplier* shall on request:
- Submit documentary proof of the rate of exchange; and
  - When an adjustment is claimed in terms of this sub-clause, whether by the *Supplier* or the *Municipality*, submit documentary proof to the satisfaction of the Deputy City Manager: Treasury in respect of such claim.

**13. IMPORT PERMITS**

- (1) In order to minimise special importation, *Bidders* should, where possible, have recourse to local suppliers and / or manufacturers.
- (2) *Bidders* must state whether their *tender* is dependent upon the issue of a special import permit or whether they are able to supply the goods by making use of the import facilities available to them.
- (3) In the event of a tender being dependent upon the issue of a special import permit, application for such special import permit shall be made by the *Tenderer*, unless otherwise provided for in the *SCT*.

**14. EVALUATION PROCESS**

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (November 2022).

**Details of additional evaluation criteria, if applicable, are stated in the *SCT*.**

Evaluation points for price and preference will only be calculated for *Bidders* who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the *SCT*.

The evaluation process of responsive *tenders* will be as follows:

- Score each *tender* in respect of the financial offer made and preferences claimed (if any);
- Calculate the total number of evaluation points ( $T_{EV}$ ) in accordance with the following formula:  
 $T_{EV} = N_{FO} + N_P$  where:  $N_{FO}$  : is the number of evaluation points awarded for the financial offer; and  $N_P$  : is the number of evaluation points awarded for preferences claimed.
- Rank *tenders* from the highest number of evaluation points to the lowest.
- Recommend the *Tenderer* with the highest number of evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- Rescore and re-rank all *Bidders* should there be compelling and justifiable reasons not to recommend the *Tenderer* with the highest number of evaluation points, and recommend the *Tenderer* with the highest number of evaluation points, unless there are compelling and justifiable reasons not to do so, and the process set out in this sub-clause is repeated.

**(1) Evaluation points awarded for the financial offer:**

Reference is to be made to the Special Conditions of Tender (*SCT*), and returnable form 5(c) in Section 4.

**INCOME-GENERATING CONTRACTS**

The financial offer will be scored using the formula:

$$N_{FO} = W \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

**GOODS and SERVICES**

The financial offer will be scored using the formula:

$$N_{FO} = W \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where the value of W is:

- (a) **90** where the financial value inclusive of VAT of all responsive *tenders* received have a value in excess of R 50,000,000; OR
- 80** where the financial value inclusive of VAT of one or more responsive *tenders* offers have a value that equals or is less than R 50,000,000.
- It is unclear** (at the time of advertising) which of the two preference point systems applies. Either the 80/20 or 90/10 preference point system will apply, determined by the price offered by the lowest acceptable tender.

(b) **Pmax** is the comparative offer of the most favourable comparative offer (highest acceptable tender).

(c) **Pmin** is the comparative offer of the most favourable comparative offer (lowest acceptable tender).

(d) **Pt** is the comparative offer of the *tender* offer under consideration.

**(2) Evaluation points awarded for preference:**

The **Specific Goals** for Preference Points are specified in the *SCT*.

**15. BRIBERY AND COMMUNICATION WITH COUNCILLORS / OFFICIALS**

**(1) Bribery**

No *Tenderer* shall offer, promise or give to any person or person connected with a *tender* or the awarding of a contract, any gratuity, bonus or discount etc, in connection with the obtaining of a contract.

**(2) Communication, Councillors and Officials**

A *Tenderer* shall not in any way communicate with a member of the *Municipality* or with any official of the *Municipality* on a question affecting any contract for the supply of goods or for any work, undertaking or services which is the subject of a *tender* during the period between the closing date for receipt of *tenders* and the dispatch of the written notification of the *Municipality's* decision on the award of the contract; provided that a *Tenderer* shall not hereby be precluded:

- (a) At the request of the Head: SCM Unit, or an authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise from giving a demonstration so as to enable the recommendation to the Bid Committee on the award of the contract to be formulated;
- (b) From obtaining from the Head : SCM Unit, or an authorised representative, information as to the date upon which the award of the contract is likely to be made, or, after the decision upon the award has been made by the *Municipality* or any Committee to which the *Municipality* has delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of *tenders* or from submitting to the Accounting Officer in writing any communication relating to their *tender* or the award of the contract or a request for leave to withdraw their *tender*; and
- (c) Provided further that nothing contained herein shall be construed so as to prevent information being sought and obtained from an Official in regard to any decision taken at an open Municipal meeting, or any Committee to which the *Municipality* has delegated its powers.

A contravention of subsection (1) and / or (2), or an attempt to contravene such subsection, shall be reported to the Accounting Officer, who may on receipt of such report disqualify the *tender* of the *Tenderer* concerned.

**16. NEGOTIATIONS WITH PREFERRED BIDDERS**

The *Municipality* reserves the right to invoke Regulation 24 of Municipal Finance Management Act if required.

- (1) The Accounting Officer may negotiate the final terms of a contract with *Bidders* identified through a competitive tendering process as preferred *Bidders*, provided that such negotiation:
  - Does not allow any preferred *Tenderer* a second or unfair opportunity;
  - Is not to the detriment of any other *Tenderer* ; and
  - Does not lead to a higher price than the *tender* as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.
- (3) Such negotiation may be delegated by the Accounting Officer.

**17. CANCELLATION OF TENDER PROCESS**

The municipality is entitled to cancel the tender at any time before the award of a tender and the decision to cancel the tender shall be published in the same manner in which the original tender invitation was advertised. The Municipality shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid.

**18. ACCEPTANCE OF BID**

- (1) The *Municipality* does not bind itself to accept the lowest or any *tender*, and reserves the right to accept the whole or any part of a *tender* to place orders.
- (2) The *Municipality* reserves the right to accept more than one technically and contractually compliant *tender* for part or the whole of the contract and to place orders on the price and availability.
- (3) *Bidders* shall not bind the *Municipality* to any minimum quantity per order.
- (4) The successful *Tenderer (s)* shall be bound to provide any quantities stipulated in the specification.
- (5) Tenders will only be accepted on condition that:
  - (a) The *tender* is signed by a person authorised to sign on behalf of the *Tenderer* .
  - (b) A valid (at time of close of tenders), original, Tax Clearance Certificate OR Tax Compliance Status PIN is included with the *tender* submission. Both should have sufficient validity to ensure the process is adequately covered;
  - (c) A *Tenderer* who submitted their *tender* as a Joint Venture has included an acceptable Joint Venture Agreement and a B-BBEE Certificate pertaining to the Joint Venture with their *tender*.
- (6) Financial Standing: The Head: Supply Chain Management reserves the right to require *Bidders* to submit evidence that their financial standing is adequate to meet their obligations under the contract should they be successful.
- (7) Change of Ownership or Major Policy: Where it is known to a *Tenderer* that a change in ownership or major policy (of the tendering entity) will occur, or is likely to occur, during a specified contract period, the scope and effect thereof must be fully defined in a covering letter to be submitted with the *tender*.
- (8) Purchase of Goods From Other Sources: Nothing contained in this contract shall be held to restrain the *Municipality* from purchasing from persons other than the *Supplier*, any of the goods described or referred to in this contract, if it shall in its discretion think fit to do so.
- (9) Capability and Breach of Contract: Tenderers that do not have the capability of undertaking this enquiry in terms of the requirements of the contract or have been in breach of contract previously will not be considered.

**19. PAYMENT and FACTORING**

Payment conditions will be as per the **Conditions of Contract**.

Payment will be made only to the *Supplier(s)*. Factoring arrangements will not be accepted.

**20 APEALS**

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the *Municipality*, may lodge an appeal within 14 days of the decision or action, in writing to the *Municipality*. The appeal (clearly setting out the reasons for the appeal) and queries with regard to decision of award are to be directed to the office of the City Manager, attention:

Ms. S. Pillay, P.O. Box 1394, Durban, 4000;  
eMail: Simone.Pillay@durban.gov.za.

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## SECTION 3: SPECIAL / ADDITIONAL CONDITIONS OF TENDER

### 3.1 SPECIAL CONDITIONS OF TENDER (SCT)

The **Standard Conditions of Tender** (Goods / Services) make several references to the **Special Conditions of Tender** (SCT) for details that apply specifically to this tender. The **Special Conditions of Tender** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Standard Conditions of Tender**.

Each item below is cross-referenced to the clause in the **Standard Conditions of Tender** to which it mainly applies.

#### SCT 3(1) TENDER INFORMATION: General

The tender document comprises of a cover page and 106 pages.

#### SCT 3(2) TENDER INFORMATION: Obtaining Tender Documentation

Documents are issued by the eThekweni Municipality electronic format.

Electronically downloaded documentation is obtainable from:

- the National Treasury's eTenders website
  - ( <https://www.etenders.gov.za/> ), or
- the eThekweni Municipality's website
  - ( <https://www.durban.gov.za/pages/business/procurement> ).

The entire document should be printed on A4 paper (one sided), and suitably bound by the tenderer.

#### SCT 3(3) TENDER INFORMATION: Queries Relating to this Tender

General and Contractual Queries are to be directed to:

**Amanda Molefe; Tel: 031-322-8308; eMail: [Amanda.Molefe@durban.gov.za](mailto:Amanda.Molefe@durban.gov.za)**

Technical Queries are to be directed to:

**Paul Taylor; Tel: 031-311-7735; eMail: [Paul.Taylor@durban.gov.za](mailto:Paul.Taylor@durban.gov.za). Bidders to submit queries by 17 July 2025 and consolidated answers to questions will be uploaded 24 July 2025.**

#### SCT 3(4) TENDER INFORMATION: Briefing Session

**A Non-Compulsory Clarification Meeting will be held [on Teams: Meeting ID: 392 029 152 685 Passcode: zxFwSB] on 07 July 2025 at 10:00. Bidders are requested to send email by 06 July 2025 by 16h00 for meeting link. Meeting link will be sent to on the 07th of July 2025 at 08h30**

#### SCT 3(5) TENDER INFORMATION: Closing Date and Delivery of Tender Submissions

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than: **Friday, 01 August 2025 at 11:00am.**

**Bidders are required to also make an electronic submission via SSS. Bidders must ensure that the hard copy and electronic submission are the same, failing which the submission will be deemed invalid. Bidders are responsible for resolving all access rights and submission queries before the tender closing date.**

**Technical Queries SSS:** Jabulani Chauke: 031-322 9535: Queries - email: [Jabulani.chauke@durban.gov.za](mailto:Jabulani.chauke@durban.gov.za)

**SSS Queries Contact Lindo Dlamini:** Tel: 031-3227133/031-3227153 email: [selfservice@durban.gov.za](mailto:selfservice@durban.gov.za)

**SCT 3(6) TENDER INFORMATION: Tender Validity and Withdrawal of Tenders**

Tenders must hold good for 120 days following the date on which tenders are opened.

**SCT 4(6) RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

The additional returnable schedules, forms, which can be found in Section 10, are:

- Tenderer's Experience
- Experience of Key Staff
- Approach Paper/Methodology

**SCT 11(2) DELIVERY, RISK, PACKAGES, ETC**

The specified delivery point is 30 Archie Gumede Place.

**SCT 14 EVALUATION PROCESS**

**14.1 Price and Preference**

The procedure for the evaluation of responsive tenders is **PRICE AND PREFERENCE** in accordance with the Employer's current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (2022).

The **80/20** preference points system will be applied. The Formula used to calculate the **Price Points (max. 80)** will be according to that specified Regulation 4.1.

**14.2 Preference Point System and Specific Goals**

The definitions as per the SCM Policy are applicable.

Preference Points (either 20 or 10) will be derived from points claimed on Returnable Document **MBD 6.1: "Preference Points Claim Form"** (in Section 4 of this procurement document) for the **Specific Goal(s)** as indicated on the table(s) below, and according to the specified **Goal Weightings**.

**Ownership Goal**

The tendering entity's **Percentage Ownership**, in terms of the **Ownership Category(s)** listed below, is to be used in the determination of the tenderer's claim for **Preference Points**.

Goal Weighting 100%			
Ownership Categories	Criteria	80/20	90/10
Race: Black	0%	0	n/a
	>0% and <51%	8	n/a
	≥51% and <100%	15	n/a
	100%	20	n/a
<b>Proof of claim as declared on MBD 6.1</b> (1 or more of the following will be used in verifying the tenderer's status)			
<ul style="list-style-type: none"> <li>• Companies and Intellectual Property Commission registration document (CIPC)</li> <li>• CSD report.</li> <li>• B-BBEE Certificate of the tendering entity.</li> <li>• Consolidated B-BBEE Certificate if the tendering entity is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).</li> <li>• Agreement for a Consortium, Joint Venture, or Trust.</li> </ul>			

**FUNCTIONALITY**

Functionality is to be used as a threshold. Tender offers that fail to score the minimum number of evaluation points for Functionality will be rejected as non-responsive.

The evaluation criteria for measuring Functionality are:

- The minimum number of evaluation points for Functionality is 70.
- The Functionality Criteria / Sub-Criteria and maximum score in respect of each of the Criteria are as follows:

Criteria	Sub-Criteria	Maximum Points
Tenderer's experience	Experience of service provider in road traffic data collection projects of a similar nature.	30
Experience of Project Team (Key Personnel)	<b>Project Manager:</b> To lead the team in the road traffic data collection project team. Will be responsible for the overall project and represent the team in formal engagements and correspondence with the client. Is expected to have extensive experience as outlined in the evaluation schedule.	8
	<b>Data Analyst:</b> Responsible for the capture, analysis, and verification of the road traffic data. Is expected to have extensive experience as outlined in the evaluation schedule.	8
	<b>Field Work Supervisor:</b> Responsible for supervising the road traffic data collection field work. Is expected to have extensive experience as outlined in the evaluation schedule.	8
	<b>Speed Survey Technician:</b> Responsible for undertaking the electronic traffic and speed surveys. Is expected to have extensive experience as outlined in the evaluation schedule.	8
Methodology	<b>Project Management:</b> Explanation of how the road traffic data collection project will be managed as outlined in the Methodology schedule.	18
	<b>Survey Methodology:</b> Description of the survey methodology for the various types of survey, including the equipment that will be used.	20
<b>Maximum possible score for FUNCTIONALITY (M<sub>s</sub>)</b>		100

- Each Criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good, and very good, respectively.
- The prompts for judgment and the associated scores used in the evaluation of Functionality shall be as per the following schedules:

### Tenderer's Experience

*Schedule: Tenderer's Experience (Page 105)*

The scoring of the tenderer's experience will be as follows:

Score	Prompts for Judgement
<b>(score 0)</b>	No response/ no evidence of experience submitted.
<b>Poor (score 40)</b>	The Tenderer has limited relevant road traffic data collection experience or less than 2 projects of a similar scope over the last 10 years or has failed to submit references.
<b>Satisfactory (score 70)</b>	The Tenderer has the relevant experience in road traffic data collection under similar conditions and circumstances and has successfully project managed at least a minimum of 3 projects of similar scope over the last 10 years. (Client Reference letters to be provided for each of the projects listed).
<b>Good (score 90)</b>	As for "Satisfactory" but Tenderer has extensive experience (minimum of 5 projects) of similar scope over the last 10 years. (Client Reference letters to be provided for each of the projects listed).
<b>Very good (score 100)</b>	As for "Good" but Tenderer has extensive experience (minimum of 7 projects) of similar scope and over the last 10 years. (Client Reference letters to be provided for each of the projects listed).

### Key Staff

*Schedule: Experience of Key Staff (Page 106)*

The scoring of the experience of key staff will be as follows (for each of the indicated (required) key staff):

Score	Prompts for Judgement
<b>(score 0)</b>	No response/ no documents submitted.
<b>Poor (score 40)</b>	Key staff have less than the minimum levels of relevant qualification/training, and/or post graduate registration, or less than the minimum number of years of relevant experience specified in the schedule below.
<b>Satisfactory (score 70)</b>	Key staff have reasonable levels of relevant qualification/training, relevant experience and/or post graduate registration, and number of years of relevant experience and qualifications are at least equal to the satisfactory rating specified in the schedule below.
<b>Good (score 90)</b>	Key staff have extensive levels of relevant qualification/training, relevant experience and/or general post graduate registration, and number of years of relevant experience and qualifications are at least equal to the good rating specified in the schedule below.
<b>Very good (score 100)</b>	Key staff have outstanding levels of relevant qualification/training, relevant experience and/or general post graduate registration and number of years of relevant experience and qualifications are at least equal to the very good rating specified in the schedule below.

Job Title	Minimum Qualification Required	Registration Required	Number of Years' Experience Post Graduation				Weight
			Score 40	Score 70	Score 90	Score 100	
Project Manager	Degree	n/a	<10	≥10 ≤ 15	>15 ≤ 20	≥ 20	8

Job Title	Minimum Qualification Required	Registration Required	Number of Years' Experience Post Graduation				Weight
			Score 40	Score 70	Score 90	Score 100	
Data Analyst	Matric	n/a	<3	≥3 ≤ 6	>7 ≤ 10	≥10	8
Field Work Supervisor	Matric	n/a	<3	≥3 ≤ 6	>7 ≤ 10	≥10	8
Speed Survey Technician	Matric	n/a	<3	≥3 ≤ 6	>7 ≤ 10	≥10	8

### Methodology

*Schedule: Approach Paper/Methodology (Page 107)*

The scoring of the approach paper will be as follows:

SCORE	PROMPTS FOR JUDGEMENT
<b>(score 0)</b>	No response/ no documents submitted
<b>Poor (score 40)</b>	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives as outlined under scope of works or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
<b>Satisfactory (score 70)</b>	The approach is tailored to address the specific project objectives as outlined under scope of works and methodology. The approach adequately deals with the critical characteristics of the project.
<b>Good (score 90)</b>	Over and above meeting the "Satisfactory" rating, the approach is tailored to address the specific project objectives as outlined under scope of works and methodology and is sufficiently flexible to accommodate changes that may occur during project lifecycle. The project plan and approach to managing risk is tailored to the critical characteristics of the project.
<b>Very good (score 100)</b>	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

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### 3.2 ADDITIONAL CONDITIONS OF TENDER (ACT)

#### ACT 1 ELIGIBILITY – CSD REGISTRATION

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Tenderers not so registered, at time of closing of tenders, will not be eligible to submit tenders.

The Tenderer's CSD Supplier Number (starting with "MAAA") is to be provided on the information table in Section 1.

Tenderers who wish to register on the CSD may do so via web address <https://secure.csd.gov.za>.

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## **SECTION 4: RETURNABLE TENDER DOCUMENTS**

The required returnable documents are as detailed in [Section 2 \(Clause 4\)](#): “Returnable Schedules, Forms, Certificates” of the Conditions of Tender / Special Conditions of Tender.

- 1) Authority of Signatory
- 2) Tax Compliance Status PIN / Tax Clearance Certificate
- 3) Declaration of Municipal Fees
- 4) Declaration with respect to The Occupational Health and Safety Act
- 5(a) MBD 4: Declaration of Interest
- 5(b) MBD 5: Declaration for Procurement Above R10 Million
- 5(c) MBD 6.1: Preference Points Claim
- 5(d) MBD 8: Declaration of Bidder’s Past Supply Chain Management Practices
- 5(e) MBD 9: Certificate of Independent Bid Determination

The Tender Form can be found in [Section 9](#): “Official Tender Form”, and any additional schedules, forms, certificates can be found in [Section 10](#): “Annexures”.

**1) AUTHORITY OF SIGNATORY**

Reference is made to the Conditions of Tender: [Clause 4\(5\)\(c\)](#).

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY	CLOSE CORPORATION	PARTNERSHIP	JOINT VENTURE	SOLE PROPRIETOR
Refer to Notes at the bottom of the page				

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

to sign all documents in connection with the tender for Contract No. **30502-1T** and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Notes**

**Tenderers are to include, at the back of their tender submission document, a printout of the following documents:**

- If a Company : a "Resolution of the Board" in this regard.
- If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

**2) TAX COMPLIANCE STATUS PIN / TAX CLEARANCE CERTIFICATE**

SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.

Separate Tax Clearance Certificates / TCS PINs are required for each entity in a Joint Venture.

The TCS PIN(s) are to be entered on the information table in **SECTION 1: GENERAL INFORMATION**.

**Tenderers are to include, at the back of their tender submission document, a printout of their Tax Compliance Status PIN (TCS PIN) OR an original Tax Clearance Certificate.**

**Failure to include the required document will make the tender submission non-responsive.**

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, **and that the requested documentation has been included in the tender submission.***

**NAME (Block Capitals):** \_\_\_\_\_

**Date**

**SIGNATURE:** \_\_\_\_\_



**4) DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT****Definitions**

The Act: The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

**Declaration by Tenderer**

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

**NAME (Block Capitals):****Date****SIGNATURE:**

**5(a) MBD 4: DECLARATION OF INTEREST****NOTES**

MSCM Regulations: "in the service of the state" means to be:

- (a) a member of:
- (i) any municipal council.
  - (ii) any provincial legislature.
  - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal enterprise.
- (c) an official of any municipality or municipal enterprise.
- (d) an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
- (e) a member of the accounting authority of any national or provincial public enterprise.
- (f) an employee of Parliament or a provincial legislature.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 1 No bid will be accepted from persons **in the service of the state**.
- 2 Any person, having a kinship with persons **in the service of the state**, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to **persons in service of the state**, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Name of enterprise

Name of enterprise's representative

3.2 ID Number of enterprise's representative

3.3 Position enterprise's representative occupies in the enterprise

3.4 Company Registration number

3.5 Tax Reference number

3.6 VAT registration number

3.7 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted.

3.8 Are you presently in the service of the state?

If yes, furnish particulars:

.....

.....

3.9 Have you been in the service of the state for the past twelve months?

If yes, furnish particulars:

.....

.....

Circle Applicable	
YES	NO

YES	NO
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3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars: ..... .....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table>	YES	NO
YES	NO		
3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars: ..... .....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table>	YES	NO
YES	NO		
3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars: ..... .....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table>	YES	NO
YES	NO		
3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars: ..... .....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table>	YES	NO
YES	NO		
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract ? If yes, furnish particulars: ..... .....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table>	YES	NO
YES	NO		

4 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

Full Name	Identity No.	State Employee No.	Personal income tax No.
Use additional pages if necessary			

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.*

**NAME (Block Capitals):** .....

**Date**

**SIGNATURE:** .....

5(b) **MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION**  
**(ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

	Circle Applicable	
1.0 Are you by law required to prepare annual financial statements for auditing?	YES	NO
1.1 <b>If YES, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.</b>		
2.0 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	YES	NO
2.1 If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.		
2.2 If YES, provide particulars. ..... .....		
3.0 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES	NO
3.1 If YES, provide particulars. ..... .....		
4.0 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES	NO
4.1 If YES, provide particulars. ..... .....		

**If required by 1.1 above, tenderers are to include, at the back of their tender submission document, a printout of their audited annual financial statements.**

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, **and, if required, that the requested documentation has been included in the tender submission.***

**NAME (Block Capitals):** ..... **Date** .....

**SIGNATURE:** .....

**5(c) MBD 6.1: PREFERENCE POINTS CLAIM**  
**In terms of THE PREFERENTIAL PROCUREMENT REGULATIONS (2022)**

This preference form must form part of all 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, 2022**

**1.0 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).
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** Either 80 or 90 (price) and 20 or 10 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the tenderer to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.

1.5 The Municipality 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 of preferences, in any manner required by the Municipality.

**2.0 DEFINITIONS**

2.1 “**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 quotations, competitive tendering process or any other method envisaged in legislation.

2.2 “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.

2.3 “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 “**tender for income-generating contracts**” means a written offer in the form determined by Municipality 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 Municipality and a third party that produces revenue for the Municipality, 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.

2.5 “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

#### 3.1 PROCUREMENT OF GOODS AND SERVICES

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

<b><u>80 / 20 Points System</u></b>	OR	<b><u>90 / 10 Points System</u></b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$		$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 4.0 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 **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof/ documentation stated in the **Conditions of Tender**:
- 4.2 In cases where the municipality intends 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, the municipality 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 municipality 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 maximum points for each goal are indicated per the table below.

**Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.**

The Specific Goals to be allocated points in terms of this tender	Maximum Number of points ALLOCATED (80/20 system)	Maximum Number of points ALLOCATED (90/10 system)	Number of points CLAIMED (80/20 system)	Number of points CLAIMED (90/10 system)
Ownership Goal: Race (black)	20	n/a		n/a
<b>Total CLAIMED Points (20 Maximum)</b>				n/a

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) 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.
- 4) 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.

**NAME (Block Capitals):** \_\_\_\_\_

**Date**

**SIGNATURE:** \_\_\_\_\_

**5(d) MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1.0 This Municipal Bidding Document must form part of all bids invited.
- 2.0 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a) abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system.
  - b) been convicted for fraud or corruption during the past five years.
  - c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years.
  - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4.0 In order to give effect to the above, the following questions must be completed and submitted with the bid.

4.1 Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied.)

The Database of Restricted Suppliers now resides on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

Circle Applicable	
YES	NO

4.1.1 If YES, provide particulars.

.....

.....

4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

The Register for Tender Defaulters can be accessed on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page.

YES	NO
-----	----

4.2.1 If YES, provide particulars.

.....

.....

4.3 Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

YES	NO
-----	----

4.3.1 If YES, provide particulars.

.....

.....

4.4 Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?

YES	NO
-----	----

4.4.1 If YES, provide particulars.

.....

.....

4.5 Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

YES	NO
-----	----

4.5.1 If YES, provide particulars.

.....

.....

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.*

*I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.*

**NAME (Block Capitals):**

**Date**

.....

**SIGNATURE:**

.....

**5(e) MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION****NOTES**

- <sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.
- <sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
- <sup>3</sup> 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.

- 1.0 This Municipal Bidding Document (MBD) must form part of all **bids**<sup>1</sup> invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or **bid rigging**).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
- take all reasonable steps to prevent such abuse;
  - reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4.0 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of **bid rigging**.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

-----  
(Bid Number and Description)

in response to the invitation for the bid made by:

-----  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect.

I certify, on behalf of:

-----  
(Name of Bidder)

that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation.
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience.
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.

- 
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices.
  - (b) geographical area where product or service will be rendered (market allocation).
  - (c) methods, factors or formulas used to calculate prices.
  - (d) the intention or decision to submit or not to submit, a bid.
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid.
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

**NAME (Block Capitals):**

**Date**

**SIGNATURE:**

.....

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.....

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## SECTION 5: CONDITIONS OF CONTRACT

### GOVERNMENT PROCUREMENT: CONDITIONS OF CONTRACT (July 2010)

The **Conditions of Contract** are the **General Conditions of Contract** as published by the National Treasury titled "Government Procurement: General Conditions of Contract (July 2010)", as amended by National Treasury Circular 52 dated 30 July 2010, hereinafter referred to as **GCC**.

THE NATIONAL TREASURY

Republic of South Africa



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GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT

July 2010

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**1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignee store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

**4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information inspection**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent Rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

**7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the [amount specified in SCC](#).

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, [unless otherwise specified](#).

**8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, [including additional requirements](#), if any, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms [specified in the contract](#).

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery [in the manner specified](#).

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, [this shall be specified](#).

**13. Incidental Services**

- 13.1 The supplier may be required to provide any or all of the following services, [including additional services](#), if any:
- performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

- 14.1 [As specified](#), the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
  - in the event of termination of production of the spare parts:
    - advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, [unless specified otherwise](#).
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, [within the period specified](#) and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

- 15.5 If the supplier, having been notified, fails to remedy the defect(s) [within the period specified](#), the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract [shall be specified](#).
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand [unless otherwise stipulated](#).

**17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any [price adjustments authorized](#) or in the purchaser's request for bid validity extension, as the case may be.

**18. Variation orders**

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

**19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the [time schedule prescribed](#) by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - if the supplier fails to perform any other obligation(s) under the contract; or
  - if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- the name and address of the supplier and / or person restricted by the purchaser;
  - the date of commencement of the restriction
  - the period of restriction; and
  - the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24. Antidumping and countervailing duties and rights**
- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

**28. Limitation of Liability**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

**31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**33. Transfer of Contracts**

- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser.

**34. Amendment of contracts**

- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**35. Prohibition of restrictive practices**

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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## **SECTION 6: SPECIAL / ADDITIONAL CONDITIONS OF CONTRACT**

### **6.1 SPECIAL CONDITIONS OF CONTRACT**

The **Conditions of Contract** make reference to the **Special Conditions of Contract (SCC)** for details that apply specifically to this bid. The **Special Conditions of Contract** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Conditions of Contract**.

Each item below is cross-referenced to the clause in the **Conditions of Contract** to which it mainly applies.

#### **SCC 1.2 CONTRACT**

This is a 36 month contract

#### **SCC 7.1 PERFORMANCE SECURITY**

The liability of the Performance Security shall be Nil.

#### **SCC 16.1 PAYMENT**

The Contractor shall submit to the Department concerned a detailed account which shall reflect the identifying number of each item / service. Payment will be made on this account when checked and substantiated by the authorised official.

Payment for goods received and accepted by the Municipality shall be made no later than 30 days after submission of invoice or claim, provided however that all the terms of the contract are duly complied with.

Payment will be made only to the supplier. Factoring arrangements will not be accepted.

#### **SCC 17 PRICES**

Prices are fixed for the first 12-month period, and thereafter adjusted annually using the CPI per province (KwaZulu-Natal) as specified on table A (Consumer Price Index: Main indices) of Statistical Release P0141 published by Statistics South Africa.

#### **SCC 21.1 DELAYS IN THE SUPPLIER'S PERFORMANCE**

The time schedule for the delivery of the survey results is described in each work package.

#### **SCC 22.1 PENALTIES**

Replace this clause with the following:

"If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price (as a penalty):

- A penalty of 1% of the order value for each day delivery of the survey results is delayed.

## 6.2 ADDITIONAL CONDITIONS OF CONTRACT

### ACC1 PERFORMANCE MONITORING & ASSESSMENT OF SERVICE PROVIDERS

For contract awards that are greater than R10m, the Contractor shall be subjected to "Performance Monitoring" assessments in terms of the applicable Section of the Council's current Supply Chain Management Policy.

### ACC2 SATISFACTORY PERFORMANCE

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Municipality shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Municipality, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Municipality.

### ACC3 OCCUPATIONAL INJURIES AND DISEASES ACT

This act replaces the Workmen's Compensation Act:

**The supplier shall, before commencement of work, produce documentary proof to the Deputy Municipal Manager, Treasury: Finance that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act.** The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

### ACC4 DAMAGE TO PERSONS AND PROPERTY

- (1) The supplier **shall** indemnify and keep indemnified the Council against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.
- (2) The supplier enters into this contract as an independent contractor and shall be solely liable in respect of any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.

### ACC5 ESTIMATED QUANTITIES

The quantities stated in Section 8 are applicable for evaluation purposes only. The final quantity of goods and services required shall vary, depending on the total number of actual instances a service/goods will be required over the Contract Period. The rates tendered shall be applicable, irrespective of the total quantity of goods and services procured over the contract duration.

### ACC6 SERVICE PROVIDER OFFICE REQUIREMENTS

The service provider must have, for the duration of the contract, a local presence (within the geographical eThekweni boundary).

### ACC7 EMPOWERMENT REQUIREMENT

It is a condition of contract that a minimum of 30% of the work must be sub-contracted which is at least 51% owned by black people.



## **SECTION 7: SCOPE AND SPECIFICATION OF REQUIRED SUPPLY / SERVICES**

### **7.1 Scope of Supply / Services**

The eThekweni Transport Authority (ETA) maintains and manages data on road traffic in the eThekweni municipal area. This data needs to be updated on a regular basis, as the information is used extensively by the ETA for operational and planning purposes.

The objective of this tender is to collect data that will be used to update the road traffic volume data. Data will be collected on traffic volumes, pedestrian volumes, vehicle occupancy rates, and vehicle speeds at locations throughout the eThekweni area over a thirty-six-month period.

### **7.2 Specifications**

#### **7.2.1 Areas**

Surveys will be conducted in four areas ((see Table 1 and Figure 1)). Separate quotations are required for each area (see Pricing Assumptions/Instructions on page 76). The successful tenderers will be awarded a maximum of two areas.

**Table 1: Survey Areas**

<b>Area</b>	<b>Sub Areas</b>
Central	Berea N, Durban CBD E, Durban CBD N, Durban CBD W, Berea S
North	Duikerfontein, Durban North, Greylands, Hawaan, Inanda, KwaMashu, Melkhoute, Mount Edgecombe, Ntuzuma, Phoenix, Springfield Flats, Tongaat, Umhlanga, Verulam Newlands, Parlock-Hippo
South	Bluff, Chatsworth, Folweni, Harbour, Industrial, KwaMakhuta, Lamontville, Merebank, Montlands, Old Line Suburbs, Sapref, Southern Suburbs, Umbogintwini, Umkomaas, Umlazi, Yellowwood Park
West	Cato Manor, Chesterville, Clermont, Hammarsdale, KwaDabeka, New Germany, Pinetown, Queensburgh, Reservoir Hills, Shallcross, Umgeni South, Western Suburbs, Westville



## 7.2.2 Work Packages

For each area, survey work will be allocated in work packages during the period of the tender. Each work package will include one or more locations which must be surveyed on the same day. The work package may include more than one type of survey. (See 7.2.11 on page 50 for definition of types and categories of surveys.)

The different types of survey are grouped into categories. All the surveys in a particular category are priced at the same rate. Some survey types have rates that vary depending on the number of enumerators or routes required. An alternative survey method that does not require enumerators may be used, subject to the approval of the ETA. In this case, the price will still be determined using the enumerator formulas. (See section 7.2.3 on page 45 and section 7.2.11 on page 50 for definitions.) Field sheets and templates will be provided by the ETA.

It is anticipated that approximately 150 work packages will be issued for each area during the period of the contract. The tenderer may quote for one area or multiple areas but must quote for every type of survey.

The total value of the quotation will be calculated using the quoted price and the expected number of surveys for each work package (see SCHEDULE OF RATES on page 76).

Where a work package includes survey locations on an area boundary or very close to an area boundary, the ETA reserves the right to allocate the work package to the area that enables the best quality work to be achieved.

When the ETA issues a work package in an area, but the contractor awarded that area is unable to perform the survey by the required deadline, the ETA reserves the right to allocate the work package to a contractor awarded a different area to complete the work by the required date.

Table 2: Description of Surveys

Types of Survey			
Surveys Categorised by Number of Enumerators			
	1 to 10	11 to 20	21 to 40
Traffic & Pedestrian Surveys	✓	✓	✓
Cordon & Screen Line Surveys	✓	✓	✓
Interview Surveys (per interviewer)	✓		
Surveys not Categorised by Number of Enumerators			
Interview Surveys (per interview)		✓	
Video Surveys		✓	
Speed Surveys		✓	
Special Surveys		✓	

### 7.2.2.1 Issuing of Work Packages

Work packages will be issued by the ETA using an email address supplied by the contractor. The work package will include the following information:

- Work package reference number
- Area name

- Work package description
- Survey category and type
- Locations
- Number of enumerators required
- Dates on which the locations may be surveyed
- Due date by which the results must be submitted to the ETA
- Deliverables

The contractor is then required to respond to the ETA, indicating the date on which the work package will be surveyed. Surveys that are carried out without the prior knowledge of the ETA will not be accepted, and the contractor will be required to resurvey.

If the contractor is unable to submit the deliverables on the due date, the ETA should be notified on the day the work package is issued so that an alternative date can be negotiated. Failing to do so, a penalty of 1% of the work package value for each day delivery is delayed will be applied.

If the contractor is using enumerators and believes the number of enumerators required by the ETA is incorrect, the contractor may notify the ETA in writing and after discussion the number of enumerators may be adjusted. However, this must be agreed with the ETA in advance of the survey date. Otherwise, the contractor will be required to resurvey at their cost.

#### 7.2.2.2 Workdays

Although work packages will generally be issued for normal weekdays (Monday to Friday), the ETA reserves the right to issue work for weekend days (Saturdays, Sundays) and public holidays.

#### 7.2.2.3 Examples of Work Packages

See “Appendix” for examples of Work Packages.

### 7.2.3 **Types of Survey**

A work package may include one or more different types of survey, which are placed in different categories. All the surveys in a particular category are priced the same. It should be noted that some types of survey are included in both the Traffic and Pedestrian Surveys Category and the Cordon and Screen Line Surveys Category. If a work package includes a vehicle occupancy survey, all the surveys in the work package are included in the Cordon and Screen Line Surveys Category.

#### 7.2.3.1 Traffic and Pedestrian Surveys Category

- Standard Classified Intersection Survey (records all the vehicle movements at an intersection over a 12-hour period)
- Classified Vehicle Survey (records all the vehicles using a road in both directions as the vehicles pass a particular line over a 12-hour period)
- Pedestrian Access Survey (records all the pedestrian movements between two points in both directions over a 12-hour period)
- Pedestrian Section Survey (records all the pedestrian movements within a road section over a 12-hour period)

- Classified Intersection Turning Movements Survey (records vehicle turning movements only, i.e. straight movements are excluded, at an intersection over a 12-hour period)
- Stop Line Survey (records the number of drivers stopping before and after the stop line over a 12-hour period)
- Red Light Violation Survey (records driver behaviour at a signalised intersection over a 12-hour period)
- Cell Phone Usage Survey (records the proportion of drivers using cell phones over a 12-hour period)
- Seat Belt Usage Survey (records the proportion of drivers and passengers using seat belts over a 12-hour period)
- Pedestrian Queue Length Survey (records the length of pedestrian queues at the intersection or pedestrian crossing over a 12-hour period)
- Rail Survey (records passenger movements in and out at the turnstiles at railway stations)
- Metered Parking Bay Survey (records usage of metered parking bays over a 12-hour period)
- Unmetered Parking Bay Survey (records usage of unmetered parking bays over a 12-hour period)
- Parking Area Survey (records the usage of a parking area over a 12-hour period)

#### 7.2.3.2 Cordon and Screen Line Surveys

- Classified Vehicle Survey (records all the vehicles using a road in both directions as the vehicles pass a particular line over a 12-hour period)
- Standard Vehicle Occupancy Survey (records the number of occupants in each vehicle as the vehicle crosses a particular line on the road in both directions during the AM and PM traffic peaks)
- Standard Classified Intersection Survey (records all the vehicle movements at an intersection over a 12-hour period)
- Classified Intersection Turning Movements Survey (records vehicle turning movements only, i.e., straight movements are excluded, at an intersection over a 12-hour period)

#### 7.2.3.3 Interview Surveys (price per interviewer)

- Interview Survey (price per interviewer) (records information from transport users regarding their experiences using transport facilities and public transport priced per interviewer)

#### 7.2.3.4 Interview Surveys (price per interview)

- Interview Survey (price per interview) (records information from transport users regarding their experiences using transport facilities and public transport priced per interview)

#### 7.2.3.5 Video Surveys

- 24 Hour Video Survey (records vehicle or pedestrian movements over a period of 24 hours or less)

#### 7.2.3.6 Speed Surveys

- Electronic Traffic and Speed Survey (records the number and speed of all the vehicles using a road per direction as the vehicles pass a particular line over a five-day period)

#### 7.2.3.7 Special Surveys

Special surveys are types of survey where no work is foreseen at tender stage but the possibility that such work may be required is not excluded.

- Peak Period Classified Intersection Survey (records all the vehicle movements at an intersection during the AM and PM traffic peaks)
- 24 Hour Classified Intersection Survey (records all the vehicle movements at an intersection over a 24-hour period)
- 12 Hour Vehicle Occupancy Survey (records the number of occupants in each vehicle as the vehicle crosses a particular line on the road in both directions over a 12-hour period)
- 24 Hour Heavy Vehicle Classified Intersection Survey (records all the heavy vehicle movements at an intersection over a 24-hour period)
- Short Vehicle Queue Length and Delay Survey (records the vehicle queue length and delay at a location when there are queues during a 12-hour period)
- Long Vehicle Queue Length and Delay Survey (records the vehicle queue length and delay at a location when there are queues during a 12-hour period)
- Uncategorized Survey (this type of survey includes any survey requiring enumerators that is not described above)

Some types of survey are classified according to the number of enumerators (see Table 2: Description of on page 44). The number of enumerators is calculated using a formula (see Types of Survey on page 50).

The ETA reserves the right to amend the formula during the contract period.

### 7.2.4 Meetings

The Tenderer shall make provision in his rates and prices for at least one formal meeting per month, and various informal meetings at the offices of the ETA to discuss progress during the implementation of the contract.

### 7.2.5 Supervisor Responsibilities

When a contractor is using enumerators, the onsite supervisor is responsible for the following:

- Ensuring compliance with the Occupational Health and Safety Act.
- Ensuring survey specifications are adhered to.
- The supervisor should not leave the site unless absolutely necessary, and if they are required to leave someone must be left in charge.
- All watches must be synchronized to the official time to ensure consistency.
- If the survey starts late due to unavoidable circumstances, it should be indicated on the field sheet. If it starts more than 5 minutes late the survey should be postponed, and the ETA should be notified in writing.
- To ensure that the enumerators are counting accurately, the supervisor must:
  - Perform random counts to compare and check with the accuracy of enumerators.
  - Rotate the enumerators so that no enumerator counts for more than 4 hours without a break.
  - Ensure there should be a maximum of two enumerators sitting together to avoid unnecessary talking.
- The supervisor must ensure that enumerators are not positioned where their safety is at risk.
- The supervisor must ensure that enumerators conduct themselves in a professional manner:
  - They should not be talking unnecessarily.
  - They should not be slouching or sleeping in the vicinity of the survey location.
  - They should be neatly attired.
  - They should not be obstructing pedestrians or hindering pedestrian movement in any way.
  - They should only eat during their breaks.
  - They should avoid the use of cell phones.
  - Ensure identification tags are always worn and visible during the survey.
- The supervisor must ensure that reflective safety vests are worn by the enumerators. The reflective safety vests will be provided by the ETA for the duration of the contract. Worn out vests will be replaced by the ETA, when the contractor returns the vest. Lost vests will be replaced at a cost of R30 per vest.

### 7.2.6 Site Inspections

The site work may be inspected by the ETA to ensure that the contractor is adhering to the contract specifications. If the contractor fails to adhere to the contract specifications the following penalties will be applied:

**Table 3: Site Inspection Penalties**

DESCRIPTION	PENALTY
No supervisor or acting supervisor on site.	The work package is resurveyed at the contractor's cost at a date specified by the ETA.
The time keeping devices are not synchronized to the official time.	A penalty of 20% of the value of the work package is deducted from the payment amount.

DESCRIPTION	PENALTY
The contractor does not ensure that the supervisors adhere to their responsibilities.	A penalty of 20% of the value of the work package is deducted from the payment amount.
When an enumerator is required to use a clicker board but does not.	The work package is resurveyed at the contractor's cost at a date specified by the ETA.
When the traffic volumes are high, and a clicker is not used.	The work package is resurveyed at the contractor's cost at a date specified by the ETA.
The contractor uses fewer enumerators than required.	The work package is resurveyed at the contractor's cost at a date specified by the ETA.

### 7.2.7 Verification

Each work package submitted undergoes a verification stage which will be undertaken by representatives of the Road Safety Branch to verify the deliverables. If the verification stage reveals that the work is of an unsatisfactory nature, the survey must be redone and verified before the invoice is submitted. The verification stage includes the following:

- If a work package includes adjacent survey locations (i.e., there are no sinks or sources between them) the flows between the intersections must match. A small difference in flows up to the limits indicated in the following tables will be tolerated. Any difference exceeding the specified tolerances will result in the tenderer being required to recount the intersections. For example, if the difference for cars is greater than 15% and greater than 300 vehicles, the work package will need to be resurveyed at the contractor's cost.

**Table 4: Allowed Tolerances by Vehicle Type**

Vehicle Type	Car	Taxi	Bus	Heavy	Total
	15% and 300	15% and 200	20% and 30	20% and 100	6% and 400

**Table 5: Allowed Tolerances by Period**

Period	AM Peak (06:00 – 08:00)	Valley (08:00 – 16:00)	PM Peak (16:00 – 18:00)	Total (06:00 – 18:00)
	10% and 150	10% and 300	10% and 150	6% and 400

- If the survey results are inconsistent with previous surveys, and this change cannot be satisfactorily explained, for example due to a new development, the work package will need to be resurveyed at the contractor's cost.
- If the verification reveals capturing errors, typographical errors, or arithmetical errors the contractor will be required to correct these errors and resubmit the results within 7 days or within the timeframe stipulated by the ETA. If the results are not submitted within these times the normal penalties for late submission will apply.
- The ETA will inform the contractor by email, as soon as a work package has been verified.

### 7.2.8 Payment

The contractor may submit invoices on a monthly basis. Invoices will only be accepted after the completion of the verification stage to the satisfaction of the Senior Manager: Road Safety.

### 7.2.9 Additional observations

Contractors may be asked to provide additional information about any survey site e.g., condition of infrastructure, lane markings, and informal structures such as containers. The contractor will be expected to provide photographs as well as record information in writing.

### 7.2.10 Site Security

Some survey locations may require the survey team to be accompanied by security personnel. Security must be provided by the service provider. Security personnel may only be used with the agreement of the ETA.

### 7.2.11 Types of Survey

#### 7.2.11.1 Standard Classified Intersection Survey

This type of survey records all the vehicle movements at an intersection over a 12-hour period (from 06h00 to 18h00) classified by car, taxi, heavy and bus. For some locations, data on motorcycles will also be required. Standard classified intersection surveys are normally conducted during school term between Mondays and Thursdays. Every vehicle must be recorded with a clicker, electronic equipment, or a tick on a field sheet. Ticks may only be used when traffic volumes for a movement are low. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- Step 1 Allocate one enumerator per approach.
- Step 2 For each approach with more than one lane and a volume greater than 9 000 vehicles recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 3 For each approach with more than two lanes and a volume greater than 18 000 vehicles recorded in the previous survey or more than three lanes and a volume greater than 13 000 vehicles, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 4 For each approach where no additional enumerator was allocated in step 3 and a taxi volume vehicle greater than 2 000 vehicles was recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 5 For each approach with more lanes than enumerators allocated after step 3, and a heavy vehicle volume greater than 900 vehicles recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 6 Calculate the number of relief enumerators by dividing the number of enumerators allocated in steps 1 to 4 for the entire work package, by four and rounding.

The following deliverables must be produced for a standard classified intersection survey:

- Original cover sheet for each intersection completed in pen including the following information:
  - Intersection description
  - Day and date of the survey
  - Site sketch
  - Names of enumerators
  - Name, direction, and number of lanes of each approach
  - Survey start date/time and end date/time
  - Count interval in minutes (normally 15)
  - Whether the intersection is signalised, and type of traffic control, e.g. signal, stop
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Name of contractor
  - Comments/observations on any activity or circumstance impacting traffic conditions
- Original field sheet for each approach, completed in pen and stapled to the cover sheet, including the following information:
  - Intersection description
  - Name of the approach
  - Day and date of the survey
  - Name of enumerators (including relief enumerators) clearly indicating which movements each enumerator counted
  - Accumulative traffic volume for each movement (including u-turns) classified by car, taxi, heavy and bus recorded every fifteen minutes
- The following information in an Excel template provided by the ETA:
  - Prepopulated fields – intersection description, area, location type, intersection type, count interval, contractor name, name, and direction of each approach
  - Survey start date/time and end date/time
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, (Y/N)
  - Comments/observations on any activity or circumstance impacting traffic conditions
  - Accumulative traffic volume for each movement classified by car, taxi, heavy and bus recorded every fifteen minutes
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.2 Classified Vehicle Survey

This type of survey records all the vehicles and pedestrians using a road in both directions as the vehicles and pedestrians pass a particular line over a 12-hour period (from 06h00 to 18h00). The line is usually indicated on an aerial photo. The vehicles and pedestrians are classified by car, minibus-taxi (14/16), minibus-taxi (22/25), midibus (35/37), bus, heavy, motor cycle, bicycle, tuk-tuk, pedestrian (with traffic), and pedestrian (against traffic). The registration number of public transport

vehicles must be recorded. Pedestrians are counted when they are walking on the sidewalk, verge or side of the road parallel to the road walking in the same direction as the vehicle traffic and walking in an opposite direction to the vehicle traffic. When there are high pedestrian volumes they will be recorded separately using a pedestrian access count. Classified vehicle surveys are normally conducted during school term between Tuesdays and Thursdays. Every vehicle must be recorded with a clicker, electronic equipment, or a tick on a field sheet. Ticks may only be used when traffic volumes for a vehicle type are low. Data may be collected on site or from a video. A video is required to record the registration numbers of public transport vehicles.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- Step 1 Allocate one enumerator per approach. However, if a total volume (sum of the approaches) of less than 2 000 vehicles was recorded in the previous survey, allocate only a single enumerator for the survey.
- Step 2 For each approach with more than one lane and a volume greater than 9 000 vehicles or more than three lanes and a volume greater than 7 000 vehicles recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 3 For each approach with more than two lanes and a volume greater than 18 000 vehicles recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 4 For each approach with more lanes than enumerators allocated after step 3, and a heavy vehicle volume greater than 900 vehicles recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 5 Calculate the number of relief enumerators by dividing the number of enumerators allocated in steps 1 to 4 for the entire work package, by four and rounding.

The following deliverables must be produced for a classified vehicle survey:

- Original cover sheet for each cordon point completed in pen including the following information:
  - Cordon point number
  - Cordon point description
  - Day and date of the survey
  - Site sketch
  - Names of enumerators
  - Direction and number of lanes of each approach
  - Survey start date/time and end date/time
  - Count interval in minutes (normally 15)
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, (Y/N)
  - Name of contractor
  - Comments/observations on any activity or circumstance impacting traffic conditions

- Original classified vehicle field sheets, completed in pen and stapled to the cover sheet, including the following information:
  - Cordon point number
  - Cordon point description
  - Direction (e.g. Inbound: N to S)
  - Lane number(s)
  - Day and date of the survey
  - Name of enumerators (including relief enumerators) clearly indicating which approaches and lanes each enumerator counted
  - Accumulative traffic volume for each approach classified by car, minibus-taxi (14/16), minibus-taxi (22/25), midibus (35/37), bus, heavy, motorcycle, bicycle, tuk-tuk and pedestrian recorded every fifteen minutes
- Original public transport vehicle registration field sheets, completed in pen and stapled to the cover sheet, including the following information:
  - Cordon point number
  - Cordon point description
  - Direction (e.g., Inbound: N to S)
  - Lane number(s)
  - Day and date of the survey
  - Time vehicle recorded
  - Registration number
  - Mode (Bus, Midi Bus, Minibus (22/25 or 14/16))
- The following information in an Excel template provided by the ETA (note that the same template is used for the vehicle and vehicle occupancy survey):
  - Prepopulated fields – cordon/screen line description, survey point descriptions, survey point directions
  - Name of contractor for each survey point
  - Names of enumerators recording vehicles for each survey point
  - Date of the survey for each survey point
  - Accumulative traffic volume for each approach classified by car, minibus-taxi (14/16), minibus-taxi (22/25), midibus (35/37), bus, heavy, motorcycle, bicycle, tuk-tuk, pedestrian (with traffic), and pedestrian (against traffic) recorded every fifteen minutes
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

### 7.2.11.3 Standard Vehicle Occupancy Survey

This type of survey records the number of occupants in each vehicle as the vehicle crosses a particular line on the road in both directions during the AM traffic peak (06h30 to 08h30) and PM traffic peak (16h00 to 18h00) classified by vehicle mode (car, minibus-taxi (14/16), minibus-taxi (22/25), midibus (35/37), bus and heavy). This is a sample survey; however, a 100% sample of vehicle modes with low volumes is obtained. Standard vehicle occupancy surveys are normally conducted during school term between Tuesdays and Thursdays. The number of vehicle occupants must be recorded in writing on a field sheet or with electronic equipment. Data may be collected on

site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- Step 1 Allocate a pair of enumerators per approach.
- Step 2 For each approach with more than one lane and a volume greater than 9 000 vehicles or more than three lanes and a volume greater than 7 000 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 3 For each approach with more than two lanes and a volume greater than 18 000 vehicles or more than four lanes and a volume greater than 15 000 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 4 For each approach with more lanes than pairs of enumerators allocated after step 3, and a minibus-taxi volume greater than 700 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 5 For each approach with more lanes than pairs of enumerators allocated after step 4, and a heavy vehicle volume greater than 900 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.

The following deliverables must be produced for a standard vehicle occupancy survey:

- Original cover sheet for each cordon point completed in pen including the following information:
  - Cordon point number
  - Cordon point description
  - Day and date of the survey
  - Site sketch
  - Names of enumerators
  - Direction and number of lanes of each approach
  - Survey start date/time and end date/time
  - Count interval in minutes (normally 15)
  - Weather conditions, e.g. fine, occasional rain
  - Holiday period, (Y/N)
  - Name of contractor
  - Comments/observations on any activity or circumstance impacting traffic conditions
- Original classified vehicle occupancy field sheets, completed in pen and stapled to the cover sheet, including the following information:
  - Cordon point number
  - Cordon point description

- Direction (e.g. Inbound: N to S)
- Lane number(s)
- Day and date of the survey
- Names of enumerators
- Time
- Vehicle occupancy for each approach classified by car, minibus-taxi (14/16), minibus-taxi (22/25), midibus (35/37), bus and heavy for every observed vehicle
- The following information in an Excel template provided by the ETA (note that the same template is used for the vehicle and vehicle occupancy survey):
  - Prepopulated fields – cordon/screen line description, survey point descriptions, survey point directions
  - Name of contractor for each survey point
  - Names of enumerators recording vehicles for each survey point
  - Vehicle occupancy for each approach classified by car, minibus-taxi (14/16), minibus-taxi (22/25), midibus (35/37), bus and heavy for each observed vehicle
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.4 Pedestrian Access Survey

This type of survey records all the pedestrian movements between two points in both directions and classified by over 60 years of age, under 60, infirm and learners over a 12-hour period (from 06h00 to 18h00). Pedestrian access surveys are normally conducted during school term between Mondays and Thursdays. Every pedestrian must be recorded with a clicker, electronic equipment, or a tick on a field sheet. Ticks may only be used when pedestrian volumes for a classification are low. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per footpath/pedestrian route.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a pedestrian access survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Day and date of the survey
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which directions each enumerator counted
  - Accumulative pedestrian volume for each direction classified by over 60 years of age, under 60, infirm and learners recorded every fifteen minutes

- Weather conditions, e.g., fine, occasional rain
- Holiday period, e.g., school holiday, public holiday
- Comments/observations on any activity or circumstance impacting pedestrian movements
- The following information in an Excel spread sheet or another format required by the ETA:
  - Day and date of the survey
  - Name of contractor
  - Accumulative pedestrian volume for each direction classified by over 60 years of age, under 60, infirm and learners recorded every fifteen minutes
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting pedestrian movements
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.5 Pedestrian Section Survey

This type of survey records all the pedestrian movements in both directions within a road section classified by over 60 years of age, under 60, infirm and learners typically over a 12-hour period (from 06h00 to 18h00). The roadway is divided into 50m sections or sections designated by light poles. Pedestrian section surveys are normally conducted during school term between Mondays and Thursdays. Every pedestrian must be recorded with a clicker, electronic equipment, or a tick on a field sheet. Ticks may only be used when pedestrian volumes for a classification are low. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- Step 1 Allocate one enumerator per two adjacent sections. If sections are not adjacent, allocate one enumerator per section. If there are an odd number of sections, allocate an enumerator to the odd section.
- Step 2 If one enumerator was allocated to two sections in step 1, and in the previous survey a volume greater than 1 000 pedestrians was recorded in a section, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 3 For each section with a volume greater than 2 000 pedestrians recorded in the previous survey, allocate an additional enumerator. If there is no previous survey the volume is estimated.
- Step 4 Calculate the number of relief enumerators by dividing the number of enumerators allocated in steps 1 to 4 for the entire work package, by four and rounding.

The following deliverables must be produced for a pedestrian section survey:

- Original cover sheet completed in pen including the following information:
  - Location
  - Day and date of the survey
  - Site sketch

- Names of enumerators
  - Description of section
  - Survey start date/time and end date/time
  - Count interval in minutes (normally 15)
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, (Y/N)
  - Name of contractor
  - Comments/observations on any activity or circumstance impacting pedestrian traffic conditions
- Original pedestrian section field sheets completed in pen and stapled to the cover sheet, including the following information:
    - Description
    - Day and date of the survey
    - Names of enumerators (including relief enumerators)
    - Pedestrian section number
    - Accumulative pedestrian volume for each direction classified by over 60 years of age, under 60, infirm and learners recorded every fifteen minutes
- The following information in an Excel spread sheet or another format required by the ETA:
    - Day and date of the survey
    - Name of contractor
    - Accumulative pedestrian volume for each direction classified by over 60 years of age, under 60, infirm and learners recorded every fifteen minutes
    - Weather conditions, e.g., fine, occasional rain
    - Holiday period, e.g., school holiday, public holiday
    - Comments/observations on any activity or circumstance impacting pedestrian movements
  - If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.6 Peak Period Classified Intersection Survey

This type of survey is the same as a standard classified intersection survey, except that the survey period is only for the AM peak (06:30 to 08:30) and the PM peak (16:00 to 18:00).

If enumerators are used, the number of enumerators that the surveyor is required to use is based on same formula used for a standard classified intersection survey, except that step 5 is excluded as there is no need for relief enumerators. Data may be collected on site or from a video.

#### 7.2.11.7 24 Hour Classified Intersection Survey

This type of survey is the same as a standard classified intersection survey, except that the survey period is for 24 hours (midnight to midnight).

If enumerators are used, the number of enumerators that the surveyor is required to use is based on the same formula used for a standard classified intersection survey, except that the total number of enumerators is doubled. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey. Data may be collected on site or from a video.

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#### 7.2.11.8 Classified Intersection Turning Movements Survey

This type of survey is the same as a standard classified intersection survey, except that the survey includes turning movements only (straight movements are excluded). Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- Step 1 Allocate two enumerators. However, if a total volume (sum of the turning movements) of less than 2 000 vehicles was recorded in the previous survey, allocate only a single enumerator for the survey. If there is no previous survey the volume is estimated.
- Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package, by four and rounding.

#### 7.2.11.9 12 Hour Vehicle Occupancy Survey

This type of survey is the same as a standard vehicle occupancy survey, except that the survey period is for 12 hours (06:00 to 18:00). Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- Step 1 Allocate a pair of enumerators per approach.
- Step 2 For each approach with more than one lane and a volume greater than 9 000 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 3 For each approach with more than two lanes and a volume greater than 18 000 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 4 For each approach with more lanes than pairs of enumerators allocated after step 3, and a minibus-taxi volume greater than 700 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 5 For each approach with more lanes than pairs of enumerators allocated after step 4, and a heavy vehicle volume greater than 900 vehicles recorded in the previous survey, allocate an additional pair of enumerators. If there is no previous survey the volume is estimated.
- Step 6 Calculate the number of relief enumerators by dividing the number of enumerators allocated in steps 1 to 5 for the entire work package, by four and rounding.

#### 7.2.11.10 24 Hour Heavy Vehicle Classified Intersection Survey

This type of survey is the same as a standard classified intersection survey, except that the survey period is for 24 hours (midnight to midnight) and the classifications are Tipper Truck, Liquid bulk truck, Container truck, Car carrier, Flatbed truck, and other (other includes all other vehicle types). If enumerators are used, the number of enumerators that the surveyor is required to use is based on the same formula used for a standard classified intersection survey, except that the total number of enumerators is doubled. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey. Data may be collected on site or from a video.

#### 7.2.11.11 Stop Line Survey

This type of survey records the number of drivers stopping before and after the stop line over a 12-hour period (from 06h00 to 18h00) classified by car, taxi, bus and heavy. Stop line surveys are normally conducted during school term between Mondays and Thursdays. Every vehicle must be recorded with electronic equipment or a tick on a field sheet. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per approach.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package, by four and rounding.

The contractor must produce the following deliverables for a stop line survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Name, direction, and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which approach and lanes each enumerator counted
  - Traffic volume for each approach classified by car, taxi, bus and heavy recorded by cycle
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- The following information in an Excel spread sheet or another format required by the ETA:
  - Name, direction, and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Traffic volume for each approach classified by car, taxi, bus and heavy recorded by cycle
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions

- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.12 Red Light Violation Survey

This type of survey records driver behaviour at signalised intersections over a 12-hour period (from 06h00 to 18h00) classified by car, taxi, bus, heavy, motor bike, bicycle. The results are summarised into three periods: am peak (06h00 to 09h00), valley period (09h00 to 15h00), and pm peak (15h00 to 18h00). Only vehicles that reach the stop line are recorded. In other words, drivers that are forced to stop because the vehicle in front of them stopped are not recorded. Drivers that cross the intersection when the light is green are also ignored. The following types of behaviour are recorded:

- Number of vehicles driving through the intersection after the light has changed to red.
- Number of vehicles driving through the intersection before the light has changed to green.
- Number of vehicles driving through the intersection after the light has changed to yellow.
- Number of vehicles stopping before the stop line after the light has changed to yellow.
- Number of vehicles stopping before the stop line when the light is green because the intersection has not been cleared.

Red Light Violation surveys are normally conducted during school term between Mondays and Thursdays. Every vehicle must be recorded with electronic equipment or a tick on a field sheet. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per lane.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a red-light violation survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Name, direction, and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which approach and lanes each enumerator counted
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
  - Driver behaviour for each vehicle that is recorded including the following information:
    - Vehicle type (car, taxi, bus, heavy, motor bike, bicycle)
    - Vehicle crossing when the light is yellow.

- Vehicle stopping when the light is yellow.
  - Vehicle crossing after light changes to red.
  - Vehicle stopping after light changes to red
  - Vehicle crossing before light changes to green.
  - Vehicle stopping when the light is green.
- The following information in an Excel spread sheet or another format required by the ETA:
    - Name, direction, and number of lanes of each approach
    - Day and date of the survey
    - Name of contractor
    - Weather conditions, e.g., fine, occasional rain
    - Holiday period, e.g., school holiday, public holiday
    - Comments/observations on any activity or circumstance impacting traffic conditions
    - Driver behaviour for each vehicle that is recorded including the following information:
      - Vehicle type (car, taxi, bus, heavy, motor bike, bicycle)
      - Vehicle crossing when the light is yellow.
      - Vehicle stopping when the light is yellow.
      - Vehicle crossing after light changes to red.
      - Vehicle stopping after light changes to red
      - Vehicle crossing before light changes to green.
      - Vehicle stopping when the light is green.
  - If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.13 Cell Phone Usage Survey

This type of survey records the proportion of drivers using cell phones over a 12-hour period (06h00 to 18h00) classified by gender and vehicle type (car, taxi, bus, heavy). The results are summarised into three periods: am peak (06h00 to 09h00), valley period (09h00 to 15h00), and pm peak (15h00 to 18h00). Cell phone usage surveys are normally conducted during school term between Mondays and Thursdays. Every vehicle must be recorded with electronic equipment or a tick on a field sheet. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per approach.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a cell phone usage survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Name, direction, and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which approach and lanes each enumerator counted
  - Drivers using and not using cell phones for each approach classified by car, taxi, bus and heavy and gender.
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- The following information in an Excel spread sheet or another format required by the ETA:
  - Name, direction, and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Proportion of drivers using cell phones for each approach classified by car, taxi, bus and heavy and gender
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.14 Seatbelt Usage Survey

This type of survey records the proportion of drivers and passengers using seatbelts over a 12-hour period (06h00 to 18h00) classified by position (driver, front passenger, left rear passenger, right rear passenger, and child in child seat). The results are summarised into three periods: am peak (06h00 to 09h00), valley period (09h00 to 15h00), and pm peak (15h00 to 18h00). Seat belt usage surveys are normally conducted during school term between Mondays and Thursdays. Every vehicle must be recorded with electronic equipment or a tick on a field sheet. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per approach.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a seat belt usage survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Name, direction and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which approach and lanes each enumerator counted
  - Drivers and passengers using and not using seat belts for each approach classified position (driver, front passenger, left rear passenger, right rear passenger, child in child seat).
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
  
- The following information in an Excel spread sheet or another format required by the ETA:
  - Name, direction, and number of lanes of each approach
  - Day and date of the survey
  - Name of contractor
  - Proportion of drivers and passengers using seat belts for each approach classified by car, taxi, bus, and heavy and seating position (driver, front passenger, left rear passenger, right rear passenger, child in child seat).
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
  
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.15 Pedestrian Queue Length Survey

This type of survey records queue lengths of pedestrians. The survey covers a 12-hour period (06:00 to 18:00) but the survey is only performed during those times when queues are forming. The number of pedestrians in the queue is recorded every 15 seconds. Data may be collected on site or from a video.

Queue lengths at a junction or crossing are observed by counting the number of pedestrians or pedal cyclists waiting to be served at a junction or crossing. Each individual queue of traffic should be counted separately.

An individual queue of pedestrians or pedal cyclists is the total number of pedestrians or pedal cyclists waiting to cross from one side to the other side of the junction or crossing. The pedestrians or pedal cyclists crossing in the opposite direction are counted as a separate individual queue.

Queue lengths are counted at regular time intervals of 15 seconds. However, should queues become so long that it is difficult to count the queue length, a longer time interval of about 30 seconds may be used.

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It is important to note that queue length should be counted as quickly as possible at the end of a time interval, and not during the time interval.

The queue length is required at a point in time rather than over a period.

The average queue length is calculated by adding together the observed queue lengths during a 5-minute time interval (including zero queue lengths) and dividing the sum by the number of observations. For example, if a pedestrian queue is observed on 10 occasions during a 5-minute interval the number of people in each queue is added together. Assuming that the total number of pedestrians is 50, the number 50 is divided by 20 because there are 20 observations in a 5-minute period. The average queue length is  $50/20 = 2.5$

The field observations can be significantly simplified by providing observers with an electronic watch and bleeper. The watch should show time to the nearest second and should sound bleeps every 15 seconds. One bleep is sounded at 0 seconds, two at 15 seconds, three at 30 seconds and four at 45 seconds.

Observers should be carefully trained. It is recommended that a video recording of a queue at a junction or crossing be used during the training. Each observer should be tested carefully to determine whether he or she understands the procedure of counting queue lengths exactly.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per queue.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a pedestrian queue length survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Location of each queue
  - Day and date of the survey
  - Start time
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which queue each enumerator counted
  - Queue length recorded every 15 or 30 seconds for each queue
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting the survey

- The following information in an Excel spread sheet or another format required by the ETA:
  - Name and direction of each approach
  - Day and date of the survey
  - Start and finish times when queues formed
  - Name of contractor
  - Queue length recorded every 15 or 30 seconds for each queue
  - Average queue length per five-minute period for each queue
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting the survey
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.16 Rail Survey

This type of survey records the passenger movements in and out at the turnstiles at railway stations, classified by over 60 years of age, under 60, infirm and learners from 04h30 to 20h00. Rail Surveys are normally conducted during school term between Mondays and Thursdays. Every passenger must be recorded with a clicker, electronic equipment, or a tick on a field sheet. Ticks may only be used when passenger volumes for a classification are low. Data may be collected on site or from a video.

The number of enumerators that the contractor is required to use is based on the following formula:

Step 1 Allocate one enumerator per turnstile

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a rail survey:

- Original field sheets completed in pen including the following information:
  - Station Name
  - Date
  - Day
  - Total Number of Platforms
  - Rail Operator
  - Train Type
  - Sketch
  - Platform Number
  - Start of Count
  - Stopped Counting Time
  - Weather
  - Holiday
  - Contractor
  - Enumerators

- 
- Corridor Name
  - Route Description
  - Passengers waiting on platform at start of survey (Adult).
  - Passengers waiting on platform at start of survey (Learner).
  - Time Periods
  - Passengers Entering Platform (Adult).
  - Passengers Entering Platform (Learner)
  - Passengers Exiting Platform (Adult).
  - Passengers Exiting Platform (Learner).
  - Passengers Remaining on Platform (Adult).
  - Passengers Remaining on Platform (Learner).
- The following information in an Excel spread sheet or another format required by the ETA:
    - Name of contractor
    - Station Name
    - Rail Operator
    - Train Type
    - Day and date of the survey
    - Accumulative passenger ingress and egress volume for each turnstile classified by adult and learners, recorded every fifteen minutes
  - If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.17 Metered Parking Bay Survey

This type of survey records the usage of metered parking bays and is normally conducted during school term between Mondays and Thursdays over a 12-hour period (from 06h00 to 18h00). The purpose of this survey is:

- To determine the utilisation of metered parking bays.
- To determine the extent of illegal parking.
- To determine the effectiveness of enforcement.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per five bays.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

---

The contractor must produce the following deliverables for a metered parking bay survey:

- Original field sheets completed in pen including the following information recorded every 15 minutes for each bay:
  - Location
  - Day and date of the survey
  - Site sketch
  - Bay numbers
  - Meter description
  - Weather
  - Holiday period
  - Names of enumerators
  - The registration number of the vehicle parked in the bay.
  - Whether the meter is paid or not.
  - Time left on the meter.
  - If the parking meter is expired and the vehicle has received a fine.
  
- The following information in an Excel spreadsheet or other format required by the ETA:
  - Location
  - Day and date of the survey
  - Bay numbers
  - Meter description
  - Weather
  - Holiday period
  - Names of enumerators
  - The registration number of the vehicle parked in the bay.
  - Whether the meter is paid or not.
  - Time left on the meter.
  - If the parking meter is expired and the vehicle has received a fine.
  
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.18 Unmetered Parking Bay Survey

This type of survey records the usage of unmetered parking bays and is normally conducted during school term between Mondays and Thursdays over a 12-hour period (from 06h00 to 18h00). The purpose of this survey is:

- To determine the utilisation of parking bays.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate one enumerator per eight bays.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for an unmetered parking bay survey:

- Original field sheets completed in pen including the following information recorded every 15 minutes for each bay:
  - Location
  - Day and date of the survey
  - Site sketch
  - Bay numbers
  - Bay description
  - Weather
  - Holiday period
  - Names of enumerators
  - The registration number of the vehicle parked in the bay.
- The following information in an Excel spreadsheet or other format required by the ETA:
  - Location
  - Day and date of the survey
  - Bay numbers
  - Bay description
  - Weather
  - Holiday period
  - Names of enumerators
  - The registration number of the vehicle parked in the bay.
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.19 Parking Area Survey

This type of survey records the usage of a parking area and is normally conducted during school term between Mondays and Thursdays over a 12-hour period (from 06h00 to 18h00). The purpose of this survey is to determine the demand for parking.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

- 
- Step 1 Allocate one enumerator per access to the parking area.
- Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a parking area survey:

- Original field sheets completed in pen including the following:
  - Location
  - Day and date of the survey
  - Site sketch
  - Names of enumerators
  - The number of parking bays provided within the parking area.
  - An estimate of the number of unmarked bays in the parking area.
  - The number of vehicles parked in the parking bays at the start of the survey.
  - The number of vehicles parked in the area outside the marked bays at the start of the survey.
  - The number of vehicles arriving and departing at the access points to the area in 15 minutes intervals.
  - The number of vehicles parked in the existing parking bays at the end of the survey.
  - The number of vehicles parked in the area outside the marked bays at the end of the survey.
- The following information in an Excel spreadsheet or other format required by the ETA:
  - Location
  - Day and date of the survey
  - Names of enumerators
  - The number of parking bays provided within the parking area.
  - An estimate of the number of unmarked bays in the parking area.
  - The number of vehicles parked in the parking bays at the start of the survey.
  - The number of vehicles parked in the area outside the marked bays at the start of the survey.
  - The number of vehicles arriving and departing at the access points to the area in 15 minutes intervals.
  - The number of vehicles parked in the existing parking bays at the end of the survey.
  - The number of vehicles parked in the area outside the marked bays at the end of the survey.
- Photos of the parking areas.

#### 7.2.11.20 Short Vehicle Queue Length and Delay Survey

This type of survey records queue lengths of vehicles. The survey covers a 12-hour period (06:00 to 18:00) but the survey is only performed during those times when queues are forming. The number of vehicles in the queue is counted every 15 seconds and the number of vehicles departing is recorded in 1-minute intervals. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate two enumerators per lane per approach.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for a short queue length and delay survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Name and direction of each approach
  - Day and date of the survey
  - Start time
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which lane and approach each enumerator counted
  - Queue length at 15 second intervals for each lane
  - Vehicles departing recorded in one-minute periods
  - Type of traffic control, e.g., signal, stop
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- The following information in an Excel spread sheet or another format required by the ETA:
  - Name and direction of each approach
  - Day and date of the survey
  - Start and finish times when queues formed
  - Name of contractor
  - Queue length at 15 second intervals for each lane
  - Vehicles departing recorded in one-minute periods
  - Maximum and average queue length
  - Total delay (vehicle seconds = total vehicles in queue x 15 seconds)
  - Average delay (total delay / total vehicles departing)
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.21 Long Vehicle Queue Length and Delay Survey

This type of survey records queue lengths of vehicles. The survey covers a 12-hour period (06:00 to 18:00) but the survey is only performed during those times when queues are forming. The number of vehicles joining and departing the queue is recorded in 30 second- or 1-minute intervals. Data may be collected on site or from a video.

If enumerators are used, the number of enumerators that the surveyor is required to use is calculated using the formula below. This formula is also used to calculate the number of enumerators to determine the price paid for this type of survey.

Step 1 Allocate two enumerators per lane per approach.

Step 2 Calculate the number of relief enumerators by dividing the number of enumerators allocated in step 1 for the entire work package by four and rounding.

The contractor must produce the following deliverables for long vehicle queue length and delay survey:

- Original field sheets completed in pen including the following information:
  - Site sketch
  - Name and direction of each approach
  - Day and date of the survey
  - Start time
  - Name of contractor
  - Names of supervisor and enumerators (including relief enumerators) clearly indicating which lane and approach each enumerator counted
  - Vehicles joining queue recorded in 30 second- or one-minute periods for each lane
  - Vehicles departing recorded in 30 second- or one-minute periods
  - Type of traffic control, e.g., signal, stop
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- The following information in an Excel spread sheet or another format required by the ETA:
  - Name and direction of each approach
  - Day and date of the survey
  - Start and finish times when queues formed
  - Name of contractor
  - Vehicles joining queue recorded in 30 second- or one-minute periods for each lane
  - Vehicles departing recorded in 30 second- or one-minute periods
  - Queue length at 30 second- or 1-minute intervals for each lane (queue length = cumulative number of vehicles joining – cumulative number of vehicles departing)
  - Maximum and average queue length
  - Chart showing cumulative arrivals and departures
  - Total delay (vehicle seconds = difference between arrival and departure read off chart)
  - Average delay (total delay / total vehicles departing)
  - Weather conditions, e.g., fine, occasional rain
  - Holiday period, e.g., school holiday, public holiday
  - Comments/observations on any activity or circumstance impacting traffic conditions
- If data is collected onsite, evidence that the onsite supervisor checked the enumerators accuracy during the survey is required. If data is collected from a video, the video must be submitted on request.

#### 7.2.11.22 24 Hour Video Survey

Contractors who choose to collect data onsite rather than using video, may be required by the ETA to use video for a specific survey. In this case, a video camera will be positioned to observe all vehicle or pedestrian movements over a period of 24 hours or less. Any of the other types of survey can be recorded in this manner. The video may then be observed by the enumerators, recorded on field sheets, and captured on a spread sheet in the normal manner. Alternatively, the data could be analysed using software and captured on a spread sheet.

The contractor must produce the following deliverables for a 24-hour video survey:

- The video recording of the survey.
- The survey results in an Excel spread sheet or another format required by the ETA.

#### 7.2.11.23 Interview Survey (price per interviewer)

This type of survey gathers information from transport users regarding using transport facilities and public transport. Interview surveys are normally conducted over a 12-hour period (from 06h00 to 18h00) or during peak traffic periods. The contractor is provided with a list of questions, but the contractor must develop a questionnaire based on the list of questions. The interviewer will stop people at random and ask them the questions. The ETA will indicate how many interviewers should be used. This survey is priced per interviewer.

The contractor must produce the following deliverables for an interview survey:

- Original field sheets completed in pen including the following information:
  - Description of interview location
  - Day and date of the survey
  - Interview forms with recorded answers
  - Comments/observations on any activity or circumstance impacting the survey
- The following information in an Excel spread sheet or another format required by the ETA:
  - Description of interview location
  - Day and date of the survey
  - Summary of survey results
  - Comments/observations on any activity or circumstance impacting the survey

#### 7.2.11.24 Interview Survey (price per interview)

This type of survey is the same as the interview survey (per interviewer) except that it is priced per interview.

#### 7.2.11.25 Uncategorised Survey

This type of survey includes any survey requiring enumerators that is not described above. The contractor will provide enumerators to undertake this survey and to analyse the results. The number of staff required will be agreed to by the ETA and the contractor.

#### 7.2.11.26 Electronic Traffic and Speed Survey

This type of survey records the traffic volumes and traffic speed at a location on a road. One location will be issued per work package. Each direction is surveyed separately. The number of lanes

surveyed at a location may range from one to eight. The survey period includes five complete days starting and finishing at midnight. The traffic data is to be classified in fifteen (15) minute intervals and the speed data is to be classified in speed bins with a 10km/h range (0 to 10, 11 to 20, etc) up to 150km/h. The speed data must also be analysed using an S-curve showing the 85 percentile and 50 percentile.

The contractor must ensure that the equipment remains in optimum condition throughout the survey to ensure accurate results. The contractor must ensure that the equipment is serviced and calibrated at regular intervals according to the manufacturer's specifications. At no stage may defective equipment be used. A test must be done prior carrying out each speed survey to ensure the equipment is in good working condition. It is the responsibility of the contractor to make sure that the correct location is surveyed. If the survey is carried out at an incorrect location, the contractor will be required to resurvey at their cost. Traffic accommodation is the responsibility of the contractor.

The contractor must produce the following deliverables for an electronic traffic and speed survey in an Excel spreadsheet or another format required by the ETA:

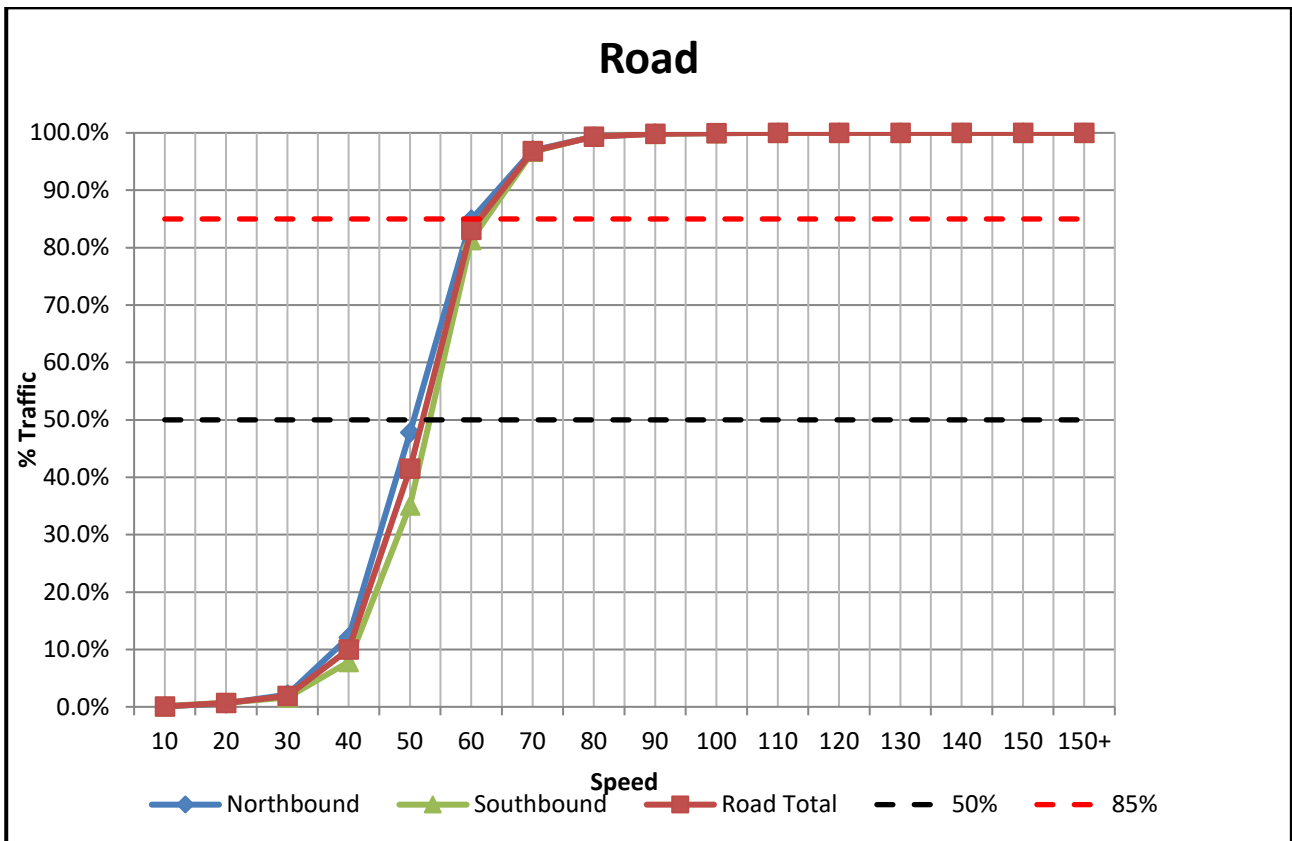
- The speed data classified in the same format as the following example.

Direction:		Northbound						Southbound						Road Total
Speed Class (km/h)		12-May	13-May	14-May	15-May	16-May	Total	12-May	13-May	14-May	15-May	16-May	Total	
From	To													
0	10	3	2	2	2	3	12	3	5	4	2	3	17	29
11	20	25	21	20	9	19	94	21	37	19	9	18	104	198
21	30	78	40	51	22	70	261	28	24	41	20	43	156	417
31	40	415	415	343	184	387	1744	212	211	223	171	232	1049	2793
41	50	1378	1493	1118	867	1348	6204	1094	1135	824	553	1018	4624	10828
51	60	1319	1548	1241	911	1432	6451	1793	1992	1290	983	1780	7838	14289
61	70	422	480	430	359	407	2098	591	610	451	370	584	2606	4704
71	80	76	97	94	85	69	421	87	102	97	74	95	455	876
81	90	17	18	20	18	21	94	17	17	14	18	12	78	172
91	100	2	4	5	0	4	15	1	6	6	5	2	20	35
101	110	1	0	0	2	1	4	1	2	1	2	1	7	11
111	120	0	0	1	0	0	1	0	0	1	0	0	1	2
121	130	0	0	0	0	0	0	0	0	0	0	0	0	0
131	140	0	0	0	0	0	0	0	0	0	0	0	0	0
141	150	0	0	0	0	0	0	0	0	0	0	0	0	0
150	over	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		3736	4118	3325	2459	3761	17399	3848	4141	2971	2207	3788	16955	34354

- The 85-percentile speed and the percentage of vehicles recorded within the speed limit in the same format as the following example.

Direction:		Northbound						Southbound						Road Total
Speed Class (km/h)		12-May	13-May	14-May	15-May	16-May	Total	12-May	13-May	14-May	15-May	16-May	Total	
85 Percentile Speed		60	60	61	63	60	60	62	62	63	64	62	62	61
% Below 60km/h		86.1%	85.5%	83.5%	81.1%	86.7%	84.9%	81.9%	82.2%	80.8%	78.7%	81.7%	81.3%	83.1%

- S-Curve charts showing the 85 percentile and 50 percentile, classified by day for the road and for each direction in the same format as the following example.



- The traffic volume data classified in the same format as the following example.

Date	Time	Northbound			Southbound			Total		
		7	0	7	5	1	6	12	1	13
12-May-2024	00:00	7	0	7	5	1	6	12	1	13
12-May-2024	01:00	4	0	4	7	0	7	11	0	11
12-May-2024	02:00	4	0	4	8	0	8	12	0	12
12-May-2024	03:00	2	0	2	12	0	12	14	0	14
12-May-2024	04:00	6	0	6	12	0	12	18	0	18
12-May-2024	05:00	100	0	100	41	0	41	141	0	141
12-May-2024	06:00	227	4	231	151	1	152	378	5	383
12-May-2024	07:00	260	3	263	132	8	140	392	11	403
12-May-2024	08:00	108	2	110	75	1	76	183	3	186
12-May-2024	09:00	83	1	84	78	2	80	161	3	164
12-May-2024	10:00	84	4	88	77	2	79	161	6	167
12-May-2024	11:00	88	4	92	93	3	96	181	7	188
12-May-2024	12:00	100	1	101	99	1	100	199	2	201
12-May-2024	13:00	107	2	109	102	4	106	209	6	215
12-May-2024	14:00	117	2	119	123	1	124	240	3	243
12-May-2024	15:00	111	2	113	167	3	170	278	5	283
12-May-2024	16:00	118	2	120	187	8	195	305	10	315
12-May-2024	17:00	172	0	172	112	0	112	284	0	284

Date	Time	Northbound			Southbound			Total		
12-May-2024	18:00	76	1	77	107	2	109	183	3	186
12-May-2024	19:00	56	0	56	43	0	43	99	0	99
12-May-2024	20:00	42	0	42	28	0	28	70	0	70
12-May-2024	21:00	40	0	40	31	0	31	71	0	71
12-May-2024	22:00	19	0	19	33	0	33	52	0	52
12-May-2024	23:00	7	0	7	10	0	10	17	0	17
<b>12-May-2024</b>	<b>Total</b>	<b>1 938</b>	<b>28</b>	<b>1 966</b>	<b>1 733</b>	<b>37</b>	<b>1 770</b>	<b>3 671</b>	<b>65</b>	<b>3 736</b>

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## **SECTION 8: SCHEDULE OF RATES**

### **8.1 Pricing Assumptions/Instructions**

The scope of work is divided into four areas. For each area, survey work will be allocated in work packages during the period of the tender. Each work package will include one or more locations which must be surveyed on the same day. The work package may include more than one type of survey. Work packages are classified by type and category of survey. (See 7.2.2 on page 44 for definition of types and categories of work package.) The tenderer may quote for all or only some of the areas; but must quote for every type and category of survey. The total value of the quotation will be calculated using the quoted price and the expected number of surveys for each work package.

The surveys in different areas need to run concurrently and it is not desirable that the same company is awarded work in more than two areas as quality will be compromised. Therefore, although a tenderer may quote for all the areas, a maximum of two areas will be awarded to a single tenderer. If a single tenderer is the most responsive tenderer for more than two areas, only two areas will be awarded to that tenderer. The price for the additional area(s) will then be negotiated, in accordance with Clause 24, of the Supply Chain Management Policy with the next most responsive tenderer subject to the approval of the Bid Adjudication Committee.

The number of work packages given in the Schedule of Rates is only an estimate. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages and number of enumerators used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.

The ETA reserves the right, during the execution of the works, to adjust the stated number of work packages upwards or downwards according to the work actually done under the item, or the item may be omitted altogether, without affecting the validity of the Contract.

The Schedule of Rates forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents. The Contract Documents include the Conditions of Tender, Conditions of Contract, the Project Specification, and the Schedule of Rates.

The Tenderer shall not under any circumstances whatsoever delete or amend any of the sums inserted in the "Work Packages" column of the Schedule of Rates and in the Summary of the Schedule of Rates unless ordered or authorised in writing by the ETA before closure of tenders. Any unauthorized changes made by the Tenderer to provisional items in the schedule, or to the provisional percentages and sums in the Summary of the Schedule of Rates, will be treated as arithmetical errors.

The prices and rates to be inserted by the Tenderer in the Schedule of Rates shall be the full inclusive prices to be paid by the Employer for the work described under the several items, and shall include full compensation for all costs and expenses that may be required in and for the completion of all the work described as well as all overheads, profits, incidentals and the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the Tender is based.

Each item shall be priced and extended to the "Total Cost" column by the Tenderer, except for the items for which only rates are required, which must be extended to the "Total Cost per Work

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Package” column. If the Contractor omits to price any items in the Schedule of Rates, then these items will be considered to have a nil rate or price.

All items for which terminology such as "inclusive" or "not applicable" have been added by the Tenderer will be regarded as having a nil rate which shall be valid irrespective of any change in quantities during the execution of the Contract.

The Tenderer shall fill in rates for all items where the words "Rate Only" appear in the "Work Packages" column. "Rate Only" items have been included where no work under the item is foreseen at tender stage but the possibility that such work may be required is not excluded.

For “Rate Only” items no quantities are given in the "Work Packages" column, but the quoted rate shall apply in the event of work under this item being required. The Tenderer shall however note that in terms of the Tender Data the Tenderer may be asked to reconsider any such rates which the Employer may regard as unbalanced.

All rates and amounts quoted in the Schedule of Rates shall be in Rands and Cents and shall include all levies and taxes (other than VAT). VAT will be added in the Summary of the Schedule of Rates.

## **8.2 Example**

This is an example of how to fill in the schedule of rates. For each area there are several tables for different types of survey.

### **8.2.1 Table for Traffic and Pedestrian Surveys, and Cordon and Screen Line (See page 78)**

The Table is filled in as follows:

- Column A indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the schedule of rates and the quantities finally certified for payment.
- Column B indicates the average estimated number of enumerators per work package which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of enumerators used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the schedule of rates and the quantities finally certified for payment.
- Column C is the price the tenderer quotes per enumerator per day. If the tenderer intends to use electronic equipment instead of enumerators, the word “equipment” should be written instead of the price per enumerator per day.
- Column D is calculated by multiplying the average estimated number of enumerators (B) by the Price per enumerator per day (C). This must be calculated by the tenderer.
- Column E is the price the tenderer quotes for other related work package costs which includes the cost of onsite supervision of the field work, all costs related to capturing data

from the field sheets, analysing data, verifying accuracy, producing reports, all costs related to travelling to site, and any other costs.

- Column F is the Total Cost per Work Package which is the sum of the Total Enumerator Cost (D) and Other Related Costs (E). This must be calculated by the tenderer.
- Column G is the Total Cost which is calculated by multiplying the estimated number of work packages (A) by the Total Cost per Work Package. This must be calculated by the tenderer.
- The Total Cost for the Traffic and Pedestrian Surveys Work Packages 1, 2 and 3 is added and written in the first Sub Total. The Total Cost of the Cordon and Screen Line Surveys Work Packages 4, 5 and 6 is added and written in the second Sub Total.

**Table 6: Example of Work Package Cost for Traffic and Pedestrian Surveys, and Cordon and Screen Line Surveys**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Item</b>	<b>Description</b>	<b>Est. Work Packages</b>	<b>Ave. Enu.</b>	<b>Price per Enu. per day</b>	<b>Total Enu. Cost per Work Package</b>	<b>Other Related Costs per Work Package</b>	<b>Total Cost per Work Package</b>	<b>Total Cost (excl. VAT)</b>
<b>TRAFFIC AND PEDESTRIAN SURVEYS</b>								
1	Work Package requiring from 1 to 10 enumerators	10	5	R1.00	R5.00 (B x C)	R1.00	R6.00 (D + E)	R60.00 (A x F)
2	Work Package requiring from 11 to 20 enumerators	10	15	R1.00	R15.00 (B x C)	R1.00	R16.00 (D + E)	R160.00 (A x F)
3	Work Package requiring from 21 to 40 enumerators	10	30	R1.00	R30.00 (B x C)	R1.00	R31.00 (D + E)	R310.00 (A x F)
<b>SUB-TOTAL 1</b>								<b>R530.00 (1+2+3)</b>
<b>CORDON AND SCREEN LINE SURVEYS</b>								
4	Work Package requiring from 1 to 10 enumerators	10	5	R1.00	R5.00 (B x C)	R1.00	R6.00 (D + E)	R60.00 (A x F)
5	Work Package requiring from 11 to 20 enumerators	10	15	R1.00	R15.00 (B x C)	R1.00	R16.00 (D + E)	R160.00 (A x F)
6	Work Package requiring from 21 to 40 enumerators	10	30	R1.00	R30.00 (B x C)	R1.00	R31.00 (D + E)	R310.00 (A x F)
<b>SUB-TOTAL 2</b>								<b>R530.00 (4+5+6)</b>

## 8.2.2 Table for Interview Surveys (price per interviewer) (See page 79)

The Table is filled in as follows:

- Column H indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column I indicates the average estimated number of interviewers per work package which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of interviewers used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column J is the price the tenderer quotes per interviewer per day.
- Column K is the Average estimated number of interviewers (I) multiplied by the Price per interviewer per day (J). This must be calculated by the tenderer.
- Column L is the price the tenderer quotes for other related work package costs which includes the cost of onsite supervision of the field work, all costs related to capturing data from the field sheets, analysing data, verifying accuracy, producing reports, all costs related to travelling to site, and any other costs.
- Column M is the Total Cost per Work Package which is the sum of the Total Interviewer Cost (K) and Other Related Costs (L). This must be calculated by the tenderer.
- Column N is the Total Cost which is the Estimated number of work packages (H) multiplied by the Total Cost per Work Package. This must be calculated by the tenderer.
- The Total Cost for the Interviewer Surveys (price per interviewer) Work Packages 7, 8 and 9 is added and written in Sub Total 3.

Table 7: Example of Work Package Cost for Interview Surveys (price per interviewer)

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviewers	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEWER)</b>								
7	Work Package requiring from 1 to 10 interviewers	10	5	R1.00	R5.00 (I x J)	R1.00	R6.00 (K + L)	R60.00 (H x FM)

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
8	Work Package requiring from 11 to 20 enumerators	10	15	R1.00	R15.00 (I x J)	R1.00	R16.00 (K + L)	R160.00 (H x M)
9	Work Package requiring from 21 to 40 enumerators	10	30	R1.00	R30.00 (I x J)	R1.00	R31.00 (K + L)	R310.00 (H x M)
<b>SUB-TOTAL 3</b>								<b>R530.00 (7+8+9)</b>

### 8.2.3 Table for Interview Surveys (price per interview) (See page 81)

The Table is filled in as follows:

- Column O indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column P indicates the average estimated number of interviews per work package which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of interviews as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column Q is the price the tenderer quotes per interview.
- Column R is the Average estimated number of interviews (P) multiplied by the Price per interviews (Q). This must be calculated by the tenderer.
- Column S is the price the tenderer quotes for other related work package costs which includes the cost of onsite supervision of the field work, all costs related to capturing data, analysing data, verifying accuracy, producing reports, all costs related to travelling to site, and any other costs.
- Column T is the Total Cost per Work Package which is the sum of the Total Interview Cost (R) and Other Related Costs (S). This must be calculated by the tenderer.
- Column U is the Total Cost which is the Estimated number of work packages (O) multiplied by the Total Cost per Work Package. This must be calculated by the tenderer.

Table 8: Example of Work Package Cost for Interview Surveys (price per interview)

		O	P	Q	R	S	T	U
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interview	Total Interview Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEW)</b>								
10	Work Package requiring from 1 to 500 interviews	10	250	R1.00	R250.00 (P x Q)	R1.00	R251.00 (R + S)	R2510.00 (O x T)

#### 8.2.4 Table for Video Surveys (See page 81)

The Table is filled in as follows:

- Column V indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- For the adjudication it is assumed that each work package will only include one video recording (W).
- Column X is the price the tenderer quotes for a traffic and pedestrian survey that requires a single video recording (including overheads).
- Column Y is the Total Cost which is the estimated number of work packages (V) multiplied by the number of video recording per work package (W) multiplied by the price per video recording (X). This must be calculated by the tenderer.

Table 9: Example of Work Package Cost for Video Surveys

		V	W	X	Y
Item	Description	Est. Work Packages	Number of video recordings per work package	Price per video recording (incl. overheads)	Total Cost (excl. VAT)
11	24 Hour Video Survey	10	1	R1.00	R10.00 (V x W x X)

### 8.2.5 Table for unforeseen work (See page )

The Table for unforeseen work is filled in as follows:

- Column Z indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column AA indicates the average estimated number of enumerators per work package which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of enumerators as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column AB is the price the tenderer quotes per enumerator (including overheads).
- Column AC is the Total Cost per Work Package which is the Ave. Enu. (AA) multiplied by the Price per Enu. (incl. overheads) (AB). This must be calculated by the tenderer.
- Column AD is the Total Cost which is the Estimated number of work packages (Z) multiplied by the Total Cost per Work Package (AC). This must be calculated by the tenderer.
- The Total Cost for the Work Packages 12, 13, 14, 15, 16, 17, 18, and 19 is added and written in Sub Total 4.

Table 10: Example of Work Package Cost for Unforeseen Work

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
12	Peak Period Classified Intersection Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
13	24 Hour Classified Intersection Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
14	12 Hour Vehicle Occupancy Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
15	24 Hour Heavy Vehicle Classified Intersection Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
16	Peak Period Public Transport Stop/ Lay Bye Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
17	Short Queue Length and Delay Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
18	Long Queue Length and Delay Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
19	Uncategorised Survey	1	5	R1.00	R5.00 (AL x AM)	R5.00 (AK x AN)
<b>SUB-TOTAL 4</b>						<b>R45.00</b> <b>(12+13+14+15+16+17+18+19)</b>

### 8.2.6 Table for Speed Surveys (See page 83)

The Table for Speed Surveys is filled in as follows:

- Column AE indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column AF is the price the tenderer quotes per work package (including overheads).
- Column AG is the Total Cost which is the Estimated number of work packages (AE) multiplied by the Price per Work Package (AF). This must be calculated by the tenderer.
- The Total Cost for the Work Packages 20, 21, 22, 23, 24, 25, 26, and 27 is added and written in Sub Total 5.

Table 11: Example of Work Package Cost for Speed Surveys

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
20	One lane road	1	R1.00	R1.00 (AE x AF)

		<b>AE</b>	<b>AF</b>	<b>AG</b>
<b>Item</b>	<b>Description</b>	<b>Est. Work Packages</b>	<b>Price Per Work Package</b>	<b>Total Cost</b>
21	Two lane road	1	R1.00	R1.00 (AE x AF)
22	Three lane road	1	R1.00	R1.00 (AE x AF)
23	Four lane road	1	R1.00	R1.00 (AE x AF)
24	Five lane road	1	R1.00	R1.00 (AE x AF)
25	Six lane road	1	R1.00	R1.00 (AE x AF)
26	Seven lane road	1	R1.00	R1.00 (AE x AF)
27	Eight lane road	1	R1.00	R1.00 (AE x AF)
<b>SUB-TOTAL 5</b>				<b>R8.00</b> <b>(20+21+22+23+ 24+25+26+27)</b>

### 8.2.7 Table for Site Security

The Table for Site Security is filled in as follows:

- Column AH indicates the estimated number of work packages which will be used for the purposes of adjudication. The surveys as finally completed in accordance with the Contract shall be measured and paid for based on the actual number of work packages used as specified by the ETA when the work packages are scheduled. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Rates and the quantities finally certified for payment.
- Column AI is the price the tenderer quotes per work package.
- Column AJ is the Total Cost which is the Estimated number of work packages (AH) multiplied by the Price per Work Package (AI). This must be calculated by the tenderer.

Table 12: Example of Work Package Cost for Site Security

		AH	AI	AJ
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
28	Site security	1	R1.00	R1.00 (AH x AI)

### 8.2.8 Area Total

To calculate the total for the area, the following are added together:

**SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + ITEM 10 TOTAL COST + ITEM 11 TOTAL COST + SUB-TOTAL 4 + SUB-TOTAL 5 + ITEM 28 TOTAL COST**

and the sum is written in table below). This Total is then copied to the Official Tender Form on page 102.

Table 13: Example of Area Cost

DESCRIPTION	AREA PRICE
<b>TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + ITEM 10 TOTAL COST + ITEM 11 TOTAL COST + SUB-TOTAL 4 + SUB-TOTAL 5 + ITEM 28 TOTAL COST)</b> <b>(carried forward to the Tender Form)</b>	<b>R5 766.00</b>

### 8.3 Pricing Schedule

#### 8.3.1 CENTRAL AREA

See instructions for completing the tables below on pages 76 to 85.

Table 14: Work Package Cost for Traffic and Pedestrian Surveys, and Cordon and Screen Line Surveys in Central Area

		A	B	C	D	E	F	G
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. per day	Total Enu. Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>TRAFFIC AND PEDESTRIAN SURVEYS</b>								
1	Work Package requiring from 1 to 10 enumerators	35	5					
2	Work Package requiring from 11 to 20 enumerators	33	15					
3	Work Package requiring from 21 to 40 enumerators	13	30					
<b>SUB-TOTAL 1</b>								
<b>CORDON AND SCREEN LINE SURVEYS</b>								
4	Work Package requiring from 1 to 10 enumerators	4	5					
5	Work Package requiring from 11 to 20 enumerators	7	15					
6	Work Package requiring from 21 to 40 enumerators	2	30					
<b>SUB-TOTAL 2</b>								

Table 15: Work Package Cost for Interview Surveys (price per interviewer) in Central Area

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviewers	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEWER)</b>								
7	Work Package requiring from 1 to 10 interviewers	1	5					
8	Work Package requiring from 11 to 20 enumerators	1	15					
9	Work Package requiring from 21 to 40 enumerators	1	30					
<b>SUB-TOTAL 3</b>								

Table 16: Work Package Cost for Interview Surveys (price per interview) in Central Area

		O	P	Q	R	S	T	U
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interview	Total Interview Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEW)</b>								
10	Work Package requiring from 1 to 500 interviews	1	250					

Table 17: Work Package Cost for Video Surveys in Central Area

		V	W	X	Y
Item	Description	Est. Work Packages	Number of video recordings per work package	Price per video recording (incl. overheads)	Total Cost (excl. VAT)
11	24 Hour Video Survey	4	1		

Table 18: Work Package Cost for Unforeseen Work in Central Area

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
12	Peak Period Classified Intersection Survey	1	5			
13	24 Hour Classified Intersection Survey	1	5			
14	12 Hour Vehicle Occupancy Survey	1	5			
15	24 Hour Heavy Vehicle Classified Intersection Survey	1	5			
16	Peak Period Public Transport Stop/ Lay Bye Survey	1	5			
17	Short Queue Length and Delay Survey	1	5			
18	Long Queue Length and Delay Survey	1	5			
19	Uncategorised Survey	1	5			
<b>SUB-TOTAL 4</b>						

Table 19: Work Package Cost for Speed Surveys in Central Area

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
20	One lane road	1		
21	Two lane road	10		
22	Three lane road	1		
23	Four lane road	5		
24	Five lane road	1		
25	Six lane road	1		

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
26	Seven lane road	1		
27	Eight lane road	1		
<b>SUB-TOTAL 5</b>				

Table 20: Work Package Cost for Site Security in Central Area

		AH	AI	AJ
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
28	Site security	1		

Table 21: Central Area Cost

DESCRIPTION	AREA PRICE
<b>TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + ITEM 10 TOTAL COST + ITEM 11 TOTAL COST + SUB-TOTAL 4 + SUB-TOTAL 5 + ITEM 28 TOTAL COST)</b> <b>(carried forward to the Tender Form)</b>	

### 8.3.2 NORTH AREA

See instructions for completing the tables below on pages 76 to 85.

Table 22: Work Package Cost for Traffic and Pedestrian Surveys, and Cordon and Screen Line Surveys in North Area

		A	B	C	D	E	F	G
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. per day	Total Enu. Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>TRAFFIC AND PEDESTRIAN SURVEYS</b>								
1	Work Package requiring from 1 to 10 enumerators	20	5					
2	Work Package requiring from 11 to 20 enumerators	34	15					
3	Work Package requiring from 21 to 40 enumerators	14	30					
<b>SUB-TOTAL 1</b>								
<b>CORDON AND SCREEN LINE SURVEYS</b>								
4	Work Package requiring from 1 to 10 enumerators	6	5					
5	Work Package requiring from 11 to 20 enumerators	10	15					
6	Work Package requiring from 21 to 40 enumerators	2	30					
<b>SUB-TOTAL 2</b>								

Table 23: Work Package Cost for Interview Surveys (price per interviewer) in North Area

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviewers	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEWER)</b>								
7	Work Package requiring from 1 to 10 interviewers	1	5					

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
8	Work Package requiring from 11 to 20 enumerators	1	15					
9	Work Package requiring from 21 to 40 enumerators	1	30					
<b>SUB-TOTAL 3</b>								

Table 24: Work Package Cost for Interview Surveys (price per interview) in North Area

		O	P	Q	R	S	T	U
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interview	Total Interview Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEW)</b>								
10	Work Package requiring from 1 to 500 interviews	1	250					

Table 25: Work Package Cost for Video Surveys in North Area

		V	W	X	Y
Item	Description	Est. Work Packages	Number of video recordings per work package	Price per video recording (incl. overheads)	Total Cost (excl. VAT)
11	24 Hour Video Survey	4	1		

Table 26: Work Package Cost for Unforeseen Work in North Area

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
12	Peak Period Classified Intersection Survey	1	5			

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
13	24 Hour Classified Intersection Survey	1	5			
14	12 Hour Vehicle Occupancy Survey	1	5			
15	24 Hour Heavy Vehicle Classified Intersection Survey	1	5			
16	Peak Period Public Transport Stop/ Lay Bye Survey	1	5			
17	Short Queue Length and Delay Survey	1	5			
18	Long Queue Length and Delay Survey	1	5			
19	Uncategorised Survey	1	5			
<b>SUB-TOTAL 4</b>						

Table 27: Work Package Cost for Speed Surveys in North Area

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
20	One lane road	1		
21	Two lane road	10		
22	Three lane road	1		
23	Four lane road	5		
24	Five lane road	1		
25	Six lane road	1		
26	Seven lane road	1		

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
27	Eight lane road	1		
<b>SUB-TOTAL 5</b>				

Table 28: Work Package Cost for Site Security in North Area

		AH	AI	AJ
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
28	Site security	1		

Table 29: North Area Cost

DESCRIPTION	AREA PRICE
<b>TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + ITEM 10 TOTAL COST + ITEM 11 TOTAL COST + SUB-TOTAL 4 + SUB-TOTAL 5 + ITEM 28 TOTAL COST)</b> <b>(carried forward to the Tender Form)</b>	

### 8.3.3 SOUTH AREA

See instructions for completing the tables below on pages 76 to 85.

Table 30: Work Package Cost for Traffic and Pedestrian Surveys, and Cordon and Screen Line Surveys in South Area

		A	B	C	D	E	F	G
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. per day	Total Enu. Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>TRAFFIC AND PEDESTRIAN SURVEYS</b>								
1	Work Package requiring from 1 to 10 enumerators	31	5					
2	Work Package requiring from 11 to 20 enumerators	52	15					
3	Work Package requiring from 21 to 40 enumerators	21	30					
<b>SUB-TOTAL 1</b>								
<b>CORDON AND SCREEN LINE SURVEYS</b>								
4	Work Package requiring from 1 to 10 enumerators	9	5					
5	Work Package requiring from 11 to 20 enumerators	15	15					
6	Work Package requiring from 21 to 40 enumerators	4	30					
<b>SUB-TOTAL 2</b>								

Table 31: Work Package Cost for Interview Surveys (price per interviewer) in South Area

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviewers	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEWER)</b>								
7	Work Package requiring from 1 to 10 interviewers	1	5					

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
8	Work Package requiring from 11 to 20 enumerators	1	15					
9	Work Package requiring from 21 to 40 enumerators	1	30					
<b>SUB-TOTAL 3</b>								

Table 32: Work Package Cost for Interview Surveys (price per interview) in South Area

		O	P	Q	R	S	T	U
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interview	Total Interview Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEW)</b>								
10	Work Package requiring from 1 to 500 interviews	1	250					

Table 33: Work Package Cost for Video Surveys in South Area

		V	W	X	Y
Item	Description	Est. Work Packages	Number of video recordings per work package	Price per video recording (incl. overheads)	Total Cost (excl. VAT)
11	24 Hour Video Survey	4	1		

Table 34: Work Package Cost for Unforeseen Work in South Area

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
12	Peak Period Classified Intersection Survey	1	5			

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
13	24 Hour Classified Intersection Survey	1	5			
14	12 Hour Vehicle Occupancy Survey	1	5			
15	24 Hour Heavy Vehicle Classified Intersection Survey	1	5			
16	Peak Period Public Transport Stop/ Lay Bye Survey	1	5			
17	Short Queue Length and Delay Survey	1	5			
18	Long Queue Length and Delay Survey	1	5			
19	Uncategorised Survey	1	5			
<b>SUB-TOTAL 4</b>						

Table 35: Work Package Cost for Speed Surveys in South Area

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
20	One lane road	1		
21	Two lane road	10		
22	Three lane road	1		
23	Four lane road	5		
24	Five lane road	1		
25	Six lane road	1		
26	Seven lane road	1		

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
27	Eight lane road	1		
<b>SUB-TOTAL 5</b>				

Table 36: Work Package Cost for Site Security in South Area

		AH	AI	AJ
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
28	Site security	1		

Table 37: South Area Cost

DESCRIPTION	AREA PRICE
<b>TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + ITEM 10 TOTAL COST + ITEM 11 TOTAL COST + SUB-TOTAL 4 + SUB-TOTAL 5 + ITEM 28 TOTAL COST)</b> <b>(carried forward to the Tender Form)</b>	

### 8.3.4 WEST AREA

See instructions for completing the tables below on pages 76 to 85.

Table 38: Work Package Cost for Traffic and Pedestrian Surveys, and Cordon and Screen Line Surveys in West Area

		A	B	C	D	E	F	G
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. per day	Total Enu. Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>TRAFFIC AND PEDESTRIAN SURVEYS</b>								
1	Work Package requiring from 1 to 10 enumerators	24	5					
2	Work Package requiring from 11 to 20 enumerators	41	15					
3	Work Package requiring from 21 to 40 enumerators	17	30					
<b>SUB-TOTAL 1</b>								
<b>CORDON AND SCREEN LINE SURVEYS</b>								
4	Work Package requiring from 1 to 10 enumerators	7	5					
5	Work Package requiring from 11 to 20 enumerators	12	15					
6	Work Package requiring from 21 to 40 enumerators	3	30					
<b>SUB-TOTAL 2</b>								

Table 39: Work Package Cost for Interview Surveys (price per interviewer) in West Area

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviewers	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEWER)</b>								
7	Work Package requiring from 1 to 10 interviewers	1	5					

		H	I	J	K	L	M	N
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interviewer per day	Total Interviewer Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
8	Work Package requiring from 11 to 20 enumerators	1	15					
9	Work Package requiring from 21 to 40 enumerators	1	30					
<b>SUB-TOTAL 3</b>								

Table 40: Work Package Cost for Interview Surveys (price per interview) in West Area

		O	P	Q	R	S	T	U
Item	Description	Est. Work Packages	Ave. Interviews	Price per Interview	Total Interview Cost per Work Package	Other Related Costs per Work Package	Total Cost per Work Package	Total Cost (excl. VAT)
<b>INTERVIEW SURVEY (PRICE PER INTERVIEW)</b>								
10	Work Package requiring from 1 to 500 interviews	1	250					

Table 41: Work Package Cost for Video Surveys in West Area

		V	W	X	Y
Item	Description	Est. Work Packages	Number of video recordings per work package	Price per video recording (incl. overheads)	Total Cost (excl. VAT)
11	24 Hour Video Survey	4	1		

Table 42: Work Package Cost for Unforeseen Work in West Area

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
12	Peak Period Classified Intersection Survey	1	5			

		Z	AA	AB	AC	AD
Item	Description	Est. Work Packages	Ave. Enu.	Price per Enu. (incl. overheads)	Total Cost per Work Package	Total Cost (excl. VAT)
13	24 Hour Classified Intersection Survey	1	5			
14	12 Hour Vehicle Occupancy Survey	1	5			
15	24 Hour Heavy Vehicle Classified Intersection Survey	1	5			
16	Peak Period Public Transport Stop/ Lay Bye Survey	1	5			
17	Short Queue Length and Delay Survey	1	5			
18	Long Queue Length and Delay Survey	1	5			
19	Uncategorised Survey	1	5			
<b>SUB-TOTAL 4</b>						

Table 43: Work Package Cost for Speed Surveys in West Area

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
20	One lane road	1		
21	Two lane road	10		
22	Three lane road	1		
23	Four lane road	5		
24	Five lane road	1		
25	Six lane road	1		
26	Seven lane road	1		

		AE	AF	AG
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
27	Eight lane road	1		
<b>SUB-TOTAL 5</b>				

Table 44: Work Package Cost for Site Security in West Area

		AH	AI	AJ
Item	Description	Est. Work Packages	Price Per Work Package	Total Cost
28	Site security	1		

Table 45: West Area Cost

DESCRIPTION	AREA PRICE
<b>TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + ITEM 10 TOTAL COST + ITEM 11 TOTAL COST + SUB-TOTAL 4 + SUB-TOTAL 5 + ITEM 28 TOTAL COST)</b> <b>(carried forward to the Tender Form)</b>	

**SECTION 9: OFFICIAL TENDER FORM**

**Part A: OFFER BY TENDERER** - In response to **Tender Number : 30502-1T** I / we hereby offer to supply the goods / services detailed hereunder in accordance with the Technical Specification, and subject to the Standard and Special Conditions of Tender (Goods/Services), and General and Special Conditions of Contract, which accompanied your Tender (with which I / we acknowledge myself / ourselves to be fully acquainted) at the price stated below, or in the case of individual rates are indicated in Section 8 : Bill Of Quantities / Schedule of Rates / Activities.

AREA	TENDERED PRICE EXCLUSIVE OF VAT	VAT AMOUNT	TENDERED PRICE INCLUSIVE OF VAT
CENTRAL	R	R	* R
	* AMOUNT IN WORDS (incl. VAT): .....		
NORTH	R	R	* R
	* AMOUNT IN WORDS (incl. VAT): .....		
SOUTH	R	R	* R
	* AMOUNT IN WORDS (incl. VAT): .....		
WEST	R	R	* R
	* AMOUNT IN WORDS (incl. VAT): .....		

I / We hereby agree that this tender will hold good and remain open for acceptance as specified in the Conditions of Tender or during such other period as may be specified in the Special Conditions of Tender.

eThekwini Vendor Portal Registration Number:

PR

C.S.D Registration Number:

MAAA

S.A.R.S Pin Number:

**Completion of the following is compulsory. Failure to declare the following will invalidate your offer.**

**Declaration of Interest**

Are any of the entity's directors, managers, principle shareholder or stakeholders currently in the service of the state or have been in the service of the state in the past twelve (12) months?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any spouse, child or parent of the entity's directors, managers, principle shareholder or stakeholder currently in the service of the state or have been in the service of the state in the past twelve (12) months?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of entity's member	Position in Entity	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship	
Do you or any other directors, managers, principle shareholder or stakeholder of your entity have any relationship (spouse, family, friend, associate) with persons in the service of the state and/or who may be involved with the evaluation of this quotation? If yes please furnish particulars below				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of entity's member	Position in Entity	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship	

Refer to the Consolidated MBD Documents in Section 4(d) for the definition of "in service of the State"

\* Signature :

\* Name (capitals):

Date:

Capacity:

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\* Name of Business: \_\_\_\_\_

Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

\* Denotes Mandatory Information

**Failure to complete the Mandatory Information and sign this Tender Form will invalidate the tender**

**Part B: ACCEPTANCE BY PURCHASER** - The Purchaser, as represented by the following Official, hereby accepts the Tenderer's offer in terms of the Conditions of Tender, Specifications, and Conditions of Contract.

**Signature:**

**Name** (*capitals*):

**Date:**

**Capacity:**

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**SECTION 10: ANNEXURES**

## 10.1 TENDERER'S EXPERIENCE

The experience of the tendering entity or joint venture partners in the case of an unincorporated joint venture or consortium, as opposed to the key staff members / experts, in road traffic data collection projects of similar scope over the last ten (10) years will be evaluated. Tenderers should very briefly describe the nature and value of the road traffic data collection work undertaken for each project. Client reference letters, including contract numbers and client contact details of the relevant projects must also be provided. The description should be put in tabular form with the following headings:

Employer, contact person and telephone number, (where available)	Project Title and Reference Number	Detail of work undertaken, nature of work, and value	Date undertaken and completed
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The scoring of the tenderer's experience will be as follows:

Score	Prompts for Judgement
<b>(score 0)</b>	No response/ no evidence of experience submitted.
<b>Poor (score 40)</b>	The Tenderer has limited relevant road traffic data collection experience or less than 2 projects of a similar scope over the last 10 years or has failed to submit references.
<b>Satisfactory (score 70)</b>	The Tenderer has the relevant experience in road traffic data collection under similar conditions and circumstances and has successfully project managed at least a minimum of 3 projects of similar scope over the last 10 years. (Client Reference letters to be provided for each of the projects listed).
<b>Good (score 90)</b>	As for "Satisfactory" but Tenderer has extensive experience (minimum of 5 projects) of similar scope over the last 10 years. (Client Reference letters to be provided for each of the projects listed).
<b>Very good (score 100)</b>	As for "Good" but Tenderer has extensive experience (minimum of 7 projects) of similar scope and over the last 10 years. (Client Reference letters to be provided for each of the projects listed).

## 10.2 EXPERIENCE OF KEY STAFF

The qualifications, post graduate registration, and experience of assigned staff members will be evaluated in relation to their specific operational area. CVs of the key staff of **not more than 2 pages each** should be attached to this schedule:

Each CV should be structured under the following headings:

Personal particulars	Qualifications	Skills	Name of current employer and position in enterprise	Outline of experience (including duration) that has a bearing on the scope of work
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The scoring of the experience of key staff will be as follows (for each of the indicated (required) key staff):

Score	Prompts for Judgement
<b>(score 0)</b>	No response/ no documents submitted.
<b>Poor (score 40)</b>	Key staff have less than the minimum levels of relevant qualification/training, and/or post graduate registration, or less than the minimum number of years of relevant experience specified in the schedule below.
<b>Satisfactory (score 70)</b>	Key staff have reasonable levels of relevant qualification/training, relevant experience and/or post graduate registration, and number of years of relevant experience and qualifications are at least equal to the satisfactory rating specified in the schedule below.
<b>Good (score 90)</b>	Key staff have extensive levels of relevant qualification/training, relevant experience and/or general post graduate registration, and number of years of relevant experience and qualifications are at least equal to the good rating specified in the schedule below.
<b>Very good (score 100)</b>	Key staff have outstanding levels of relevant qualification/training, relevant experience and/or general post graduate registration and number of years of relevant experience and qualifications are at least equal to the very good rating specified in the schedule below.

Job Title	Minimum Qualification Required	Registration Required	Number of Years' Experience Post Graduation				Weight
			Score 40	Score 70	Score 90	Score 100	
Project Manager	Degree	n/a	<10	≥10 ≤ 15	>15 ≤ 20	≥ 20	8
Data Analyst	Matric	n/a	<3	≥3 ≤ 6	>7 ≤ 10	≥10	8
Field Work Supervisor	Matric	n/a	<3	≥3 ≤ 6	>7 ≤ 10	≥10	8
Speed Survey Technician	Matric	n/a	<3	≥3 ≤ 6	>7 ≤ 10	≥10	8

### 10.3 SCHEDULE: APPROACH PAPER / METHODOLOGY

The approach paper must respond to the scope of work and outline the proposed approach / methodology including proposals for outsourcing (including details of the companies to be used where applicable). The approach paper should articulate what value add the tenderer will provide in achieving the stated objectives for the project.

Tenderers must explain their understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies to be adopted and should also include a project plan which outlines processes, procedures, and associated resources, identifies risk and indicates how risks will be managed and identifies what contribution can be made regarding value management.

The survey methodology that will be used for the various types of survey, including the equipment that will be used must be described. If a particular type of survey is to be contracted out, the role of the sub-contractor must be described. The tenderer must explain how they will undertake each type of survey, and not simply repeat the survey descriptions included in the tender document. Contractors may be required to demonstrate their ability to implement the survey methodologies they have submitted to the required level of accuracy.

Tenderers must attach their approach papers to this page. The approach paper should not be longer than 10 pages.

The scoring of the approach paper will be as follows:

SCORE	PROMPTS FOR JUDGEMENT
<b>(score 0)</b>	No response/ no documents submitted.
<b>Poor (score 40)</b>	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
<b>Satisfactory (score 70)</b>	The approach is tailored to address the specific project objectives and methodology. The approach adequately deals with the critical characteristics of the project.
<b>Good (score 90)</b>	Over and above meeting the "Satisfactory" rating, the approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during project lifecycle. The project plan and approach to managing risk is tailored to the critical characteristics of the project.
<b>Very good (score 100)</b>	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.