

TENDER NO. 243C/2021/22		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SCM - 515	Approved by Branch Manager: 03/04/2020	Version: 4	Page 1 of 159

FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

Framework Contract Period: from date of commencement till the 30 June 2025

VOLUME 1: TENDERING PROCEDURES

NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 36** of this document
- Table 1: Tender Preference Claim (B-BBEE contribution) is on **page 101** of this document.

ISSUED BY:		For official use.	
DIRECTOR: URBAN WASTE MANAGEMENT CITY OF CAPE TOWN Tower Block, Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001		TENDER SERIAL No.:	
		SIGNATURES OF CITY OFFICIALS AT TENDER OPENING	
		1.	
		2.	
		3.	

February 2022

NAME OF TENDERING ENTITY	
EMAIL ADDRESS OF TENDERING ENTITY	
FAX NUMBER OF TENDERING ENTITY	
NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause C.2.12)	
Alternative Offer (see clause C.2.12)	

FILE REFERENCE NO:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

General Tender Information

TENDER ADVERTISED	:	18 February 2022
CLARIFICATION MEETING	:	04 March 2022 (Not compulsory but strongly recommended)
VENUE FOR CLARIFICATION MEETING	:	A Non Compulsory site visit / clarification Meeting will take place at a virtual Clarification meeting, will be conducted via Skype. Please send an email to Steven David's @capetown.gov.za for the link to the virtual meeting prior to the meeting date and time a 10:00 on the 04 March 2022
CLOSING DATE	:	25 March 2022
CLOSING TIME	:	10h00
TENDER BOX & ADDRESS	:	Tender Box 141 at the Tender & Quotation Box Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town
TENDER BOX	:	The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender No. and title, the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. The onus remains with the tenderer to ensure that the tender is placed in either the original box or as alternatively instructed.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

Contents			
Number	Heading	Colour	Page No
VOLUME 1			
The Tender			
Part T1: Tendering procedures			
T1.1	Tender Notice and Invitation to Tender	White	2 to 3
T1.2	Tender Data	Pink	4 to 32
VOLUME 2			
Part T2: Returnable documents			34
T2.1	List of Returnable Documents	Yellow	35 to 35
C1.1	Form of Offer and Acceptance	Yellow	36 to 39
C1.2	Contract Data (data provided by the Supplier)	Yellow	40 to 40
C2.2	Schedule of Rates (please see clause C.2.13.3)_	Yellow	41 to 69
T2.2	Returnable Schedules (please see clause C.2.13.3)_	Yellow	70 to 104
VOLUME 3			
Draft Contract			105
Part C1: Agreements and Contract Data			106
C1.2	Contract Data (data provided by the Employer)	Yellow	107 to 117
C1.3	Occupational Health and Safety Agreement	White	118 to 118
C1.4	Insurance Brokers' Warranty	White	119 to 119
C1.5	Works Order Acceptance / Refusal Notice	White	120 to 120
Part C2: Pricing data			121
C2.1	Pricing Assumptions	Yellow	122 to 124
Part C3: Scope of Work			125
C3.1	Scope of Work	Blue	126 to 151
C3.2	Annexes	Blue	152 to 154
Part C4: Site information			155
C4.1	Site Information	Green	156 to 156

Part T1: Tendering procedures

	Pages
T1.1 Tender Notice and Invitation to Tender	2 - 3
T1.2 Tender Data	4 – 32

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 456C/2013/14

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

T1.1 Tender Notice and Invitation to Tender

The **CITY OF CAPE TOWN**, Director : Urban Waste Management, invites tenders for Tender No. **456C/2013/14: PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN.**

Tenderers must be registered on Supplier Databases as described in the tender conditions.

Tenderers who are not registered on these Supplier Databases are not precluded from submitting tenders, but must however be registered upon being requested to do so in writing and within the period contained in such a request.

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations, 2017. Bids must be compliant with the preferential procurement regulations, 2017 including but not limited to local content, functionality, price and preference, eligibility criteria and relevant statutory criteria. The details of this are contained in the tender document. Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content will be considered

The physical address for collection of tender documents is:

Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 –15:00 from **18 February 2022**

A non-refundable tender fee of R250.00 on collection of the tender document by Cash or EFT on collection of the tender documents.

Queries relating to any issues in these documents may be addressed to Mr S Davids, Tel No. 021 444 3201, e-mail steven.davids@capetown.gov.za.

A non-compulsory but strongly recommended clarification meeting via Skype for Business with representatives of the Employer will be held on **04 March 2022 at 10h00**.

The closing time for receipt of tenders is **10h00 on 25 March 2022**.

Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that has been issued. Printed Schedule of Rates, in the same format (that is, layout, scheduled items and quantities) as those issued electronically by the Employer upon request, may be submitted as stated in the Tender Data.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

A non-compulsory but strongly recommended clarification meeting via Skype for Business with representatives of the Employer

**CITY OF CAPE TOWN
URBAN WASTE MANAGEMENT
CONTRACT NO. 243C/2021/22
PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION
MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY
OF CAPE TOWN**

LOCALITY PLAN – SITE VISIT/CLARIFICATION MEETING VENUE

T1.2 Tender Data

The conditions of tender are the 42622 of 8 August 2019, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:

Clause Number	Tender Data
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C.1	General
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C.1.1	Actions
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C.1.1.1	Add the following:
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The parties agree that this tender, its evaluation and acceptance and any resulting contract shall also be subject to the Employer's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract Please refer to this document contained on the Employer's website.

Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the supplier, and/or the exercise by the Employer of any other rights and remedies available to it as described in the SCM Policy.

The Employer is the City of Cape Town, represented by the Director: Urban Waste Management.

In addition to the above, the following further documents are part of the tender:

VOLUME 4 The **Standard Professional Services Contract (July 2009) (Edition 3 of CIDB document 1015)** as published by the Construction Industry Development Board. Tenderers must obtain copies at their own cost from the Construction Industry Development Board Pretoria, Tel. (012) 343 7136 or (012) 481 9030, Fax: (012) 343 7153, e-mail: cidb@cidb.org.za.

VOLUME 5 The entire document and in particular the sections as described in the **Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000**, as gazetted **in Government Gazette No. 44333, 26 March 2021.**

VOLUME 6 The entire document and in particular the sections as described in the Scope of Services of the **Final Guideline Professional Fees issued in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000, Board Notice 91 of 2020** as gazetted in Government Gazette No. 43591, 7 August 2020.

VOLUME 7 The entire document and in particular the sections as described in the Scope of Services of the **Guideline Tariff Of Professional Fees In Respect Of Services Rendered By Persons Registered In Terms Of The Quantity Surveying Profession Act 2000 (Act No 49 Of 2000), Board Notice 170 of 2015** and Amendment of Professional Fees Quantity Surveying Profession Act No. 49 of 2000 effective 1 September 2015.

- VOLUME 8** The entire document and in particular the sections as described in the Scope of Services of **Amended Landscape Architectural Work Stages – January 2011 and Board Notice 47 of 2013 as gazetted in Government Gazette No 36307, 5 April 2013**, published by the South African Council for the Landscape Architectural Profession (available on their website www.saclap.co.za).
- VOLUME 9** The entire document and in particular the sections as described in the **Guideline Scope of Services and Recommended Guideline Tariff of Fees for Persons Registered in terms of the Project and Construction Management Professions (Act 48 of 2000), Board Notice 132 of 2011 as gazetted in Government Gazette No. 34510, 12 August 2011, Clauses 1.0 to 6.0 (inclusive).**
- VOLUME 10** The entire document and in particular the sections as described in the **Occupational Health and Safety Act, 1993. (Act No 85 of 1993) and the Construction Regulations, 2014.**
- VOLUME 11** The entire document and in particular the sections as described in the **The Principal Building Agreement Edition 6.1, March 2014 as prepared by the Joint Building Contracts Committee Incorporated.**
- VOLUME 12** The entire document and in particular the sections as described in the **General Conditions of Contract for Construction Works, Second Edition, 2015, prepared by the South African Institution of Civil Engineering (SAICE).**
- VOLUME 13** The entire document and in particular the sections as described in the **Green Book, Short Form of Contract, First Edition, 1999, prepared by the Federation Internationale des Ingenieurs-Conseil (FIDIC).**
- VOLUME 14** The entire document and in particular the sections as described in the **Yellow Book, Conditions of Contract for Plant and Design-Build, First Edition, 1999, prepared by the Federation Internationale des Ingenieurs-Conseil (FIDIC).**

The City of Cape Town's **Example CIDB document for Civil Contracts (SCM 509)**, latest version, obtainable on request from the Employer.

Volumes **4 to 14** may be inspected, by appointment, at the offices of the Employer during normal office hours.

C.1.3 Interpretation

Add the following to C.1.3.3:

- C.1.3.3
- a) **"Framework Contract / Agreement"** means the Framework Contract defined in Clause 1, Part C1.2: Contract Data
 - b) **"Framework Contract Period"** means the Framework Contract Period defined in Clause 1, Part C1.2: Contract Data
 - c) **"Winner"** means the highest ranked eligible (subject to Clause C.1.6.1 (b) of the Tender Data below) Service Provider appointed by the Employer under the Framework Contract who will be allocated work as and when a Works Project arises for the duration of the Framework Contract Period
 - d) **"Works Project"** means Works Project defined in Clause 1, Part C1.2: Contract Data.
****wherever there is a reference to works project in this document it will take to be synonymous with the term works assignment.***

C.1.4 Communication and employer's agent

Delete the first sentence of the clause and replace with the following:

Verbal or any other form of communication, from the Employer, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer, unless communicated by the Employer in writing to suppliers by its Director: Supply Chain Management or his nominee.

The Employer's agent is:

Name: Mr S Davids (Urban Waste Management: Capital Projects)
Address: City of Cape Town
Civic Centre
12 Hertzog Boulevard
Cape Town 8001
Tel: 021 444 3201
E-mail: steven.davids@capetown.gov.za

- C.1.5 **Cancellation and Re-Invitation of Tenders**
Delete the fulstop at the end of C.1.5.1 dd) and replace with, Add the following after C.1.5.1 d):
 e) The parties are unable to negotiate market related pricing.
- C.1.6 **Procurement procedures**
- C.1.6.1 **General**
Add the following:
- a) The Employer intends to appoint a single tenderer (the highest ranked tenderer (“the winner”) for the allocation of work on a “winner-takes-all” basis in terms of the definitions in C1.2, but reserves the right not to appoint a winner at all.
 - b) The award will be made in terms of the tender evaluation ranking.
 - c) The “Winner”, once appointed and subject to operational requirements, will be invited to execute the Works by means of Works Orders issued from the Department.
 - d) The framework contract period shall be from Start Date until 30 June 2025, as stated in Part C1.2 Contract Data.
- C.1.6.2 **Competitive negotiation procedure**
Add the following to C.1.6.2.1:
 A competitive negotiation procedure will not be followed.
- C.1.6.3 **Proposal procedure using the two-stage system**
Add the following between C.1.6.3 and C.1.6.3.1:
 A two-stage system will not be followed.
- Add the following after C.1.6.3.2.2*
- C.1.6.4 **Nomination of Alternative Bidder**
- Alternative Bidder means a bidder, identified at the time of awarding a bid, that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the alternative bidder in terms of the procedures included its SCM Policy.
- C.1.6.5 **Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court**
- C.1.6.5.1 **Disputes, objections, complaints and queries**
 In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):
- a) Persons aggrieved by decisions or actions taken by the City of Cape Town in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.
- C.1.6.5.2 **Appeals**
- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the City, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
 - b) An appeal must contain the following:
 - i) Must be in writing
 - ii) It must set out the reasons for the appeal
 - iii) It must state in which way the Appellant’s rights were affected by the decision;
 - iv) It must state the remedy sought; and
 - v) It must be accompanied with a copy of the notification advising the person of the decision
 - c) The relevant City appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

- C.1.6.5.3 **Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000**
The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act and Promotion of Access to Information Act.
- C.1.6.54.4 All requests referring to sub clauses C.1.6.4.1 and C.1.6.4.2 must be submitted in writing to:
The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Corporate Services Directorate
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via fax at: 021 400 5963 or 021 400 5830
Via email at: [MSA. Appeals@capetown.gov.za](mailto:MSA.Appeals@capetown.gov.za)

C.1.6.5.5 All requests referring to clause C.1.6.4.3 must be submitted in writing to:
The City Manager - C/o the Manager: Access to Information Unit, Corporate Services Directorate
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via fax at: 086 202 9982
Via email at: Access2info.Act@capetown.gov.za

C.1.7 **City of Cape Town Supplier Database Registration**
Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the City of Cape Town's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the City of Cape Town's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

C.1.8 **National Treasury Web Based Central Supplier Database (CSD) Registration**
Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1 *Delete the clause and replace with the following:*

Tenderers must submit a tender offer that complies in all aspects to the conditions as detailed in this document. Only those tenders that comply in all aspects with the tender conditions, specifications, pricing instructions and contract conditions will be declared responsive.

Add the following after C.2.1.2:

C.2.1.3 Only those tender submissions from which it can be established that a clear and unambiguous offer has been made to Employer, by whom the offer has been made and what the offer constitutes, will be declared responsive.

C.2.1.4 Only those tenders that satisfy the following criteria will be declared responsive:

C.2.1.4.1 **Compliance with requirements of CCT SCM Policy and procedures**

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Compulsory Enterprise Questionnaire** to be provided (applicable schedule to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's behalf (applicable schedule to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided;
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed);
- e) A completed **Declaration – Conflict of Interest** and **Declaration of Bidder's past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed);
- g) The tenderer (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy;
- h) The tenderer's tax matters with SARS are in order or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the Employer whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, involved with the bid specification committee;
- k) A completed Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
- l) The tenderer (including any of its directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its directors or members), has not been found guilty on any other basis listed in the SCM Policy.

C.2.1.4.2 **Key personnel**

In order to be declared responsive, the tenderer must have the following key personnel in its permanent employment at the close of tender. Alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached to the schedule titled **Key Personnel**, Part T2.2: Returnable Schedules.

An individual identified as key personnel is only permitted to fulfil up to a maximum of 2 services in C.2.1.4.2 Key personnel, should the relevant requirements be met. Details of the key personnel must be completed in Schedule 11: Key Personnel, Part T2.2: Returnable Schedules

KEY PERSONNEL	
Service	Requirements
A) Project Director (Lead Consultant)	A Project Director: Civil Engineer (Lead Consultant) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 10 (ten) years verifiable post professional registration experience in the analysis and design of civil engineering services and/or building structures, and who will be responsible for individual Works Orders carried out in terms of the tender. The Project Director must also have acted as the Employer's Agent in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.
B) Project Leader/ Employer's Agent (Engineer/ Technologist: Civil, Structural, Electrical, and Mechanical)	A Project Leader: Civil Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the "Employer's Agent" in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted.– 1 (one) Professional required.
	A Project Leader: Structural Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the Employer's Agent in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted.– 1 (one) Professional required.
	A Project Leader: Electrical Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the "Engineer" in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted.– 1 (one) Professional required.

KEY PERSONNEL	
Service	Requirements
	A Project Leader: Mechanical Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the Employer's Agent in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.
C) Civil Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years verifiable post professional registration experience in the design of civil engineering services. – 1 (one) Professional required.
D) Structural Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years verifiable post professional registration experience in the structural analysis and structural design of buildings. – 1 (one) Professional required.
E) Electrical Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years verifiable post professional registration experience in electrical engineering services associated with buildings and/or civil engineering infrastructure. – 1 (one) Professional required.
F) Mechanical Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years post professional registration experience in mechanical engineering services associated with buildings and/or civil engineering infrastructure. – 1 (one) Professional required.

Where required, the professional registration numbers of the key personnel must be indicated on the schedule titled **Key Personnel**, Part T2.2: Returnable Schedules. The *curriculum vitae* of all key personnel (including sub-consultants), must be submitted with the tender submission, appended to this Schedule.

Key personnel will be expected to operate out of a local office, as the exigencies of this project require. Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the written approval of the Employer.

C.2.1.4.3 Professional indemnity insurance

In order to be declared responsive, the tenderer must hold or be eligible for Professional Indemnity (PI) insurance providing cover in an amount of not less than R20 000 000 in respect of each and every claim during the period of insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the Tenderer is eligible for the prescribed professional indemnity insurance cover should he/she be awarded the contract, must be submitted with the tender, appended to the schedule titled **Professional Indemnity Insurance**.

Where the entity tendering is a joint venture then the value of the PI insurance cover required may be shared between the joint venture partners in proportion to the percentage contribution of each party to the joint venture.

Therefore, if the tendering entity is not a joint venture, the value of the PI insurance cover required is R20 000 000 (or more) OR if the tendering entity is a joint venture, the value of the PI insurance cover required is R20 000 000 (or more) which may be shared between the joint venture partners. The proportion to the percentage contribution of each party to the joint venture must be indicated in SCHEDULE 13: PROFESSIONAL INDEMNITY INSURANCE in T2.1 List of Returnable Documents.

C.2.1.4.4 **Track record of tendering entity**

The tendering entity must complete Schedule 10, Part T2.2, Returnable Schedules, which is a list of all Civil engineering and building projects (including Urban Waste Management Facilities) of similar nature to the projects described in the Scope of Works (as indicated on Schedule 1, Part T2.2: Returnable Schedules).

In order to be considered for an appointment in terms of this tender, the tendering entity must have successfully completed at least five building (general and industrial) projects of a value greater than R20m (cost of the works) each in the past ten years.

Where the tendering entity is a joint venture or a sub-consultant's agreement is in place, this requirement will apply to the entity that will undertake the civil, structural, mechanical and electrical design.

C.2.7 **Clarification meeting**

Add the following after the second sentence:

The arrangements for the site visit/clarification meeting are as stated on the General Tender Information page and in the Responsiveness Criteria (if applicable).

Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

C.2.8 **Seek Clarification**

Add the following after the first sentence:

The tenderer warrants that it has:

- a) inspected the Specifications and read and fully understood the Conditions of Contract.
- b) read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted itself with the nature of the goods proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed works will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted itself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the Employer to clarify the requirements contained in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the tenderer.
- e) received any notices to the tender documents which have been issued in accordance with the Employer's SCM Policy.

The Employer will therefore not be liable for the payment of any extra costs resulting from any claim submitted by the tenderer arising from any alleged ambiguity or uncertainty contained in the tender document.

C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 **Alterations to documents**

Delete the first sentence and replace with the following:

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer in writing, or necessary to correct errors made by the tenderer.

C.2.12 **Alternative tender offers**

C.2.12.1 *Add the following to C.2.12.1 at the end of the first sentence:*

If a tenderer wishes to submit an alternative tender offer, he shall do so as a separate offer on a separate set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope on a separate Form of Offer, both clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

While it is not necessary to duplicate all parts of the main tender offer, the alternative tender offer shall be supported by the following documents as applicable:

- a) the schedule that compares the alternative(s) offered with the requirements of the issued tender documents
- b) preliminary designs, calculations, drawings and all other pertinent technical information and characteristics must be submitted with the alternative tender offer, in order to enable the Employer to evaluate the efficacy of the alternatives proposed
- c) revised Bills of Quantities, or parts thereof, highlighting the changes made, together with a revised Summary, the total of which has been carried to the Form of Offer
- d) details of any proposed amendments to the Pricing Assumptions

An alternative of the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The Employer's costs in confirming the acceptability of the alternative offer will be, *inter alia*, taken into account in considering the alternative offer.

The Employer will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the Contractor shall accept full responsibility that the alternative offer complies in all respects with the Employer's standards and requirements.

C.2.13 **Submitting a tender offer**

C.2.13.1 *Add the following to C.2.13.1 at the end of the first sentence:*

Where the tendering entity is a joint venture it is recommended that the standard CIDB Joint Venture Agreement be used.

F.2.13.3 *Add the following to C.2.13.3:*

1 (One) copy(ies) of the following elements of the bid submission (please refer to **Contents (Volume 3)**) must be submitted separately bound in the same envelope where possible (see C.2.13.5):

Number	Heading
T2.2	Returnable Schedules
C2.2	Schedule of Rates
	All other attachments submitted by bidder

C.2.13.5 *Delete the clause and replace with the following*

C.2.13.5 The tender submission details are all described on the General Tender Information page. If it is not possible to submit the original tender and the required copies (see C.2.13.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

Add the following to C.2.13.6:

C.2.13.6 A two-envelope procedure will **not** be followed.

Add the following sub-clause after C.2.13.9:

C.2.13.10 By signing the offer part of C1.1 Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is true and correct.

- C.2.13.11 The Employer shall not formally issue tender documents in electronic format and shall only issue tender documents in hardcopy. An electronic version of the issued tender documents, or elements thereof, may be made available to the tenderer at the Employer's discretion, upon written request in terms of this clause, subject to the following:
- Electronic copies of the issued tender documents, or parts thereof, will only be provided to tenderers who have been issued with the tender documents as contemplated in C.1.2 in hardcopy.
 - The electronic version shall not be regarded as a substitute for the issued tender documents.
 - The Employer shall not accept tenders submitted in electronic format. Only those tenders that have been completed on the issued hard copy tender document shall be considered, provided that printed Bills of Quantities, in the same format (that is, layout, billed items and quantities) as those issued electronically by the Employer, may be submitted with the tender as stated in C.2.13.2.
 - Where Addenda have been issued which amend the Bills of Quantities, then the printed Bills of Quantities shall take these into account. The pages of the issued Bills of Quantities should not be removed from the tender document.
 - The Employer accepts no responsibility or liability arising from any reliance on or use of the electronic version provided in terms of this clause. Tenderers are alerted to the fact that electronic versions of the tender documents may not reflect any notices or addenda that amend the tender document.
 - Any non-compliance with these provisions, including effecting any unauthorised alterations to the tender documents as contemplated in C.2.11, shall render the tender non-responsive. The Employer reserves the right to take any action against such tenderer allowed in law including, in circumstances where the tender had already been awarded, the right to cancel the contract.
 - In requesting the electronic version of the tender documents or parts thereof, the tenderer is deemed to have read, understood and accepted all of the above conditions.
- C.2.15 **Closing time**
Add the following to C.2.15.1 after the first sentence:
- C.2.15.1 The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
- C.2.16 **Tender offer validity**
Add the following to C.2.16.1 after the first sentence:
- C.2.16.1 The tender offer validity period is **12 weeks (84 days)**.
Delete the clause and replace with the following:
- C.2.16.2 Notwithstanding the period stated above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the City is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement and administrative processes and upon approval by the City Manager.
- C.2.17 **Clarification of tender offer after submission**
Add the following to C.2.17 at the end of the third sentence:
A tender will be rejected as non-responsive if the tenderer fails to provide any clarification or supporting documents requested by the Employer within the time for submission stated in the Employer's written request for such clarification or documents.
- C.2.18 **Provide other material**
Delete the following word in C.2.18.1:
- C.2.18.1 notarized
- Add the following to C.2.18.1 at the end of the first paragraph:*
- C.2.18.1 Provide, on written request by the Employer, where the transaction value (tendered amount) inclusive of VAT **exceeds R 10 million:**
- audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
 - a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
 - particulars of any contracts awarded to the tenderer 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;
 - a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of

payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.

Add the following after C.2.18.2:

- C.2.18.3 Tenderers shall fully cooperate with the Employer's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the Employer.

Failure to fully cooperate could result in a tender being declared as non-responsive.

- C.2.18.4 **Compliance with Occupational Health and Safety Act, 85 of 1993**

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014 issued in terms of Section 43 of the Act. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit with his tender or upon request, appended to the schedule titled **Health and Safety Plan** in T2.2: Returnable Schedules, a draft Health and Safety Plan in respect of the Works in sufficient detail to demonstrate the necessary competencies and resources to perform the construction work all in accordance with the Act, Regulations and Health and Safety Specification in Part C3.5 Management in the Scope of Work.

C.2.23 **Certificates**

Add the following after the first sentence:

The tenderer is required to submit the following:

C.2.23.1 **Evidence of tax compliance**

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause C.2.1.4.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Clearance Certificate issued by SARS to the Employer at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must also provide its Tax Compliance Status PIN number on the **Compulsory Enterprise Questionnaire**

Each party to a Consortium/Joint Venture shall submit a separate Tax Clearance Certificate.

Before making an award the City must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the City, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the City via CSD or e-Filing. The City should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

C.2.23.2 **Broad-Based Black Economic Empowerment Status Level Documentation** In order to qualify for preference points, it is the responsibility of the tenderer to submit documentary proof, either as certificates, sworn affidavits or any other requirement prescribed in terms of the B-BBEE Act, of its B-BBEE status level of contribution in accordance with the applicable Codes of good practise as issued by the Department of Trade and Industry, to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5) or included with the tender submission.

Consortiums/Joint Ventures will qualify for preference points, provided that the **entity** submits the relevant certificate/scorecard in accordance with the applicable codes of good practise. Note that, in the case of unincorporated entities, a verified consolidated B-BBEE scorecard must be submitted in the form of a certificate with the tender.

Tenderers are further referred to the content of the **Preference Schedule** for the full terms and conditions applicable to the awarding of preference points.

The applicable code for this tender is the **Amended Codes of Good Practise (Generic Scorecard)** unless in possession of a valid sector certificate

The tenderer shall indicate in Section 4 of the **Preference Schedule** the Level of Contribution in respect of the enterprise status or structure of the tendering entity (the supplier).

Add the follow new clause after C.2.23.2

C.2.24 **Proposed Deviations and Qualifications**

Where the tenderer cannot tender in all respects in accordance with the provisions contained in the tender documents, all deviations therefrom shall be clearly and separately listed in the schedule titled **Proposed Deviations and Qualifications by Tenderer** in T2.2 Returnable Schedules, or in a tenderer's covering letter expressly referenced in this schedule.

The tenderer accept that the Employer will examine such deviations in terms of clause C.3.8.2 and shall not be bound to accept any such deviations or qualifications.

It must be clearly stated by the tenderer whether the sum tendered in the Tender Offer includes for all such deviations or qualifications listed or referred to in the schedule titled **Proposed Deviations and Qualifications by Tenderer** or not.

C.3 The Employer's undertakings

C.3.2 Issue Addenda

Delete the first sentence and replace with:

If necessary, issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The Employer reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances

Add the following to C.3.2 at the end of the paragraph:

Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.

C.3.4 Opening of tender submissions

Add the following to C.3.4.2 at the end of the paragraph:

The location for opening of the tender offers is the Tender Submission Office at the address as stated on the General Tender Information page.

C.3.8 Test for responsiveness

C.3.8.2 *Replace the final sentence of C.3.8.2 with the following:*

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the material deviation.

Add the following after clause C.3.8.2

C.3.8.3 The Employer reserves the right to accept a tender offer which does not, in the Employer's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

C.3.9 Arithmetical errors, omissions and discrepancies

Add the following after clause C.3.9.2

C.3.9.3 In the event of tendered rates or lump sums being declared by the Employer to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The Tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the tender offer in accordance with this clause.

Should the Tenderer fail to amend his tender in a manner acceptable to and within the time stated by the Employer, the Employer may declare the tender as non-responsive.

C.3.10 Clarification of a tender offer

Delete the clause and replace with the following:

C.3.10 The Employer may, after the closing date, request additional information or clarification from tenderer, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

C.3.11 **Evaluation of tender offers**

Add the following after clause C.3.11.1

The Employer shall create, for tender evaluation purposes, simulated (representative) Works Orders, indicative of the nature of works for all disciplines and value ranges.

The Employer shall have assigned quantities to the items in the Schedules of Rates necessary for the execution of the representative Works Orders. The assigned quantities shall be multiplied by the tendered rates submitted by the tenderers to obtain amounts that will be totalled to provide a financial offer for each tenderer for the representative Works Orders. The financial offer shall be constituted by the TOTAL of the sum of the representative Works Orders for each tenderer.

Based on the financial offers so constituted (as stated above) the highest ranked tenderer ("the winner") will be appointed. The basket selected is for evaluation purposes only and does not influence the preferential point system C.3.11.3.1.

C.3.11.2 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

C.3.11.3 The tender will be evaluated in terms of the requirements of the Preferential Procurement Regulations of 2017 as follows:

C.3.11.3.1 The preference point system applicable to this tender is the 90/10 preference point system and the lowest acceptable tender will be used to determine the applicable preference point system.

C.3.11.3.2 Price, preference and functionality will be scored, as relevant, to two decimal places.

C.3.11.3.3 Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences.

Points will be awarded to tenderers who are eligible for preferences in terms of the **Preference Schedule** (where preferences are granted in respect of B-BBEE contribution) which is included in T2.2 Returnable Schedules.

The terms and conditions of the **Preference Schedule** shall apply in all respects to the tender evaluation process and any subsequent contract.

In addition, the various deemed B-BBEE Status Level of Contributor in accordance with the relevant Codes can be attained and such tenderers must be awarded the appropriate number of points.

It should be noted that such Deemed B-BBEE Status Level of Contribution can be enhanced or discounted in accordance with the relevant clauses in the applicable Codes.

C.3.11.4 **Risk Analysis**

Notwithstanding compliance the requirements of the tender, the employer will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the Employer reserves the right to consider a tenderer's existing contracts with the Employer in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the Employer in determining the acceptability of the tender offer in terms of C.3.13).

C.3.13 **Acceptance of tender offer**

Delete first sentence of C.3.13 and replace with the following):

Accept the tender offer, if in the opinion of the employer, it does not present any material risk and only if the tenderer:

Delete C.3.13 a) and replace with the following):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the employer's procurement,

Add the following below C.3.13 f)

If an award cannot be made in terms of anything contained herein, the Employer reserves the right to consider the next ranked tenderer(s).

C.3.13.1 The Employer reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the City as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known family of notorious individuals;
- c) poor performance issues, known to the City;
- d) negative social media reports; and
- e) adverse assurance (e.g. due diligence) report outcomes.

C.3.13.2 The Employer reserves the right to nominate an alternative bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the alternative bidder in terms of the procedures included its SCM Policy.

C.3.13.3 The Employer shall notify the successful tenderer in writing of the decision of the Employer's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice.

C.3.13.4 The Employer shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

C.3.17 **Provide copies of the contract**

Add the following after the first sentence:

The number of paper copies of the signed contract to be provided by the Employer is one.

C.3.19 *Add the following after C.3.19*

C.3.20 **Negotiations with preferred tenderers**

The Employer may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) does not allow any preferred tenderer a second or unfair opportunity;
- b) is not to the detriment of any other tenderer; and
- c) does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the PPPFA Regulations, 2017, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

C.3.21 **Protection of Personal Information Act**

The City of Cape Town (City) respects the privacy rights of all persons who participate in the City's procurement procedures. All personal information of the bidder, City and their employees are processed in accordance the Protection of Personal Information Act 4 of 2013 (POPIA). Personal information of bidders will only be processed for purposes of tendering procedures and the associated processing operations, or, for any other legitimate purpose relating to City functions. Personal information of City employees will only be processed for purposes of executing the obligations of the contract and the associated processing operations, or, for any other legitimate purpose relating to City and/or service provider functions

Annex C

(Normative)

Standard Conditions of Tender

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note:

- 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
- 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

C.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **Conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her [duties impartially](#);
 - ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

C.1.6.2 Competitive negotiation procedure

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

C.1.6.3 Proposal procedure using the two stage-system

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

C.1.6.3.2 Option 2

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer’s name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer’s address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer’s agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as “SUBSTITUTE”.

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

C.2.18 Provide other material

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

C.3 The employer's undertakings

C.3.1 Respond to requests from the tenderer

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer'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.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions and discrepancies

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- Open and record tender offers received
- Determine whether or not tender offers are complete
- Determine whether or not tender offers are responsive
- Evaluate tender offers
- Determine if there are any grounds for disqualification
- Determine acceptability of preferred tenderer
- Prepare a tender evaluation report
- Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER NO. 243C/2021/22



SCM - 515

Approved by Branch Manager: 03/04/2020

Version: 4

Page 33 of 159

FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

Framework Contract Period: 36 months from the date of commencement of contract

VOLUME 2: RETURNABLE DOCUMENTS

ISSUED BY:
DIRECTOR: URBAN WASTE MANAGEMENT CITY OF CAPE TOWN Tower Block, Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001

For official use.
TENDER SERIAL No.:
SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
1.
2.
3.

February 2022

NAME OF TENDERING ENTITY	
EMAIL ADDRESS OF TENDERING ENTITY	
FAX NUMBER OF TENDERING ENTITY	
NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause C.2.12)	
Alternative Offer (see clause C.2.12)	

FILE REFERENCE NO:

Part T2: Returnable Documents

	Pages
T2.1 List of Returnable Documents	35 - 35
C1.1 Form of Offer and Acceptance (Agreement).....	36 – 39
C1.2 Contract Data (data provided by the Supplier)	40 – 40
C2.2 Schedule of Rates	41 – 69
T2.2 Returnable Schedules	70 – 104

T2.1 List of Returnable Documents

The tenderer must complete the following Returnable Documents in non-erasable black ink:

1. C1.1 The offer portion of the C1.1 Form of Offer and Acceptance

2. C1.2 Contract Data (Part 2)

3. C2.2 Schedule of Rates

4. Returnable Schedules that will be incorporated into the Contract

	Pages
1: COMPULSORY ENTERPRISE QUESTIONNAIRE	71 - 72
2: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION	73 – 74
3: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES	75
4: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (<u>MBD 8</u>)...	76
5: DECLARATION OF INTEREST – STATE EMPLOYEES (<u>MBD 4</u>)	77 - 79
6: <u>AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO CCT</u>	80
7: DECLARATION IN RESPECT OF <u>COMPLIANCE WITH LABOUR LEGISLATION</u>	81
8: CONFIRMATION OF CCT SUPPLIER DATABASE REGISTRATION	82
9: CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE	83
10: SCHEDULE OF WORK EXPERIENCE OF TENDERER	84
11: KEY STAFF	85 - 86
12: SCHEDULE OF SUPPORT RESOURCES	87
13: PROFESSIONAL INDEMNITY INSURANCE	88
14: FUNCTIONALITY CRITERIA	89
15: PROPOSED WORK PLAN	90
16: CONFIRMATION OF TENDERER REGISTRATION / <u>ACCREDITATION</u>	91
17: OTHER CRITERIA	92
18: PERSONNEL SCHEDULE (OTHER THAN KEY STAFF)	93
19: SCHEDULE OF SUBCONTRACTORS	94
20: PROPOSED DEVIATIONS AND QUALIFICATIONS BY TENDERER	95
21: RECORD OF ADDENDA TO TENDER DOCUMENTS	96
22: PRICE BASIS FOR IMPORTED RESOURCES	97
23: PREFERENCE SCHEDULE (where preferences are granted in respect of B-BBEE contribution)	98–102
24: SCHEDULE OF PRE-QUALIFICATION CRITERIA FOR SUB-CONTRACTORS	103
25: INFORMATION TO BE PROVIDED WITH THE TENDER	104

5. Other documents required for tender evaluation purposes

- a) Joint Venture Agreement (if applicable) - append to Schedule 3.
- b) Curriculum Vitae of Staff as applicable - append to Schedule 13.
- c) Documentary evidence/proof of Professional Indemnity Insurance - append to Schedule 16.
- d) Any other documentary evidence/proof as required - append to Schedule 12.
- e) Functionality Criteria - append to Schedule 14.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C1.1 Form of Offer and Acceptance

Offer

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

CONTRACT 456C/2013/14: PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

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

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

This is a rates based contract.

The rates as contained in Part C2.2: Schedules of Rates, shall form the tender offer. These rates shall be multiplied, as applicable, by the quantities required in respect of relevant items to develop individual Works Orders to be allocated in accordance with the procedures described in the Procedure for the Allocation of Works Projects, Part C1.2: Contract Data in this Framework Contract document.

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the service provider in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the tenderer

(Name of organization/tenderer)

(Address of organization/tenderer)

Name and
signature
of witness

Date

For official use.		
INITIALS OF CITY OFFICIALS AT TENDER OPENING		
1.	2.	3.

Acceptance

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

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data
- Part C3: Scope of work
- Part C4: Site information

and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

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

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's representative (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date the parties have signed the table below and confirms receipt from the employer of one fully completed original copy of this agreement, including the schedule of deviations (if any). The tenderer (now contractor) shall within five working days of the agreement coming into effect notify the employer in writing of any reason why he cannot accept the contents of this agreement as a complete and accurate memorandum thereof, failing which the agreement presented to the contractor shall constitute the binding contract between the parties.

The Parties	Employer	Contractor
Business Name		
Business Registration		
Tax number (VAT)		
Physical Address		
Accepted contract sum including tax		
Accepted contract duration		
Signed – who by signature hereto warrants authority		
Name of signatory		
Signed: Date		
Signed: Location		
Signed: Witness		
Name of Witness		

ONLY TO BE COMPLETED AT
ACCEPTANCE STAGE

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject
Details

2 Subject
Details

3 Subject
Details

4 Subject
Details

5 Subject
Details

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

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C1.2 Contract Data

Data provided by the Supplier

The name of the Supplier is

The address of the Supplier is

Physical: Postal:
Address Address

Telephone: Fax:

Email:

SUPPLIER'S ANNUAL HOLIDAY PERIODS DURING DELIVERY PERIOD

Year 1 holiday period	Start date		End date
Year 2 holiday period	Start date		End date
Year 3 holiday period	Start date		End date

C2.2 Schedule of Rates

SCHEDULE NO. 1: BUILDING WORKS (Joint Building Contracts Committee - JBCC)

ITEM NO. 1.1 : PLANNING, STUDIES, INVESTIGATIONS AND ASSESSMENTS

Provision of Time-Based services for Planning, Studies, Investigations, Assessments as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
1.1.1	Category A	Hour	R
1.1.2	Category B	Hour	R
1.1.3	Category C	Hour	R
1.1.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
1.1.5	Category A	Hour	R
1.1.6	Category B	Hour	R
1.1.7	Category C	Hour	R
1.1.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
1.1.9	Category A	Hour	R
1.1.10	Category B	Hour	R
1.1.11	Category C	Hour	R
1.1.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
1.1.13	Category A	Hour	R
1.1.14	Category B	Hour	R
1.1.15	Category C	Hour	R

	ELECTRONIC ENGINEERING SERVICES		
1.1.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
1.1.17	Category A	Hour	R
1.1.18	Category B	Hour	R
1.1.19	Category C	Hour	R
1.1.20	Category D	Hour	R

ITEM NO. 1.2 : NORMAL SERVICES (STAGES 1 TO 4)

Provision of Time-Based services for Normal Services (Stages 1 to 4) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
1.2.1	Category A	Hour	R
1.2.2	Category B	Hour	R
1.2.3	Category C	Hour	R
1.2.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
1.2.5	Category A	Hour	R
1.2.6	Category B	Hour	R
1.2.7	Category C	Hour	R
1.2.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
1.2.9	Category A	Hour	R
1.2.10	Category B	Hour	R
1.2.11	Category C	Hour	R
1.2.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
1.2.13	Category A	Hour	R

	ELECTRONIC ENGINEERING SERVICES		
1.2.14	Category B	Hour	R
1.2.15	Category C	Hour	R
1.2.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
1.2.17	Category A	Hour	R
1.2.18	Category B	Hour	R
1.2.19	Category C	Hour	R
1.2.20	Category D	Hour	R

ITEM NO. 1.3 : NORMAL SERVICES (STAGES 5 TO 6)

Provision of Time-Based services for Normal Services (Stages 5 to 6) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
1.3.1	Category A	Hour	R
1.3.2	Category B	Hour	R
1.3.3	Category C	Hour	R
1.3.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
1.3.5	Category A	Hour	R
1.3.6	Category B	Hour	R
1.3.7	Category C	Hour	R
1.3.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
1.3.9	Category A	Hour	R
1.3.10	Category B	Hour	R
1.3.11	Category C	Hour	R
1.3.12	Category D	Hour	R

	ELECTRONIC ENGINEERING SERVICES		
1.3.13	Category A	Hour	R
1.3.14	Category B	Hour	R
1.3.15	Category C	Hour	R
1.3.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
1.3.17	Category A	Hour	R
1.3.19	Category B	Hour	R
1.3.20	Category C	Hour	R
1.3.21	Category D	Hour	R

ITEM NO. 1.4 : ADDITIONAL SERVICES

Provision of Time-Based Additional Services as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
1.4.1	Category A	Hour	R
1.4.2	Category B	Hour	R
1.4.3	Category C	Hour	R
1.4.4	Category D	Hour	R
1.4.5	Construction Monitoring: Level 2	Hour	R
1.4.6	Construction Monitoring: Level 3 – Category C person	Hour	R
1.4.7	Construction monitoring Level 3 – Category D person	Hour	R
1.4.8	Lead Consulting Engineer	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
1.4.9	Category A	Hour	R
1.4.10	Category B	Hour	R
1.4.11	Category C	Hour	R
1.4.12	Category D	Hour	R

	STRUCTURAL ENGINEERING SERVICES		
1.4.13	Construction Monitoring: Level 2	Hour	R
1.4.14	Construction Monitoring: Level 3 – Category C person	Hour	R
1.4.15	Construction monitoring Level 3 – Category D person	Hour	R
1.4.16	Lead Consulting Engineer	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
1.4.17	Category A	Hour	R
1.4.18	Category B	Hour	R
1.4.19	Category C	Hour	R
1.4.20	Category D	Hour	R
1.4.21	Construction Monitoring: Level 2	Hour	R
1.4.22	Construction Monitoring: Level 3 – Category C person	Hour	R
1.4.23	Construction monitoring Level 3 – Category D person	Hour	R
1.4.24	Lead Consulting Engineer	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
1.4.25	Category A	Hour	R
1.4.26	Category B	Hour	R
1.4.27	Category C	Hour	R
1.4.28	Category D	Hour	R
1.4.29	Construction Monitoring: Level 2	Hour	R
1.4.30	Construction Monitoring: Level 3 – Category C person	Hour	R
1.4.31	Construction monitoring Level 3 – Category D person	Hour	R
1.4.32	Lead Consulting Engineer	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
1.4.33	Category A	Hour	R
1.4.34	Category B	Hour	R
1.4.35	Category C	Hour	R
1.4.36	Category D	Hour	R

	MECHANICAL AND FIRE ENGINEERING SERVICES		
1.4.37	Construction Monitoring: Level 2	Hour	R
1.4.38	Construction Monitoring: Level 3 – Category C person	Hour	R
1.4.42	Construction monitoring Level 3 – Category D person	Hour	R
1.4.44	Lead Consulting Engineer	Hour	R

ITEM NO. 1.5 : STANDARD SERVICES (STAGES 1 TO 4)

Provision of Time-Based services for Standard Services (Stages 1 to 4) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	ARCHITECTURAL SERVICES		
1.5.1	Category 1 (a) Principal: Specialist	Hour	R
1.5.2	Category 1 (b) Principal:>10yrs experience	Hour	R
1.5.3	Category 1 (c) Principal:<10yrs experience	Hour	R
1.5.4	Category 2 Salaried Staff: Associates and Managers	Hour	R
1.5.5	Category 3 Salaried Staff: Registered architectural professionals performing work of an architectural nature and carrying direct responsibility for activities related to a project	Hour	R
1.5.6	Category 4 Salaried Staff: Registered architectural professionals performing work of an architectural nature under direction and control	Hour	R
1.5.7	Category 5 Salaried Staff: Staff performing work of an architectural nature and/or to support architectural work outputs under direction and control)	Hour	R

ITEM NO. 1.6 : STANDARD SERVICES (STAGES 5 TO 6)

Provision of Time-Based services for Standard Services (Stages 5 to 6) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	ARCHITECTURAL SERVICES		
1.6.1	Category 1 (a) Principal: Specialist	Hour	R
1.6.2	Category 1 (b) Principal:>10yrs experience	Hour	R
1.6.3	Category 1 (c) Principal:<10yrs experience	Hour	R

	ARCHITECTURAL SERVICES		
1.6.4	Category 2 Salaried Staff: Associates and Managers	Hour	R
1.6.5	Category 3 Salaried Staff: Registered architectural professionals performing work of an architectural nature and carrying direct responsibility for activities related to a project	Hour	R
1.6.6	Category 4 Salaried Staff: Registered architectural professionals performing work of an architectural nature under direction and control	Hour	R
1.6.7	Category 5 Salaried Staff: Staff performing work of an architectural nature and/or to support architectural work outputs under direction and control)	Hour	R

ITEM NO. 1.7 : ADDITIONAL SERVICES

Provision of Time-Based Additional Services as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	ARCHITECTURAL SERVICES		
1.7.1	Category 1 (a) Principal: Specialist	Hour	R
1.7.2	Category 1 (b) Principal:>10yrs experience	Hour	R
1.7.3	Category 1 (c) Principal:<10yrs experience	Hour	R
1.7.4	Category 2 Salaried Staff: Associates and Managers	Hour	R
1.7.5	Category 3 Salaried Staff: Registered architectural professionals performing work of an architectural nature and carrying direct responsibility for activities related to a project	Hour	R
1.7.6	Category 4 Salaried Staff: Registered architectural professionals performing work of an architectural nature under direction and control	Hour	R
1.7.7	Category 5 Salaried Staff: Staff performing work of an architectural nature and/or to support architectural work outputs under direction and control)	Hour	R
1.7.8	Principal Agency – Time – Based fee for Standard Services Plus Time-Based Services	Hour	R
1.7.9	Principal Consultancy – Time – Based fee for Standard Services Plus Time-Based Services	Hour	R

ITEM NO. 1.8 : BUILDING AND ENGINEERING WORKS SERVICES (STAGES 1 TO 4)

Provision of Time-Based Building and Engineering Works Services (Stages 1 to 4) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	QUANTITY SURVEYING SERVICES		
1.8.1	Category 1: Registered Professional Principal (Specialist)	Hour	R
1.8.2	Category 2: Registered Professional Personnel	Hour	R
1.8.3	Category 3: Salaried Professional and Technical Personnel	Hour	R

ITEM NO. 1.9 : BUILDING AND ENGINEERING WORKS SERVICES (STAGES 5 TO 6)

Provision of Time-Based Building and Engineering Works Services (Stages 5 to 6) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	QUANTITY SURVEYING SERVICES		
1.9.1	Category 1: Registered Professional Principal (Specialist)	Hour	R
1.9.2	Category 2: Registered Professional Personnel	Hour	R
1.9.3	Category 3: Salaried Professional and Technical Personnel	Hour	R

ITEM NO. 1.10 : ADDITIONAL SERVICES

Provision of Time-Based Additional Services as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	QUANTITY SURVEYING SERVICES		
1.10.1	Category 1: Registered Professional Principal (Specialist)	Hour	R
1.10.2	Category 2: Registered Professional Personnel	Hour	R
1.10.3	Category 3: Salaried Professional and Technical Personnel	Hour	R

ITEM NO. 1.11 : OCCUPATIONAL HEALTH & SAFETY SERVICES

Provide time-based services on the instruction from the Employer in respect of services that fall beyond the scope of normal services as described in the Scope of Work:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
1.11.1	Professional Construction Health and Safety Agent	Hour	R
1.11.2	Construction Health and Safety Manager	Hour	R
1.11.3	Construction Health and Safety Officer	Hour	R

Basic Fee for Monthly Inspections

Item No.	Activity Description	Cost of the Works portion of the Works Order inclusive of associated Contingencies but exclusive of VAT	Unit	Tendered Rate (Excl. VAT)
1.11.4	Monthly compliance inspections and reporting	R 0 - R 1 000 000	Month	R
1.11.5	Monthly compliance inspections and reporting	R 1 000 001 - R 5 000 000	Month	R
1.11.6	Monthly compliance inspections and reporting	R 5 000 001 - R 10 000 000	Month	R
1.11.7	Monthly compliance inspections and reporting	R 10 000 001 - R 20 000 000	Month	R
1.11.8	Monthly compliance inspections and reporting	R 20 000 001 - R 40 000 000	Month	R
1.11.9	Monthly compliance inspections and reporting	R 40 000 001 - R 70 000 000	Month	R
1.11.10	Monthly compliance inspections and reporting	R 70 000 001 - R 100 000 000	Month	R
1.11.11	Monthly compliance inspections and reporting	R 100 000 001 - R 130 000 000	Month	R
1.11.12	Monthly compliance inspections and reporting	R 130 000 001 - R 160 000 000	Month	R

ITEM NO. 1.12 : ENVIRONMENTAL AND HERITAGE SERVICES

Provide time-based services on the instruction from the Employer in respect of services required:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
1.12.1	Environmental Assessment Practitioner	Hour	R
1.12.2	Environmental Assessment Practitioner Assistant	Hour	R
1.12.3	Environmental Control Officer	Hour	R
1.12.4	Environmental Specialist (e.g. botanist, horticulturist, freshwater ecologist, etc. with Pr.Sci.Nat. registration)	Hour	R
1.12.5	Heritage Assessment Practitioner	Hour	R
1.12.6	Heritage Assessment Practitioner Assistant	Hour	R
1.12.7	Heritage Architect	Hour	R

ITEM NO. 1.13 : STANDARD SERVICES (STAGES 1 TO 4)

Provision for Time-Based Services

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	LANDSCAPE ARCHITECTURAL SERVICES		
1.13.1	Category 1: Registered Professional Principal Landscape Architect (>10 years experience)	Hour	R
1.13.2	Category 2: Registered Professional Principal Landscape Architect (<10 years experience)	Hour	R
1.13.3	Category 3: Associates and managers performing work of landscape architectural nature	Hour	R
1.13.4	Category 4: Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project	Hour	R
1.13.5	Category 5: Other staff performing work of a landscape architectural nature under direction and control of one of the above	Hour	R

ITEM NO. 1.14 : STANDARD SERVICES (STAGES 5 TO 6)**Provision for Time-Based Services**

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	LANDSCAPE ARCHITECTURAL SERVICES		
1.14.1	Category 1: Registered Professional Principal Landscape Architect (>10 years experience)	Hour	R
1.14.2	Category 2: Registered Professional Principal Landscape Architect (<10 years experience)	Hour	R
1.14.3	Category 3: Associates and managers performing work of landscape architectural nature	Hour	R
1.14.4	Category 4: Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project	Hour	R
1.14.5	Category 5: Other staff performing work of a landscape architectural nature under direction and control of one of the above	Hour	R

SCHEDULE NO. 2: ENGINEERING PROJECTS (General Conditions of Contract - GCC)**ITEM NO. 2.1 : PLANNING, STUDIES, INVESTIGATIONS AND ASSESSMENTS**

Provision of Time-Based services for Planning, Studies, Investigations, Assessments as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
2.1.1	Category A	Hour	R
2.1.2	Category B	Hour	R
2.1.3	Category C	Hour	R
2.1.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
2.1.5	Category A	Hour	R
2.1.6	Category B	Hour	R
2.1.7	Category C	Hour	R
2.1.8	Category D	Hour	R

	ELECTRICAL ENGINEERING SERVICES		
2.1.9	Category A	Hour	R
2.1.10	Category B	Hour	R
2.1.11	Category C	Hour	R
2.1.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
2.1.13	Category A	Hour	R
2.1.14	Category B	Hour	R
2.1.15	Category C	Hour	R
2.1.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
2.1.17	Category A	Hour	R
2.1.18	Category B	Hour	R
2.1.19	Category C	Hour	R
2.1.20	Category D	Hour	R

ITEM NO. 2.2 : NORMAL SERVICES (STAGES 1 TO 4)

Provision of Time-Based services for Normal Services (Stages 1 to 4) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
2.2.1	Category A	Hour	R
2.2.2	Category B	Hour	R
2.2.3	Category C	Hour	R
2.2.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
2.2.5	Category A	Hour	R
2.2.6	Category B	Hour	R
2.2.7	Category C	Hour	R

	STRUCTURAL ENGINEERING SERVICES		
2.2.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
2.2.9	Category A	Hour	R
2.2.10	Category B	Hour	R
2.2.11	Category C	Hour	R
2.2.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
2.2.13	Category A	Hour	R
2.2.14	Category B	Hour	R
2.2.15	Category C	Hour	R
2.2.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
2.2.17	Category A	Hour	R
2.2.18	Category B	Hour	R
2.2.19	Category C	Hour	R
2.2.20	Category D	Hour	R

ITEM NO. 2.3 : NORMAL SERVICES (STAGES 5 TO 6)

Provision of Time-Based services for Normal Services (Stages 5 to 6) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
2.3.1	Category A	Hour	R
2.3.2	Category B	Hour	R
2.3.3	Category C	Hour	R
2.3.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
2.3.5	Category A	Hour	R

	STRUCTURAL ENGINEERING SERVICES		
2.3.6	Category B	Hour	R
2.3.7	Category C	Hour	R
2.3.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
2.3.9	Category A	Hour	R
2.3.10	Category B	Hour	R
2.3.11	Category C	Hour	R
2.3.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
2.3.13	Category A	Hour	R
2.3.14	Category B	Hour	R
2.3.15	Category C	Hour	R
2.3.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
2.3.17	Category A	Hour	R
2.3.18	Category B	Hour	R
2.3.19	Category C	Hour	R
2.3.20	Category D	Hour	R

ITEM NO. 2.4 : ADDITIONAL SERVICES

Provision of Time-Based Additional Services as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
2.4.1	Category A	Hour	R
2.4.2	Category B	Hour	R
2.4.3	Category C	Hour	R
2.4.4	Category D	Hour	R

	CIVIL ENGINEERING SERVICES		
2.4.5	Construction Monitoring: Level 2	Hour	R
2.4.6	Construction Monitoring: Level 3 – Category C person	Hour	R
2.4.7	Construction monitoring Level 3 – Category D person	Hour	R
2.4.8	Lead Consulting Engineer	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
2.4.9	Category A	Hour	R
2.4.10	Category B	Hour	R
2.4.11	Category C	Hour	R
2.4.12	Category D	Hour	R
2.4.13	Construction Monitoring: Level 2	Hour	R
2.4.14	Construction Monitoring: Level 3 – Category C person	Hour	R
2.4.15	Construction monitoring Level 3 – Category D person	Hour	R
2.4.16	Lead Consulting Engineer	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
2.4.17	Category A	Hour	R
2.4.18	Category B	Hour	R
2.4.19	Category C	Hour	R
2.4.20	Category D	Hour	R
2.4.21	Construction Monitoring: Level 2	Hour	R
2.4.22	Construction Monitoring: Level 3 – Category C person	Hour	R
2.4.23	Construction monitoring Level 3 – Category D person	Hour	R
2.4.24	Lead Consulting Engineer	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
2.4.25	Category A	Hour	R
2.4.26	Category B	Hour	R
2.4.27	Category C	Hour	R
2.4.28	Category D	Hour	R

	ELECTRONIC ENGINEERING SERVICES		
2.4.29	Construction Monitoring: Level 2	Hour	R
2.4.30	Construction Monitoring: Level 3 – Category C person	Hour	R
2.4.31	Construction monitoring Level 3 – Category D person	Hour	R
2.4.32	Lead Consulting Engineer	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
2.4.33	Category A	Hour	R
2.4.34	Category B	Hour	R
2.4.35	Category C	Hour	R
2.4.36	Category D	Hour	R
2.4.37	Construction Monitoring: Level 2	Hour	R
2.4.38	Construction Monitoring: Level 3 – Category C person	Hour	R
2.4.39	Construction monitoring Level 3 – Category D person	Hour	R
2.4.40	Lead Consulting Engineer	Hour	R

ITEM NO. 2.5 : OCCUPATIONAL HEALTH & SAFETY SERVICES

Provide time-based services on the instruction from the Employer in respect of services that fall beyond the scope of normal services as described in the Scope of Work:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
2.5.1	Professional Construction Health and Safety Agent	Hour	R
2.5.2	Construction Health and Safety Manager	Hour	R
2.5.3	Construction Health and Safety Officer	Hour	R

Basic Fee for Monthly Inspections

Item No.	Activity Description	Cost of the Works portion of the Works Order inclusive of associated Contingencies but exclusive of VAT	Unit	Tendered Rate (Excl. VAT)
2.5.4	Monthly compliance inspections and reporting	R 0 - R 1 000 000	Month	R
2.5.5	Monthly compliance inspections and reporting	R 1 000 001 - R 5 000 000	Month	R

Item No.	Activity Description	Cost of the Works portion of the Works Order inclusive of associated Contingencies but exclusive of VAT	Unit	Tendered Rate (Excl. VAT)
2.5.6	Monthly compliance inspections and reporting	R 5 000 0001 - R 10 000 000	Month	R
2.5.7	Monthly compliance inspections and reporting	R 10 000 001 - R 20 000 000	Month	R
2.5.8	Monthly compliance inspections and reporting	R 20 000 001 - R 40 000 000	Month	R
2.5.9	Monthly compliance inspections and reporting	R 40 000 001 - R 70 000 000	Month	R
2.5.10	Monthly compliance inspections and reporting	R 70 000 001 - R 100 000 000	Month	R
2.5.11	Monthly compliance inspections and reporting	R 100 000 001 - R 130 000 000	Month	R
2.5.12	Monthly compliance inspections and reporting	R 130 000 001 - R 160 000 000	Month	R

ITEM NO. 2.6 : ENVIRONMENTAL AND HERITAGE SERVICES

Provide time-based services on the instruction from the Employer in respect of services required:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
2.6.1	Environmental Assessment Practitioner	Hour	R
2.6.2	Environmental Assessment Practitioner Assistant	Hour	R
2.6.3	Environmental Control Officer	Hour	R
2.6.4	Environmental Specialist (e.g. botanist, horticulturist, freshwater ecologist, etc. with Pr.Sci.Nat. registration)	Hour	R
2.6.5	Heritage Assessment Practitioner	Hour	R
2.6.6	Heritage Assessment Practitioner Assistant	Hour	R
2.6.7	Heritage Architect	Hour	R

ITEM NO. 2.7 : STANDARD SERVICES (STAGES 1 TO 4)**Provision for Time-Based Services**

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	LANDSCAPE ARCHITECTURAL SERVICES		
2.7.1	Category 1: Registered Professional Principal Landscape Architect (>10 years experience)	Hour	R
2.7.2	Category 2: Registered Professional Principal Landscape Architect (<10 years experience)	Hour	R
2.7.3	Category 3: Associates and managers performing work of landscape architectural nature	Hour	R
2.7.4	Category 4: Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project	Hour	R
2.7.5	Category 5: Other staff performing work of a landscape architectural nature under direction and control of one of the above	Hour	R

ITEM NO. 2.8 : STANDARD SERVICES (STAGES 5 TO 6)**Provision for Time-Based Services**

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	LANDSCAPE ARCHITECTURAL SERVICES		
2.8.1	Category 1: Registered Professional Principal Landscape Architect (>10 years experience)	Hour	R
2.8.2	Category 2: Registered Professional Principal Landscape Architect (<10 years experience)	Hour	R
2.8.3	Category 3: Associates and managers performing work of landscape architectural nature	Hour	R
2.8.4	Category 4: Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project	Hour	R
2.8.5	Category 5: Other staff performing work of a landscape architectural nature under direction and control of one of the above	Hour	R

SCHEDULE NO. 3: PLANT & DESIGN PROJECTS (FIDIC - Green and Yellow Book)**ITEM NO. 3.1 : PLANNING, STUDIES, INVESTIGATIONS AND ASSESSMENTS**

Provision of Time-Based services for Planning, Studies, Investigations, Assessments as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
3.1.1	Category A	Hour	R
3.1.2	Category B	Hour	R
3.1.3	Category C	Hour	R
3.1.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
3.1.5	Category A	Hour	R
3.1.6	Category B	Hour	R
3.1.7	Category C	Hour	R
3.1.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
3.1.9	Category A	Hour	R
3.1.10	Category B	Hour	R
3.1.11	Category C	Hour	R
3.1.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
3.1.13	Category A	Hour	R
3.1.14	Category B	Hour	R
3.1.15	Category C	Hour	R
3.1.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
3.1.17	Category A	Hour	R
3.1.18	Category B	Hour	R
3.1.19	Category C	Hour	R

	MECHANICAL AND FIRE ENGINEERING SERVICES		
3.1.20	Category D	Hour	R

ITEM NO. 3.2 : NORMAL SERVICES (STAGES 1 TO 4)

Provision of Time-Based services for Normal Services (Stages 1 to 4) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
3.2.1	Category A	Hour	R
3.2.2	Category B	Hour	R
3.2.3	Category C	Hour	R
3.2.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
3.2.5	Category A	Hour	R
3.2.6	Category B	Hour	R
3.2.7	Category C	Hour	R
3.2.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
3.2.9	Category A	Hour	R
3.2.10	Category B	Hour	R
3.2.11	Category C	Hour	R
3.2.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
3.2.13	Category A	Hour	R
3.2.14	Category B	Hour	R
3.2.15	Category C	Hour	R
3.2.16	Category D	Hour	R
	MECHANICAL AND FIRE ENGINEERING SERVICES		
3.2.17	Category A	Hour	R

	MECHANICAL AND FIRE ENGINEERING SERVICES		
3.2.18	Category B	Hour	R
3.2.19	Category C	Hour	R
3.2.20	Category D	Hour	R

ITEM NO. 3.3 : NORMAL SERVICES (STAGES 5 TO 6)

Provision of Time-Based services for Normal Services (Stages 5 to 6) as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
3.3.1	Category A	Hour	R
3.3.2	Category B	Hour	R
3.3.3	Category C	Hour	R
3.3.4	Category D	Hour	R
	STRUCTURAL ENGINEERING SERVICES		
3.3.5	Category A	Hour	R
3.3.6	Category B	Hour	R
3.3.7	Category C	Hour	R
3.3.8	Category D	Hour	R
	ELECTRICAL ENGINEERING SERVICES		
3.3.9	Category A	Hour	R
3.3.10	Category B	Hour	R
3.3.11	Category C	Hour	R
3.3.12	Category D	Hour	R
	ELECTRONIC ENGINEERING SERVICES		
3.3.13	Category A	Hour	R
3.3.14	Category B	Hour	R
3.3.15	Category C	Hour	R
3.3.16	Category D	Hour	R

	MECHANICAL AND FIRE ENGINEERING SERVICES		
3.3.17	Category A	Hour	R
3.3.18	Category B	Hour	R
3.3.19	Category C	Hour	R
3.3.20	Category D	Hour	R

ITEM NO. 3.4 : ADDITIONAL SERVICES

Provision of Time-Based Additional Services as described in the Scope of Work for the following disciplines:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	CIVIL ENGINEERING SERVICES		
3.4.1	Category A	Hour	R
3.4.2	Category B	Hour	R
3.4.3	Category C	Hour	R
3.4.4	Category D	Hour	R
3.4.5	Construction Monitoring: Level 2	Hour	R
3.4.6	Construction Monitoring: Level 3 – Category C person	Hour	R
3.4.7	Construction monitoring Level 3 – Category D person	Hour	R
3.4.8	Lead Consulting Engineer	Hour	
	STRUCTURAL ENGINEERING SERVICES		
3.4.9	Category A	Hour	R
3.4.10	Category B	Hour	R
3.4.11	Category C	Hour	R
3.4.12	Category D	Hour	R
3.4.13	Construction Monitoring: Level 2	Hour	R
3.4.14	Construction Monitoring: Level 3 – Category C person	Hour	R
3.4.15	Construction monitoring Level 3 – Category D person	Hour	R
3.4.16	Lead Consulting Engineer	Hour	

	ELECTRICAL ENGINEERING SERVICES		
3.4.17	Category A	Hour	R
3.4.18	Category B	Hour	R
3.4.19	Category C	Hour	R
3.4.20	Category D	Hour	R
3.4.21	Construction Monitoring: Level 2	Hour	R
3.4.22	Construction Monitoring: Level 3 – Category C person	Hour	R
3.4.23	Construction monitoring Level 3 – Category D person	Hour	R
3.4.24	Lead Consulting Engineer	Hour	
	ELECTRONIC ENGINEERING SERVICES		
3.4.25	Category A	Hour	R
3.4.26	Category B	Hour	R
3.4.27	Category C	Hour	R
3.4.28	Category D	Hour	R
3.4.29	Construction Monitoring: Level 2	Hour	R
3.4.30	Construction Monitoring: Level 3 – Category C person	Hour	R
3.4.31	Construction monitoring Level 3 – Category D person	Hour	R
3.4.32	Lead Consulting Engineer	Hour	
	MECHANICAL AND FIRE ENGINEERING SERVICES		
3.4.33	Category A	Hour	R
3.4.34	Category B	Hour	R
3.4.35	Category C	Hour	R
3.4.36	Category D	Hour	R
3.4.37	Construction Monitoring: Level 2	Hour	R
3.4.38	Construction Monitoring: Level 3 – Category C person	Hour	R
3.4.39	Construction monitoring Level 3 – Category D person	Hour	R
3.4.40	Lead Consulting Engineer	Hour	

ITEM NO. 3.5 : OCCUPATIONAL HEALTH & SAFETY SERVICES

Provide time-based services on the instruction from the Employer in respect of services that fall beyond the scope of normal services as described in the Scope of Work:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
3.5.1	Professional Construction Health and Safety Agent	Hour	R
3.5.2	Construction Health and Safety Manager	Hour	R
3.5.3	Construction Health and Safety Officer	Hour	R

Basic Fee for Monthly Inspections

Item No.	Activity Description	Cost of the Works portion of the Works Order inclusive of associated Contingencies but exclusive of VAT	Unit	Tendered Rate (Excl. VAT)
3.5.4	Monthly compliance inspections and reporting	R 0 - R 1 000 000	Month	R
3.5.5	Monthly compliance inspections and reporting	R 1 000 001 - R 5 000 000	Month	R
3.5.6	Monthly compliance inspections and reporting	R 5 000 001 - R 10 000 000	Month	R
3.5.7	Monthly compliance inspections and reporting	R 10 000 001 - R 20 000 000	Month	R
3.5.8	Monthly compliance inspections and reporting	R 20 000 001 - R 40 000 000	Month	R
3.5.9	Monthly compliance inspections and reporting	R 40 000 001 - R 70 000 000	Month	R
3.5.10	Monthly compliance inspections and reporting	R 70 000 001 - R 100 000 000	Month	R
3.5.11	Monthly compliance inspections and reporting	R 100 000 001 - R 130 000 000	Month	R
3.5.12	Monthly compliance inspections and reporting	R 130 000 001 - R 160 000 000	Month	R

ITEM NO. 3.6 : ENVIRONMENTAL AND HERITAGE SERVICES

Provide time-based services on the instruction from the Employer in respect of services required:

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
3.6.1	Environmental Assessment Practitioner	Hour	R
3.6.2	Environmental Assessment Practitioner Assistant	Hour	R
3.6.3	Environmental Control Officer	Hour	R
3.6.4	Environmental Specialist (e.g. botanist, horticulturist, freshwater ecologist, etc. with Pr.Sci.Nat. registration)	Hour	R
3.6.5	Heritage Assessment Practitioner	Hour	R
3.6.6	Heritage Assessment Practitioner Assistant	Hour	R
3.6.7	Heritage Architect	Hour	R

ITEM NO. 3.7 : STANDARD SERVICES (STAGES 1 TO 4)

Provision for Time-Based Services

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	LANDSCAPE ARCHITECTURAL SERVICES		
3.7.1	Category 1: Registered Professional Principal Landscape Architect (>10 years experience)	Hour	R
3.7.2	Category 2: Registered Professional Principal Landscape Architect (<10 years experience)	Hour	R
3.7.3	Category 3: Associates and managers performing work of landscape architectural nature	Hour	R
3.7.4	Category 4: Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project	Hour	R
3.7.5	Category 5: Other staff performing work of a landscape architectural nature under direction and control of one of the above	Hour	R

ITEM NO. 3.8 : STANDARD SERVICES (STAGES 5 TO 6)**Provision for Time-Based Services**

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	LANDSCAPE ARCHITECTURAL SERVICES		
3.8.1	Category 1: Registered Professional Principal Landscape Architect (>10 years experience)	Hour	R
3.8.2	Category 2: Registered Professional Principal Landscape Architect (<10 years experience)	Hour	R
3.8.3	Category 3: Associates and managers performing work of landscape architectural nature	Hour	R
3.8.4	Category 4: Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project	Hour	R
3.8.5	Category 5: Other staff performing work of a landscape architectural nature under direction and control of one of the above	Hour	R

SCHEDULE NO. 4: ADDITIONAL, SPECIALIST SERVICES AND RECOVERABLE EXPENSES**ITEM NO. 4.1 : ADDITIONAL AND SPECIALIST SERVICES****Provision for Time-Based Services**

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
4.1.1	Waste Management Specialist	Hour	R
4.1.2	Waste Classification Specialist	Hour	R
4.1.3	Landfill Gas Specialist	Hour	R
4.1.4	Visual Impact Assessment	Hour	R
4.1.5	Noise Assessment	Hour	R
4.1.6	Conveyancer	Hour	R
4.1.7	Land Surveyor - Civil topographical survey & prepare CAD/GIS drawing(s)	Hour	R
4.1.8	Measure/Survey existing structures and prepare CAD/GIS drawing(s)	Hour	R
4.1.9	Registered Land Surveyor (cadastral surveys, property registration of sub-divisions)	Hour	R
4.1.10	Town Planner (Zoning/Land Use report/reports or certificates/ re-zoning applications)	Hour	R
4.1.11	Geo-hydrologist	Hour	R
4.1.12	Geotechnical specialist	Hour	R

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
4.1.13	Traffic Impact specialist	Hour	R
Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
4.1.14	Carryout Sampling and Laboratory Testing	Hour	R
4.1.15	Power Supply Applications	Hour	R

Provision for Service Provider's Mark-Up

Item No.	Activity Description	Unit	Tendered Percentage (Excl. VAT)
4.1.16	Service Provider's cost for materials, equipment, testing and/or any other recoverable expenses not covered in the tender document will be claimed under this item for each individual Works Order during the Framework Contract Period.	Sum	R7 600 000.00
4.1.17	Service Provider's percentage mark-up on item 4.1.16 above.	%	%

ITEM NO. 4.2 : RECOVERABLE EXPENSES

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
	Recoverable expenses in respect of printing/plotting/copying/ travelling as specified below:		
4.2.1	Size A0 (Monochrome)	No.	R
4.2.2	Size A1 (Monochrome)	No.	R
4.2.3	Size A2 (Monochrome)	No.	R
4.2.4	Size A3 (Monochrome)	No.	R
4.2.5	Size A4 (Monochrome)	No.	R
4.2.6	Size A0 (Colour)	No.	R
4.2.7	Size A1 (Colour)	No.	R
4.2.8	Size A2 (Colour)	No.	R
4.2.9	Size A3 (Colour)	No.	R
4.2.10	Size A4 (Colour)	No.	R
4.2.11	Compilation and binding of reports/tender documents, books of drawings, etc.	No.	R

Item No.	Activity Description	Unit	Tendered Rate (Excl. VAT)
4.2.12	Electronic Data provided on a flash drive (4GB).	No.	R
4.2.13	Travel expenses	km	R

DECLARATION (In respect of completeness of Tender)

City of Cape Town
Tower Block, Civic Centre
12 Hertzog Boulevard
CAPE TOWN

I, the undersigned, do hereby declare that the above is a properly priced Schedule of Rates forming part of this Contract Document upon which my/our tender for Tender No. **456C/2013/14: PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN** has been based. If I/we have submitted a printed version of the Schedule of Rates, I/we warrant that no amendments have been made to it from the original, other than amendments issued in any Addenda in terms of Clause C.3.2 in Part T1.2 Tender Data.

SIGNATURE OF TENDERER/S

DATE

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

T2.2 Returnable Schedules

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 1: COMPULSORY ENTERPRISE QUESTIONNAIRE

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

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 2a: National Treasury Central Supplier Database registration number :

Section 2b: SARS Tax Compliance Status PIN :

Section 3: cidb registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

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

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Foreign Bidding Suppliers

Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered? ☐ Yes ☐ No
If yes, enclose proof

Is tenderer a foreign based supplier for the Goods / Services / Works offered? ☐ Yes ☐ No
If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)

Questionnaire to Bidding Foreign Suppliers

a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐ Yes ☐ No

b) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐ Yes ☐ No

c) Does the tenderer have a permanent establishment in the Republic of South Africa? ☐ Yes ☐ No

d) Does the tenderer have any source of income in the Republic of South Africa? ☐ Yes ☐ No

e) Is the tenderer liable in the Republic of South Africa for any form of taxation? ☐ Yes ☐ No

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

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

SIGNED ON BEHALF OF TENDERER:

.....

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 2: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting this tender for Contract No. **243C/2021/22: PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**

in response to the invitation for the tender made by the City of Cape Town, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Tenderer)

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the tenderer to sign this Certificate, and to submit this tender on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorized by the tenderer to determine the terms of, and to sign, the tender, on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word "competitor" shall include any individual or organization, other than the tenderer whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this invitation to tender;
 - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer;
6. The tenderer has arrived at this tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive tendering;
7. In particular, without limiting the generality of paragraph 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 tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the tender;

¹Joint 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.

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 invitation to tender relates;
9. The terms of this tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender 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 tenders and contracts, tenders 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.

.....
Signature

.....
Date

.....
Name

.....
Position

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 3: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms
....., authorised signatory of the company, close corporation or partnership
....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

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

Note:

A copy of the Joint Venture Agreement, showing clearly the **percentage contribution of each partner** to the joint venture, shall be appended to this schedule.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 4: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

Where the entity tendering is a joint venture, each party to the joint venture must sign a declaration in terms of the Municipal Finance Management Act, 56 of 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:**
- a) abused the municipality's / 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) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 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).
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
2.1	Is the Tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as a company or person 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 <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
21.1	If so, furnish particulars:		
2.2	Is the Tenderer 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, 12 of 2004? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
2.2.1	If so, furnish particulars:		
2.3	Was the Tenderer 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 ☐
2.3.1	If so, furnish particulars:		
2.4	Does the Tenderer 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 ☐
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the Tenderer 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 ☐
2.5.1	If so, furnish particulars:		

I, _____, the undersigned,
(full name in block letters)

certify that the information furnished on this declaration form is true and correct, and accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....
Signature
.....
Position

.....
Date
.....
Name of Tenderer/Contractor

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 5: DECLARATION OF INTEREST – STATE EMPLOYEES (MBD 4)

1. No bid will be accepted from:
 - 1.1 persons in the service of the state¹, or
 - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
 - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town during the twelve months after the City employee has left the employ of the City, or
 - 1.4 from an entity who has employed a former City employee who was at a level of T14 or higher at the time of leaving the City's employ and involved in any of the City's bid committees for the bid submitted, if:
 - 1.4.1 the City employee left the City's employment voluntarily, during a period of 12 months after the City employee has left the employ of the City;
- 1.4.2 the City employee left the City's employment whilst facing disciplinary action by the City, during a period of 24 months after the City employee has left the employ of the City, or any other period prescribed by applicable legislative provisions, after having left the City's employ
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 tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of tenderer or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company or Close Corporation Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

.....

.....

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? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

13.4 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? **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the City of Cape Town in the past twelve months? **YES / NO**

3.15.1 If yes, furnish particulars

3.16 Do you have any employees who was in the service of the City of Cape Town at a level of T14 or higher at the time they left the employ of the City, and who was involved in any of the City's bid committees for this bid? **YES / NO**

3.16.1 If yes, furnish particulars

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it

Signature

Date

Name (PRINT)

(For and on behalf of the tenderer, duly authorised)

¹**MSCM Regulations: “in the service of the state” means to be –**

(a) **a member of –**

- (i) **any municipal council;**
- (ii) **any provincial legislature; or**
- (iii) **the national Assembly or the national Council of provinces;**

(b) **a member of the board of directors of any municipal entity;**

(c) **an official of any municipality or municipal entity;**

(d) **an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);**

(e) **an executive member of the accounting authority of any national or provincial public entity; or**

(f) **an employee of Parliament or a provincial legislature.**

² **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.**

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 6: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CITY OF CAPE TOWN

To: THE CITY MANAGER, CITY OF CAPE TOWN

From: _____
(Name of tenderer)

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;
- d) The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract and/or steps in terms of abuse of the Supply Chain Management Policy.
- e)

Physical Business address of the Tenderer	Municipal Account number(s)

If there is not enough space for all the names, please attach the additional details to the Tender Document

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 7: DECLARATION IN RESPECT OF COMPLIANCE WITH LABOUR LEGISLATION

Declaration in respect of labour legislation

The tenderer, by signing this schedule, declares that it will comply with all labour legislation, as may be applicable.

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 8: CONFIRMATION OF CITY OF CAPE TOWN SUPPLIER DATABASE REGISTRATION

<u>CITY OF CAPE TOWN</u> SUPPLIER DATABASE REGISTRATION		
COMPANY NAME	REGISTERED YES/NO	REGISTRATION NUMBER IF APPLICABLE

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 9: CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE

The tenderer shall indicate on the schedule below particulars of all consultancy services provided to organs of state by all offices country wide in the last five years. Tenderers shall also indicate, by means of a cross (x) in the last column, which, if any, of the services listed are of a similar nature, to those being tendered for in terms of this tender.

Where the entity tendering is a joint venture, the particulars of services provided to organs of state by each party to the joint venture, must be submitted as part of this schedule (additional pages may be added if necessary).

CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE				
TITLE OF PROJECT	VALUE OF CONTRACT	EMPLOYER	DATE COMPLETED	SIMILAR SERVICE

SIGNED ON BEHALF OF TENDERER:.....

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 10: SCHEDULE OF WORK EXPERIENCE OF TENDERER

The tenderer is referred to the appropriate clause(s) of the Tender Data and shall indicate on the schedule below all Civil engineering and building projects (including Urban Waste Management Facilities) of similar nature to the projects described in the Scope of Works that have been successfully completed (as indicated on Schedule 1, Part T2.2: Returnable Schedules) in the past ten years.

Where the tendering entity is a joint venture or a sub-consultant's agreement is in place, this requirement will apply to the entity that will undertake the civil, structural, mechanical and electrical design. (Additional pages may be added if necessary).

TRACK RECORD			
TITLE AND BRIEF DESCRIPTION OF PROJECT	VALUE OF CONTRACT	EMPLOYER (include contact details)	DATE COMPLETED
<u>Project 1:</u>			
<u>Project 2:</u>			
<u>Project 3:</u>			
<u>Project 4:</u>			
<u>Project 5:</u>			

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**SCHEDULE 11: KEY PERSONNEL**

The tenderer is referred to the appropriate clause(s) of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer (an individual company or a Joint Venture). Alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable (Such undertaking/s must be attached to this Schedule) in order for the tenderer to be eligible to submit a tender for this project. The Curriculum Vitae of each individual must be appended to this schedule.

A) PROJECT DIRECTOR (LEAD CONSULTANT) as described in C.2.1.4.2 (A)						
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF PROJECTS (Analysis and Design in Buildings and/ or Civils) - Specify	ACTED AS EMPLOYER'S AGENT (Yes/ No)
B) PROJECT LEADER/ EMPLOYER'S AGENT (Engineer/ Technologist: Civil, Structural, Electrical and Mechanical) as described in C.2.1.4.2 (B)						
(Engineer/ Technologist: Civil)						
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF PROJECTS (Engineering/ Building/ Multi- Disciplinary) - Specify	ACTED AS EMPLOYER'S AGENT (Yes/ No)
(Engineer/ Technologist: Structural)						
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF PROJECTS (Engineering/ Building/ Multi- Disciplinary) - Specify	ACTED AS EMPLOYER'S AGENT (Yes/ No)
(Engineer/ Technologist: Electrical)						
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF PROJECTS (Engineering/ Building/ Multi- Disciplinary) - Specify	ACTED AS EMPLOYER'S AGENT (Yes/ No)

--	--	--	--	--	--	--

B) PROJECT LEADER/ EMPLOYER'S AGENT (Engineer/ Technologist: Civil, Structural, Electrical and Mechanical) as described in C.2.1.4.2 (B)

(Engineer/ Technologist: Mechanical)

NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF PROJECTS (Engineering/ Building/ Multi- Disciplinary) - Specify	ACTED AS EMPLOYER'S AGENT (Yes/ No)

C) CIVIL ENGINEERING SERVICES as described in C.2.1.4.2 (C)

NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF EXPERIENCE (Design of Civil Engineering Services) Yes/ No

D) STRUCTURAL ENGINEERING SERVICES as described in C.2.1.4.2 (D)

NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF EXPERIENCE (Structural Analysis and Structural Design of buildings) Specify

E) ELECTRICAL ENGINEERING SERVICES as described in C.2.1.4.2 (E)

NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF EXPERIENCE (Buildings and/or Civil Engineering infrastructure) Specify

F) MECHANICAL ENGINEERING SERVICES as described in C.2.1.4.2 (F)

NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO. OF YEARS SPECIFIED EXPERIENCE (Post Registration)	TYPE OF EXPERIENCE (Buildings and/or Civil Engineering infrastructure) Specify

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 12: SUPPORT RESOURCES

Not applicable to this tender.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 13: PROFESSIONAL INDEMNITY INSURANCE

The tenderer is referred to the appropriate clause(s) of the Tender Data and shall state below details of the professional indemnity insurance held by the tenderer. Where the tenderer is a joint venture, each party to the joint venture must submit details of their professional indemnity insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the tenderer is eligible for the prescribed professional indemnity insurance cover should he/she be awarded the contract, must be appended to this schedule.

PROFESSIONAL INDEMNITY INSURANCE		
NAME OF INSURED	NAME OF INSURER	LIMIT OF INDEMNITY IRO EACH CLAIM
Consultant / JV and Lead Entity:		
JV Entity 1:		
JV Entity 2:		
JV Entity 3:		
JV Entity 4:		

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

**PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**

SCHEDULE 14: FUNCTIONALITY CRITERIA

Not applicable to this tender.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 15: PROPOSED WORK PLAN

Not applicable to this tender.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

**PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**

SCHEDULE 16: CONFIRMATION OF REGISTRATION / ACCREDITATION

Not applicable to this tender.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 17: OTHER CRITERIA

Not applicable to this tender.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 18: PERSONNEL SCHEDULE (OTHER THAN KEY PERSONNEL)

The tenderer shall indicate on the schedule below what human resources, **other than** the key personnel listed in the appropriate clause(s) of the tender conditions, they have at their disposal and intend allocating to this project as and when required. These resources could, for example, include engineers, a tender documentation specialist, cad operators/architectural draft persons/modellers, or experienced construction monitoring staff, amongst others.

NAME	TITLE	JOB DESCRIPTION	QUALIFICATIONS

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 19: SCHEDULE OF SUB-CONTRACTORS

We notify you that it is our intention to employ the following sub-contractors for work (excluding work covered by provisional sums and contingencies) in this contract.

Acceptance of this tender shall not be construed as approval of all or any of the listed sub-contractors. Should any of the sub-contractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate the contract, and the tendered unit rates for the various items making up the work activities shall remain final and binding.

SUB-CONTRACTORS		
Sub-contractor's name	Work activities to be undertaken by the Sub-contractor	Estimated value of work (Rand)

Number of sheets appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 20: PROPOSED DEVIATIONS AND QUALIFICATIONS BY TENDERER

The Tenderer should record any **proposed** deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this schedule. Any proposed deviations or qualifications contained in a covering letter which is not referenced in this schedule will not be considered.

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

If no deviations or modifications are desired, the schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

Number of sheets appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 21: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

**URBAN WASTE MANAGEMENT
CONTRACT NO. 243C/2021/22**

**PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**

SCHEDULE 22: PRICE BASIS FOR IMPORTED RESOURCES

Not applicable to this tender.

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 23: PREFERENCE SCHEDULE TO BE USED IN TERMS OF THE AMENDED CODES FOR MEASURING BROAD-BASED BLACK ECONOMIC EMPOWERMENT IN THE CONSTRUCTION SECTOR (2017)

Preference Schedule where preferences are granted in respect of B-BBEE contribution

1 Definitions

The following definitions shall apply to this schedule:

All applicable taxes: Includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Applicable Code: Shall be either the Amended Codes of Good Practice (published on 11 October 2013) or Sector Specific Codes as indicated in the tender conditions

B-BBEE: Broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

B-BBEE status level of contributor: The B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

Bid (Tender): A written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals.

Black Designated Groups: The meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003, (Act 53 of 2003).

Black People: The meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act.

Broad-Based Black Economic Empowerment Act: The Broad-Based Black Economic Empowerment Act, Act 53 of 2003.

Consortium or Joint Venture: 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.

Contract The agreement that results from the acceptance of a bid by an organ of state.

Co-operative: A co-operative registered in terms of section 7 of the Co-operatives Act, 2005 (Act no. 14 of 2005).

Designated Group: Black designated groups, black people, women, people with disabilities or small enterprises as defined in section 1 of the National Small Enterprises Act, 1996 (act no. 102 of 1996)

Designated Sector: A sector, sub-sector or industry or product that has been designated in terms of any relevant regulation of the Preferential Procurement Regulations, 2017.

Exempted Micro Enterprise (EME): An exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

Firm Price: The price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.

Functionality: The ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

Military Veteran: The meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011).

National Treasury: The meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 18 of 1999).

Non-firm prices: All prices other than "firm" prices.

Person: Includes a juristic person.

People with disabilities: The meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998).

Price: Includes all applicable taxes less unconditional discounts.

Proof of B-BBEE status level of contributor: The B-BBEE status level certificate issued by an authorised body or person, a sworn affidavit as prescribed by the B-BBEE Codes of good Practice or any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

Qualifying Small Enterprise (QSE): A qualifying small enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

Rand Value: means the total estimated value of a contract in Rand, calculated at the time of bid invitations.

Rural Area: A sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area or an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system.

Stipulated Minimum Threshold: The minimum threshold stipulated in terms of any relevant regulation of the Preferential Procurement Regulations, 2017.

Sub-contract: The primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.

The Act: The Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

Total Revenue: Bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007.

Township: An urban living area that at any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994.

Treasury: The meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 18 of 1999).

Trust: The arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

Trustee: Any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

Youth: The meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

2 Conditions associated with the granting of preferences

A supplier that is granted a preference undertakes to:

- 1) accept that the number of preference points allocated will be based on the B-BBEE status level of contributor of the supplier as at the closing date for submission of quotation offers;
- 2) not sub-contract more than 25% of the value of the contract to sub-contractors that do not have an equal or higher B-BBEE status level of contributor than the supplier, unless the intended sub-contractors are exempted micro enterprises that have the capability and ability to execute the sub-contract works or unless otherwise declared in terms of Section 5 below;
- 3) accept that a contract may not be awarded if the price offered is not market related;
- 4) accept the sanctions set out in Section 3 below should Condition 2(2) be breached, or should the tenderer have submitted any false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of this bid that will affect, or has affected the bid evaluation;
- 5) accept that, in order to qualify for preference points, it is the responsibility of the supplier to submit documentary proof of its BBBEE level of contribution in accordance with the Codes of Good Practise, 2013, to the CCT at the Supplier Management Unit located within the Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5);
- 6) accept that, further to 5) above, Consortiums/Joint Ventures will qualify for preference points, provided that the entity submits the relevant certificate/scorecard in terms of the Preferential Procurement Regulations, 2017. Note that, in the case of unincorporated entities, a verified scorecard in the name of the consortium/Joint Venture must be submitted with the quotation (attached to this schedule);
- 7) accept that if it is found that, in the performance of the contract, the participation of the various partners in a Consortium/ Joint Venture differs substantially from that upon which the consolidated scorecard submitted in terms of 5) above was based, and the impact of which is that the Joint Venture would not have been awarded the contract in terms of the actual B-BBEE level of contribution achieved by the Joint Venture, then a financial penalty shall be applied (in addition to any other remedies that the CCT may have) in accordance with Section 3 below;
- 8) accept that the CCT will verify the B-BBEE level of contributor of the supplier as at the closing date for submission of tender offers, to determine the number of preference points to be awarded to the supplier. In the case of Consortiums/Joint Ventures which tender as unincorporated entities, a verified scorecard submitted with the tender and valid as at the closing date will be used to determine the number of preference points to be awarded to the supplier;

- 9) accept that, notwithstanding 8) above, a supplier will **not** be awarded points for B-BBEE status level of contributor if he indicates in his tender that he intends sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that the supplier qualifies for unless the intended sub-contractors are exempted micro enterprises that have the capability and ability to execute the sub-contract works;
- 10) accept that any subcontracting arrangements after the award of the tender may only be entered into upon the prior approval of the City of Cape Town; and
- 11) immediately inform the City of Cape Town of any change that may affect the tenderer's B-BBEE level of contribution upon which preference points will be or have been allocated.

3 Sanctions relating to breaches of preference conditions

The sanctions for breaching the conditions associated with the granting of preferences are:

- 1) disqualify the supplier from the quotation process;
- 2) recover costs, losses or damages the CCT has incurred or suffered as a result of the supplier's or contractor's conduct;
- 3) cancel the contract in whole or in part and claim any damages which the CCT has suffered as a result of having to make less favourable arrangements due to such cancellation;
- 4) restrict the supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from the CCT for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied and inform the National Treasury accordingly;
- 5) forward the matter for criminal prosecution; and/or
- 6) financial penalties payable to the CCT, as set out below.

Financial penalty for breach of Condition 2 in Section 2 above:

The penalty to be applied for sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the preference points that the supplier qualified for (unless so declared or proven to be beyond the control of the supplier, or the sub-contractors are EMEs that have the capability and ability to execute the sub-contract works) shall be as provided for in the following formula:

$$\text{Penalty} = 0.5 \times E(\%) \times P^*$$

where:

E = The value of work (excluding VAT) executed by sub-contractors that do not qualify for at least the preference points that the supplier qualified for, expressed as a percentage of P*, less 25%

P* = Value of the contract

Financial penalty for breach in terms of condition 6 in Section 2 above:

The penalty to be applied where, in the performance of the contract, the participation of the various partners in a Consortium/ Joint Venture differs substantially from that upon which the consolidated scorecard submitted in terms of 5) in Section 2 above was based, and the impact of which is that the Joint Venture would not have been awarded that contract in terms of the actual B-BBEE level of contribution achieved by the Joint Venture, shall be as provided for in the following formula:

$$\text{Penalty} = 5/100 \times (B-BBEE^a - B-BBEE^t) \times P^*$$

where:

B-BBEE^a = The B-BBEE level of contribution that is achieved, determined in accordance with the actual participation of the Joint Venture partners in the performance of the contract

B-BBEE^t = The B-BBEE level of contribution that was used to determine the number of preference points granted to the Joint Venture at the time of quotation evaluation

P* = Value of the contract

Financial penalty for breach in terms of condition 10 in Section 2 above:

The penalty to be applied where the supplier fails to disclose subcontracting arrangement after the award of the tender is up to a maximum of 10% of the value of the contract.

4 Level of Contribution in respect of enterprise status or structure of the tendering entity (the supplier)

In the interest of transparency, suppliers are required to complete Table 1: Level of Contribution below applicable to the Code they wish to be evaluated against.

Table 1: Level of Contribution: Amended Codes for Measuring Broad-Based Black Economic Empowerment in the Construction Sector.

Type of B-BBEE Contributor	Status (tick box(es) below as applicable)
Exempted Micro Enterprise (EME), 100% black-owned	☐
Exempted Micro Enterprise (EME), at least 51% but less than 100% black-owned	☐
Exempted Micro Enterprise (EME), at least 30% but less than 51% black-owned	☐
Exempted Micro Enterprise (EME), less than 30% black-owned	☐
Exempted Micro Enterprise B-BBEE Status Level of Contributor ¹ ☐	☐
Qualifying Small Enterprise B-BBEE Status Level of Contributor ¹ ☐	☐
Qualifying Small Enterprise (QSE), 100% black-owned	☐
Qualifying Small Enterprise (QSE), at least 51% but less than 100% black-owned	☐
Qualifying Small Enterprise (QSE), less than 51% black-owned	☐
Verified B-BBEE contributor B-BBEE Status Level of Contributor ¹ ☐	☐
Non-compliant contributor	☐

¹ If it is indicated that the company/firm/entity is a verified B-BBEE contributor, then the verified status level of contributor must be inserted in the box provided (insert a number from 1 to 8 as applicable)

5 Declarations

- 1) With reference to Condition 8 in Section 2 above, the supplier declares that:

I/we hereby forfeit my preference points because I /we DO intend sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that I/we as supplier qualify for or are not exempted micro enterprises that have the capability and ability to execute the sub-contract works

☐

Note:

Tenderers who do not tick this box will be allocated preference points but the sanctions relating to breaches of preference conditions in Section 3 will be applicable if the tenderer contravenes the conditions in Section 2.

- 2) The undersigned, who warrants that he/she is duly authorized to do so on behalf of the supplier, hereby certifies that the preference claimed based on the B-BBEE status level of contribution indicated in Table 1, qualifies the supplier, subject to condition 8 in Section 2 above, for such preference claimed, and acknowledges that:
- (i) the information furnished is true and correct;
 - (ii) the preference claimed is in accordance with the conditions of this schedule;
 - (iii) the supplier may be required to furnish documentary proof to the satisfaction of the CCT that the BBEE level of contributor as at the closing date is correct; and
 - iv) he/she understands the conditions under which preferences are granted, and confirms that the supplier will satisfy the conditions pertaining to the granting of preferences.

Signature

Name (PRINT)

(For and on behalf of the Supplier (duly authorised))

Date

For official use.		
SIGNATURE OF CITY OFFICIALS AT TENDER OPENING		
1.	2.	3.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR
VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 24: SCHEDULE OF PRE-QUALIFICATION CRITERIA SUB-CONTRACTORS

Not Applicable

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

SCHEDULE 25: INFORMATION TO BE PROVIDED WITH THE TENDER

Not applicable to this tender.

TENDER NO. 243C/2021/22



SCM - 515

Approved by Branch Manager: 03/04/2020

Version: 4

Page 105 of
159

FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

Framework Contract Period: from Start Date until 30 June 2025

VOLUME 3: DRAFT CONTRACT

ISSUED BY:

**DIRECTOR: URBAN WASTE
MANAGEMENT**
CITY OF CAPE TOWN
Tower Block, Civic Centre
12 Hertzog Boulevard
CAPE TOWN
8001

For official use.

TENDER SERIAL No.:

**SIGNATURES OF CITY OFFICIALS
AT TENDER OPENING**

1.

2.

3.

February 2022

NAME OF TENDERING ENTITY	
EMAIL ADDRESS OF TENDERING ENTITY	
FAX NUMBER OF TENDERING ENTITY	
NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause C.2.12)	
Alternative Offer (see clause C.2.12)	

FILE REFERENCE NO:

Contract
Part C1
Referer

Part C1: Agreements and Contract Data

	Pages
C1.2 Contract Data (data provided by the Employer)	107 – 117
C1.3 Occupational Health and Safety Agreement	118 – 118
C1.4 Insurance Broker's Warranty	119 – 119
C1.5 Works Order Acceptance/Refusal Notice	120 – 120

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C1.2 Contract Data

Part 1: Contract Data provided by the Employer

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are the **Standard Professional Services Contract (July 2009) (Edition 3 of CIDB document 1015)**, as published by the Construction Industry Development Board.

Copies of these General Conditions of Contract may be obtained from the Construction Industry Development Board's website www.cidb.org.za. Copies of the General Conditions of Contract are also available for inspection and scrutiny at the offices of the Employer.

The pro-formas attached to the Standard Professional Services Contract (July 2009) on pages 17 to 24 shall not apply to this Contract and shall be replaced with the documentation bound into this Contract Document.

The General Conditions of Contract make several references to the Contract Data for specific data, which together with the standard contract collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

The General Conditions of Contract shall be read in conjunction with the variations, amendments and additions set out in the Contract Specific Data below. Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.

The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:

- a) the Form of Offer and Acceptance,
- b) the Contract Specific Data within the Contract Data,
- c) the General Conditions of Contract
- d) the Scope of Work, and
- e) the Pricing Data.

If an ambiguity or discrepancy is found in the documents, the Employer shall issue any necessary clarification or instruction.

CONTRACT SPECIFIC DATA

The following contract specific data is applicable to this Contract:

Clause 1:

*Add the following to the definition of **Employer**:*

The **Employer** is the **CITY OF CAPE TOWN**.

Add the following new definitions:

"Framework Contract" means the Contract as defined in Clause 1 of the Standard Professional Services Contract (July 2009) (Edition 3 of CIDB document 1015).

"Framework Contract Period" 36 months from date of commencement of contract

"Framework Contract Manager" means the person named as the Framework Contract Manager in the Contract Data or any other person appointed from time to time by the Employer and of whom the is notified, in writing, to

act as Framework Contract Manager for the particular branch for the purposes of the Contract as substitute for the Framework Contract Manager so named.

The function of the Framework Contract Manager is to administer the Framework Contract, and such functions as would normally fall to the Employer's Agent/Engineer/Principal Agent in accordance with the provisions of the Framework Contract, shall be undertaken by the Framework Contract Manager in this regard.

The Framework Contract Manager shall be an employee of the Employer, authorised as its representative to administer the Framework Contract, and all references to Employer's Agent/Engineer/Principal Agent in the Contract shall apply to the Framework Contract Manager in respect of his/her administering the Framework Contract.

*Replace the definition of **Key Persons** with the following:*

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

*Add the following to the definition of **Period of Performance**:*

Replace the term Period of Performance with the term Framework Contract Period (as defined above)

*Add the following to the definition of **Project**:*

The project is the **PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**

*Add the following to the definition of **Service Provider**:*

The contracting party may be a consortium/joint venture contracting as a formally constituted Joint Venture Partnership, in which all parties are jointly and severally liable. In terms of this definition, the words consortium and joint venture shall be regarded as synonymous.

*Delete the definition of **Services** and replace with the following:*

The work to be performed by the Service Provider based upon the relevant scope of construction works as described in the Scope of Work.

*Add the following to the definition of **Start Date**:*

The Start Date is the date when the service provider confirms receipt of one fully completed original copy of this document, including the acceptance part of the form of offer and acceptance, and schedule of deviations (if any).

Replace the words "time for completion" with "Period of Performance".

Add the following definition:

Intellectual Property

Any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites

"Purchase Order" means the official purchase order created and released on the City of Cape Town's SAP System.

"Schedules of Rates" means, in this Framework Contract document, the document so designated in the Pricing Data, and which will be used to compile a quotation for Professional Services to be rendered for each Works Order.

"Winner" means the highest ranked eligible (subject to Clause C.3.11 in the Tender Data) Service Provider appointed by the Employer under the Framework Contract who will be allocated work as and when a Works Order arises for the duration of the Framework Contract Period.

"Works Orders/Assignment" means task(s) to be performed by a supplier under a framework agreement, of which the specific terms, conditions, and scope is specified in a works order contract document.

“Works Order Acceptance/Refusal Notice” means the formal notification, signed by the supplier in accordance with the framework agreement, which was sent to the City, informed of its decision to accept or refuse the opportunity afforded to it, to further participate in the supplier appointment procedure for a works order.

Clause 3

Delete the heading and replace with **“Governing law and policies”**

Add the following after clause 3.1

Clause 3.2

- a) The parties agree that this contract shall also be subject to the Employer’s Supply Chain Management Policy (‘SCM Policy’) that was applicable on the date the bid was advertised, **save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract.** Please refer to this document contained on the CCT’s website.

[https://www.capetown.gov.za/Departments/Supply%20Chain%20Management%20\(SCM\)%20Department](https://www.capetown.gov.za/Departments/Supply%20Chain%20Management%20(SCM)%20Department)

- b) Abuse of the supply chain management system is not permitted and may result in cancellation of the contract, restriction of the supplier, and/or the exercise by the Employer of any other remedies available to it as described in the SCM Policy.

Clause 3.2

Replace the words “time for completion” with “Framework Contract Period”.

Clause 3.4 and Clause 4.3.2:

Add the following:

The authorised and designated representative of the Employer is the **Director: Urban Waste Management**.

The address for receipt of communications is:

Telephone: (021) 400 3510
Facsimile: (021) 400 4940
E-mail: Rustim.Keraan@capetown.gov.za
Postal Address: PO Box 298
CAPE TOWN
8000
Physical Address: Tower Block
Civic Centre
12 Hertzog Boulevard
CAPE TOWN
8001

Clause 3.4.1:

Add the following to the first sentence:

... , and may be given as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the working day of delivery
b) sent by registered mail – five (5) working days after mailing
c) sent by email or telefax – one (1) working day after transmission

Clause 3.5:

Add the following:

The location for the performance of the Project will be the **OFFICE** of the service provider, together with the site of the proposed project as stated in the Contract Data of the Works Order Contract Documents. Key personnel will be expected to work out of the local office as the exigencies of this contract require. The address of the local office will be that as indicated on Schedule 1, Part T2.2: Returnable Schedules, and which will be regarded as the *domicilium citandi et executandi* for the purposes of any contract arising from this tender submission

Clause 3.9.1:

Add the following after f):

- g) a change in the cost of the construction works applicable to the services

Clause 3.9.2:

Replace the words “6 weeks” with “21 days”.

Add the following at the end of the clause:

Should any of the event described in clause 3.9.1 occur, the professional fees and disbursement may be adjusted in a fair and reasonable manner. The Service Provider shall, however, not be entitled to an adjustment to the extent that the variation is due to the negligence or default of the Service Provider. The Service Provider is required to provide all necessary substantiating documents required by the employer to evaluate the request for variation.

Clause 3.9.3:

Delete the clause and replace with the following:

The Employer shall assess the changes to the Contract Price proposed by the Service Provider on any fair and reasonable basis. The Employer may assess these changes on the effect of the event on the Services based on the time-based fees as stated in the Pricing Data.

Clause 3.9.2:

Replace the words “6 weeks” with “21 days”.

Clause 3.9.3:

Add the following:

The time-based fees used to determine changes to the Contract Price are as stated in the Pricing Data.

Clause 3.12

Delete the heading and replace with “Penalties and fines”

Clause 3.12.1

Add the following:

Failure to meet deliverable or milestone date (as defined in the agreed Works Order proposal):

Failure to adhere to timeframes without valid agreed upon reasons will result in the implementation of penalties.

- The penalty amount per day for each deliverable/milestone is R2 000 (to a maximum of 42 days - R84 000).
- A deliverable/milestone that is more than 14 days late will result in the issuing of a Breach Notice which will require the matter to be remedied within 14 days or such time as agreed to by the Employer.
- If the matter is not resolved within 14 days (or such time as agreed to by the Employer) of the issuing of the Breach Notice, the Employer may terminate the contract in terms of Clause 8.4.1 (c) of the Contract Data.

Add the following after 3.12.2

Clause 3.12.3

The Employer may impose the following additional penalties or fines:

- a) Penalties for breach of conditions of granting preferences in terms of the **Preference Schedule**.
- b) Penalties for failure to meet targeted labour and local enterprises contract participation goals (if applicable)
- c) Any other fines or penalties levied in accordance with any of the specifications.

Clause 3.15.1:

Add the following:

The programme shall be submitted within **14** days of the Start Date for each accepted Works Order.

Clause 3.16.2:

Replace the words “in which the start date falls” with “prior to the closing date of the tender”.

Add the following:

The indices are those contained in Table A of the P0141 Consumer Price Index for the **CPI for services** published by Statistics South Africa.

Clause 3.17: Price adjustment due to content imported from outside South Africa

Add the following clause after clause 3.16

3.17.1 General

3.17.1.1 Price adjustment of any resources imported from outside the Republic of South Africa will be permitted **only** in respect of the following variables:

- (a) Variations in Rates of Exchange as detailed in Clause 3.17.2,
- (b) Variations in Customs Surcharge and Customs Duty as detailed in Clause 3.17.3, and
- (c) Labour and material cost variations in the relevant industries of the countries from which the resources are imported as detailed in Clause 3.17.5.

3.17.1.2 The value of any resources imported from outside South Africa inserted in the schedule titled **Price Basis for Imported Resources** and subject to Clause 3.17.2 shall be deducted from the total values to be adjusted by the Contract Price Adjustment Factor. Any resources not inserted in the schedule titled **Price Basis for Imported Resources** shall be deemed not to be imported into South Africa for the purposes of Contract Price Adjustment.

3.17.2 Variations in Rates of Exchange

3.17.2.1 Adjustment for variations in rates of exchange shall be based on the following:

- (a) The Tenderer shall have completed the schedule titled **Price Basis for Imported Resources** for all imported resources intended to be subject to variations in rates of exchange, subject to the following:
 - i. the value in foreign currency inserted in column (A) shall be subject to Clause 3.17.2 (e) when recalculating the Rand value,
 - ii. the rate of exchange inserted in column (B) shall be the closing spot selling rate quoted by Council's main banker, Nedbank, on the Base Date, rounded to the second decimal place, subject to sub-paragraph iii. below,
 - iii. if the rate of exchange inserted by the Tenderer differs from the Nedbank rate referred to above, then the Nedbank rate shall apply and the Rand value in columns (C) and (F) shall be recalculated accordingly, without altering the price in the Pricing Schedule for the relevant items, and
 - iv. if a quotation from a supplier or sub-contractor provides for variations in rates of exchange, the Service Provider may **only** claim for variations in rates of exchange if he binds the supplier or sub-contractor to the same provision to take out forward cover as described in sub-paragraph (b) below.
- (b) The Service Provider (or supplier or sub-contractor) shall within five working days from the date of placing a firm order on an overseas supplier, cover or recover forward by way of a contract with a bank which is an authorised foreign exchange dealer, the foreign exchange component of the cost of any imported resources inserted by the Tenderer in the schedule titled **Price Basis for Imported Resources**.
- (c) When the Service Provider (or supplier or sub-contractor) so obtains forward cover, the Service Provider shall immediately notify the Employer of the rate obtained and furnish the Employer with a copy of the foreign exchange contract note.
- (d) Based on the evidence provided in sub-paragraph (c) above, the value in Rand inserted in column (C) of the schedule titled **Price Basis for Imported Resources** shall be recalculated using the forward cover rate obtained, and any increase or decrease in the Rand value defined in Clause 3.17.5 shall be adjusted accordingly, subject to sub-paragraph (e) below.
- (e) The adjustments shall be calculated upon the value in foreign currency in the Service Provider's (or supplier's or sub-contractor's) **forward cover contract**, provided that, should this value exceed the value in foreign currency inserted in column (A) of the schedule titled **Price Basis for Imported Resources**, then the value in column (A) shall be used.

3.17.3 Variations in Customs Surcharge and Customs Duty

- (a) Any increase or decrease in the Rand value between the amounts of Customs Surcharge and Customs Duty inserted in the schedule titled **Price Basis for Imported Resources** and those amounts actually paid to the Customs and Excise Authorities, which are due to changes in the percentage rates applicable or to the foreign exchange rate used by the authorities, shall be adjusted accordingly.
- (b) The Tenderer shall state the Customs Duty Tariff Reference applicable to each item and the Service Provider shall advise the Employer of any changes which occur.

3.17.4 Value of Imported resources at Base Date

3.17.4.1 The Rand value of imported resources inserted in the schedule titled **Price Basis for Imported Resources** (column (F)) shall be the value in foreign currency (column (A)) converted to South African Rand (column (C)) by using the closing spot selling rate quoted by Council's main banker, Nedbank, on the Base Date rounded to the second decimal place (column(B)), to which shall be added any Customs Surcharge and Customs Duty applicable at that date (columns (D) and (E)).

3.17.5 Variation in labour and material costs of imported resources

3.17.5.1 If the prices for imported resources are not fixed, the Service Provider shall in his Tender specify the formula for calculating Contract Price Adjustments normally used in the country of manufacture and the indices and relative proportions of labour and material on which his Tender prices are based. Evidence of the indices applicable shall be provided with each claim. The indices applicable 42 days before contractual dispatch date from the factory will be used for the purposes of Contract Price Adjustment.

3.17.5.2 Failure to specify a formula in the Tender shall mean that the prices are fixed or shall be deemed to be fixed.

Clause 4.7:

Delete the clause and replace with:

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

Add the following clause after Clause 4.7:

Clause 4.8 Procedure for the allocation of Works Orders

The employer reserves the right to plan and effect individual Works Orders at its sole discretion. The employer will only order those quantities of work items which it actually requires for execution in a Works Order from time to time. The employer reserves the right not to order any quantities at all depending on circumstances and subject to operational conditions.

These procedures include the development of a Works Order Brief, applying the tendered rates in order to arrive at a quote and compiling a preliminary programme and scope of works from the Service Provider.

The procedures are summarised under the steps below:

Step 1: Initial engagement

- a) The Employer's Framework Contract Manager or Project Manager requests a meeting with the Designated representative of the Service Provider via the Project Administrator for the Particular Works Order;
- b) An outline of the proposed project is given to the Service Provider; and
- c) A site visit is organised if necessary (no purchase order required at this stage).

Step 2: Service Provider develops Works Order Brief

- a) The Service Provider compiles a list of the necessary disciplines he will require to carry out the project;
- b) The Service Provider develops a scope of works for the project, draws up a preliminary project programme and an estimated construction cost, etc (as described in Clause 7.2.1.1). These documents form the Works Order Brief.
- c) The Service Provider submits the Works Order Brief to the Employer for approval.

Step 3: Service Provider's fees estimate and agreement

- a) If the Employer is satisfied with the Works Order Brief, the Service Provider compiles an estimated fee based on his rates as per the Framework Contract;
- b) The Service Provider submits this estimated fee to the Employer; and
- c) When the Employer is satisfied with the estimated fee, the Works Order Brief (including the estimated quotation) is signed off by both parties and the Service Provider commences with the Works Order.

The Employer endeavours to support emerging businesses, thus no expectation should be created by this tender that all professional services (Works Orders) / Agreement required shall be allocated to the successful tenderer. The Employer reserves the right to allocate Works Orders to the Service Provider. The Employer will not be bound to utilise by this Framework agreement for all projects emanating in the Urban Waste Management Department which requires professional services. The Employer will publicly invite bids through a competitive bidding process or continue with previous service providers, where required.

Clause 5.4.1:

Add the following:

The Service Provider is required to take out and maintain, for the full duration of the performance of this contract, the following insurance cover:

- a) Professional Indemnity (PI) insurance providing cover in an amount of not less than R20 000 000 in respect of each and every claim during the period of insurance. Where the entity tendering is a joint venture then the value of the PI insurance cover required may be shared between the joint venture partners in proportion to the percentage contribution of each party to the joint venture.
- b) Public Liability insurance with a limit of indemnity of not less than R20 000 000 for any single claim, the number of claims to be unlimited during the contract period.
- c) Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993.

The Service Provider shall ensure that any sub-contractors engaged in construction activities shall, in addition to the Public Liability and COID Insurances as described above, also take out and maintain contractors all risks insurance to the value of the work being undertaken.

Clause 5.4.2

Add the following:

Evidence of insurance or confirmation (warranty) from a reputable Insurance Broker that the required insurances are in place, shall be submitted within **14** days of the Start Date.

Add the following clause after Clause 5.4.2:

5.4.3 The Service Provider shall maintain the insurance policy/ies for the duration of the liability period in terms of Clause 13.4 and shall upon request by the Employer provide periodic proof of such insurance.

Clause 5.5:

Add the following:

The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:

- a) Replacing any of the key personnel listed at the time of tender.
- b) Occupying any public land or facility for any purpose that will cause disruption and or inconvenience to the users of such land or facility in respect of any construction contract.
- c) Making a material change, addition or omission from the approved designs.
- d) The exercising of any discretion in terms of any terms and conditions in this contract, that results in the utilisation of any of the contingency allowance, increasing the contract value or awarding any additional time as detailed in the relevant contract conditions.
- e) Permitting advance payment for items not listed in the Advance Payment Schedule.
- f) Nominating the Employer's Agent Representative.
- g) Delegation of Employer's Agent authority in terms.
- h) Granting permission to work during non-working times.
- i) Suspend the progress of the works.
- j) The issuing of an instruction to accelerate progress.

Clause 6.4:

Add the following clause after Clause 6.3:

6.4 Conflict of interest

The Service Provider shall immediately disclose any potential conflict of interest or involvement in the project other than a professional interest in terms of this Contract.

Clause 7.1.2

Add the following:

Key Persons shall be those individuals listed under "Key personnel" in Part C3.1 Scope of Work.

Clause 7.2.1:

Add the following:

The Service Provider shall provide appropriate Personnel for such time periods as required and shall enter all data pertaining to Personnel and Key Persons on the Personnel Schedule (comprised of Schedules 9 and 16, Part T2.2 : Returnable Schedules).

Clause 8.1:

Add the following:

The Service Provider is to commence the performance of the Services within **14** days of the Start Date.

Clause 8.4.1:

Delete "or" at the end of Clause 8.4.1(d) and add the following three clauses after Clause 8.4.1(e):

Contract

- f) if the Service Provider has failed to provide the required insurances within the prescribed time;
- g) if the Service Provider has committed a corrupt or fraudulent act during the tender process or the execution of the Contract;
- h) if the Service Provider has benefitted from an official or other role player committing any corrupt or fraudulent act during the tender process or in the execution of the Contract;
- i) if a material irregularity vitiates the procurement process leading to the conclusion of the contract, rendering the procurement process and the conclusion of the resulting contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective, provided the Employer follows the processes as described in its SCM Policy; or
- j) The implementation of the contract may result in reputational risk or harm to the City as a result of (inter alia):
 - (i) reports of poor governance and/or unethical behaviour;
 - (ii) association with known family of notorious individuals;
 - (iii) poor performance issues, known to the Employer;
 - (iv) negative social media reports; or
 - (v) adverse assurance (e.g. due diligence) report outcomes.;

Clause 8.4.3(c):

Add the following:

The period of suspension under Clause 8.5 is not to exceed 6 months.

Clause 8.4.4:

Delete the content of this clause and replace with the following:

Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider without adjustment to the agreed rates, sums or fees and without payment of any penalty or surcharge, including any pro-rata payment for partially completed Services, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.

Add the following after clause 8.4.5:

Clause 8.4.6

In addition to anything else contained in this contract, the Employer may make either of the following elections to ensure its rights are protected and any negative impact on service delivery is mitigated in instances where the Service Provider has been liquidated:

- a) accept a contractor's proposal (via the trustee / liquidator) to render delivery utilising the appropriate contractual mechanisms; or
- b) terminate the contract, as the liquidator proposed contractor is deemed unacceptable to the employer, at any time by giving written notice to the contractor (via the trustee / liquidator).

Clause 9:

Delete the clause and replace with the following:

- 9.1 The Service Provider acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Employer.
- 9.2 The Service Provider hereby assigns to the Employer, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the contract, unless the Parties expressly agree otherwise in writing.
- 9.3 The Service Provider shall, and warrants that it shall:
 - 9.3.1 not be entitled to use the Employer's Intellectual Property for any purpose other than as contemplated in this contract;
 - 9.3.2 not modify, add to, change or alter the Employer's Intellectual Property, or any information or data related thereto, nor may the Service Provider produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Employer;
 - 9.3.3 not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Employer;

- 9.3.4 comply with all reasonable directions or instructions given to it by the Employer in relation to the form and manner of use of the Employer's Intellectual Property, including without limitation, any brand guidelines which the Employer may provide to the Service Provider from time to time;
- 9.3.5 procure that its employees, directors, members and contractors comply strictly with the provisions of clauses 9.3.1 to 9.3.3 above;
- unless the Employer expressly agrees thereto in writing after obtaining due internal authority.
- 9.4 The Service Provider represents and warrants to the Employer that, in providing goods, services or both, as the case may be, for the duration of the contract, it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Employer from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Service Provider of any third party's Intellectual Property rights.
- 9.5 In the event that the contract is cancelled, terminated, ended or is declared void, any and all of the Employer's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Employer by the Service Provider and no copies thereof shall be retained by the Service Provider unless the Employer expressly and in writing, after obtaining due internal authority, agrees otherwise.
- 9.6 Copyright of all documents prepared for the Order, and the patent rights or ownership in any plant, machine, item, system or process designed or devised, shall be vested with the Employer. Where copyright is vested in the Service Provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Order and need not obtain the Service Provider's permission to copy for such use. Where copyright is vested in the Employer, the Service Provider shall not be liable in any way for the use of any of the information other than as originally intended for the Order and the Employer hereby indemnifies the Service Provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.
- 9.7 The ownership of data and factual information collected by the Service Provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.
- 9.8 The Employer shall have no right to use any documents prepared by the Service Provider whilst the payment of any fees and expenses due to the Service Provider in terms of the Contract is overdue.

Clause 11.1:

Add the following:

A Service Provider may not sub-contract any work which he has the skill and competency to perform, unless he has the Employer's prior approval in writing.

Clause 12.1.2:

Add the following:

Interim settlement of disputes is to be by **mediation**.

Clause 12.2.1:

Add the following:

In the event that the parties fail to agree on a mediator, the mediator is nominated by **President of the South African Institution of Civil Engineering**.

Clause 12.2.4:

Add the following:

Final settlement is by **litigation**.

Clause 12.3.3:

In the event that the parties fail to agree on an adjudicator, the adjudicator is nominated by the Association of Arbitrators Southern Africa.

Clause 13.1:

Add the following clause after Clause 13.1.3:

- 13.1.4 The Employer and the Service Provider shall enter into an agreement to complete the Services required for the Order in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations, 2014 promulgated thereunder.

An agreement is included in the Contract Document (C1.3 of Contract Data) and shall be completed and submitted to the Employer together with a letter of good standing from the Compensation Commissioner (if not insured with a licenced compensation insurer) within fourteen (14) days of the Start Date. The Service Provider shall ensure that any letter of good standing shall be timeously renewed in order that it remains in full force for the duration of the Contract.

Clause 13.4:

Delete the content of this clause and replace with the following:

Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service Provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within a liability period of five years, which period shall commence on the earlier of:

- (a) Final completion of the construction contract.
- (b) Suspension, postponement, expiry or termination of all construction contracts.
- (c) Cancellation or termination of this Contract.

Clause 13.7.3:

Add the following clause after Clause 13.7.2:

- 13.7.3 The Service Provider hereby indemnifies the Employer against all claims by third parties which arise out of or in connection with the Services rendered under this Contract and where such claims are the consequence of breach by the Service Provider to exercise reasonable professional skill, care and diligence in the exercising of its obligations.

Clause 14.5:

Add the following new clause after Clauses 14.4:

Clause 14.5: Tax Invoices

Section 20(1) of the Value Added Tax Act No. 89 of 1991 requires that a supplier (person supplying goods or services) who is registered as a VAT vendor issue to the recipient a tax invoice within 21 days of the date of a supply whether requested or not.

The Service Provider shall provide a tax invoice (VAT invoice) which shall be included with each account delivered to the Employer in terms of Clause 14. Failure by the Service Provider to provide a tax invoice (VAT invoice) timeously may delay payment by the Employer and no interest shall accrue.

Clause 14.6: More frequent payments

The Service Provider may submit a fully motivated application regarding more frequent payment to the Employer's Project Manager to be submitted to the Employer for consideration. Requests for more frequent payments will be considered at the sole discretion of the Employer and is not a right in terms of this contract.

Clause 15:

Add the following:

The interest rate will be the prime interest rate of the Employer's Bank at the time the amount is due.

Part 2: Data provided by the Service Provider

The **Service Provider** is:

Postal Address:

.....

Physical Address:

.....

Telephone:

Facsimile:

Email:.....

The **authorised and designated representative** of the Service Provider is:

Name:

The address for receipt of communication is:

Address:

.....

Telephone:

Facsimile:

Email:.....

SIGNED ON BEHALF OF TENDERER:

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C1.3 Occupational Health and Safety Agreement

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CITY OF CAPE TOWN (HEREINAFTER CALLED THE "EMPLOYER") AND

..... ,
(Service Provider/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing
....., as an employer
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed,
and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational
Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration
and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured
with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of
OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and
Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit
Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and
safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and
undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at on the day of 20

Witness

Mandatory

Signed at on the day of 20

Witness

for and on behalf of
City of Cape Town

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C1.4 Insurance Broker's Warranty

Pro Forma



Letterhead of Contractor's Insurance Broker

Date _____

CITY OF CAPE TOWN
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

CONTRACT NO.: 243C/2021/22

CONTRACT TITLE: PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND
CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT
FACILITIES WITHIN THE CITY OF CAPE TOWN

NAME OF CONTRACTOR: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CITY OF CAPE TOWN with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C1.5 Works Order Acceptance/Refusal Notice

This form must be returned to the offices of the Employer by no later than the closing date and time for receipt of Works Order Acceptance/Refusal Notices stated in the Works Project contract document.

I/We herewith

Accept	☐	}	Tick applicable box
Refuse	☐		

the opportunity afforded to me/us by the City of Cape Town to participate in the work allocation process as set out in the Work Allocation Procedures for the work specified in the Works Project contract document.

I/We accept that no service provider will be allocated work unless the service provider has demonstrated to the satisfaction of the Employer that he has the resources required for this Works Project.

I/We agree to the period for performance specified in the Scope of Work.

Declaration (to be completed by a service provider who accepts):

With reference to condition 8 in Section 2 in Schedule 23 Preferencing Schedule in Part 2.2 Returnable Schedules in the framework contract document, I/we **DO** ☐ / **DO NOT** ☐ (tick one box as applicable) intend sub-contracting more than 25% of the value of the Works Project contract to sub-contractors that do not qualify for at least the points that I/we as prime contractor qualified for in my/our framework contract.

SERVICE PROVIDER'S NAME:

AUTHORISED CONTACT PERSON (NAME):

SIGNATURE:

DATE:.....

Part C2: Pricing Data

	Pages
C2.1 Pricing Assumptions.....	122 – 124

C2.1 Pricing Assumptions

Pricing Assumptions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing his prices.

1. The short descriptions given in the Schedule of Rates below are brief descriptions used to identify the activities for which prices are required. Detailed descriptions of the activities to be priced are provided in the Scope of Work.
2. For the purpose of the Schedule of Rates, the following words shall have the meanings hereby assigned to them:

Unit:	The unit of measurement for each item of work.
Quantity:	The number of units of work for each item.
Rate:	The agreed payment per unit of measurement.
Amount:	The product of the quantity and the agreed rate for an item.
Sum:	An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.
3. A rate, sum, and/or price as applicable, is to be entered against each item in the Schedule of Rates. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item.** The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the Employer may also perform a risk analysis with regard to the reasonableness of such rates.
4. The rates, sums, and prices in the Schedule of Rates are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. The rates, sums and prices rates shall include for all payments to administrative, clerical and secretarial staff used to support professional and technical staff.
5. Where quantities are given in the Schedule of Rates, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Schedule of Rates. In respect of time based services, the allocation of staff must be agreed with the employer before such services are rendered.
6. Provision for time-based services which fall beyond the scope of normal services as described in the Scope of Work has been made in the Schedule of Rates. This provision is for services provided on instruction from the Employer and will be deducted in whole or part if not required. The estimated period of involvement of each category of person must be agreed with the Employer before any work in this regard commences.
7. The categories of persons (A, B, C, D and 1, 2, 3, 4, 5) in respect of time-based fee rates for professional services shall be as defined in the relevant guideline scope(s) of services (as referenced in the Specifications).

8. A higher category person undertaking lower category work will be reimbursed, in respect of time-based fees, at the lower category rate.
9. Tenderers are to note that only those recoverable expenses listed in the Schedule of Rates will be reimbursed to the Service Provider. No reimbursement of costs for subsistence, typing, printing/copying (other than reports and/or tender documents), communications or computer hardware and/or software will be made and these costs will be deemed to be included in rates, sums, and prices for normal and additional services rendered.
10. Items for printing/copying shall be for specified contract documents, reports, manuals and drawings, excluding general correspondence, minor reports, progress reports, etc. which shall be deemed to be included in the professional fees. Payment will only be made for copies of reports and drawings submitted to the Employer or issued, as specified or requested by the Employer, and all drafts shall be for the Service Provider's account.
11. Full time construction monitoring staff shall be reimbursed for travelling expenses, for either the return office to site or return home to site journeys, whichever is the lesser. Part time construction monitoring staff shall be reimbursed for either the return office to site or return alternate site to site journeys, whichever is the lesser. Construction monitoring staff engaged in work outside of normal working hours shall be reimbursed for the return home to site journey. Staff other than construction monitoring staff shall only be reimbursed for travelling expenses in respect of trips exceeding 40km per journey (round trip). Payment shall only be made for that portion of the distance that exceeds 40 km.
12. The per kilometer rate for the reimbursement of travel expenses shall be limited to the ad-hoc duty transportation allowance for the Employer's own staff as adjusted from time to time. This rate is currently R3.82/km (excluding VAT).
13. Tenderers are to note that the planning for this contract is based on a three-year budget which is subject to change. While the Employer has every intention to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, without adjustment to the agreed rates, sums or fees and without payment of any penalty or surcharge in this regard. The Service Provider shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work or, in the case of termination, remuneration and/or reimbursement as described in Clause 8.4.4 of the Standard Professional Services contract as amended by the Contract Data.
14. All charges in respect of attendance at meetings and the provision of secretarial services, shall be included in the tendered basic fee for normal services.
15. The hourly rates charged for professional services should be aligned with AGSA rates and DPSA rates. In line with the cost containment measures of National Treasury.
16. Tendered time-based fees (where the unit of measurement is time based) shall be adjusted in terms of clause 3.16 of the Standard Professional Services Contract. All other rates, sums, percentage fees or prices (as applicable) tendered in the Schedule of Rates shall be final and binding and shall not be subject to any variation throughout the period of the contract. This is due to the fact that the fee for normal services rendered is typically developed from a construction contract value which will be subject to escalation/contract price adjustment, and the Service Provider will benefit from adjustments in this regard. In developing any other rates, (excluding time based), tenderers must make allowance for annual increases.
17. Overall coordination (project initiation, monitoring and reporting monthly progress, expenditure reporting on all projects) will be carried out by a Project Administrator who will act as the contact for the Employer's Project Manager. Tenderers are required to make provision for any costs in this regard in the time based fees tendered under the various disciplines for the various stages.. Refer to NOTE in paragraph 4.3.4.
18. Where any additional discipline/s are required but not stated in particular contract type (GCC or FIDIC), the discipline/s will be time based according to the JBCC tendered rate.
19. A higher category person undertaking lower category work will be reimbursed, in respect of time-based fees, at the lower category rate.
20. Construction Monitoring
 - (a) Construction Monitoring, Level 2

(1) Maintain a part-time presence on a site. The time expended will depend on the nature, size and complexity of the project. Provision has been made in the Schedule of Rates for an hourly rate which will apply. Work will include the review of random samples and review of completed work prior to enclosure or on completion as appropriate.

(2) Be available to provide the contractor with technical interpretation of the documents and specifications. The tendered rate for construction monitoring staff shall include all overtime costs in respect of construction monitoring services provided outside of normal working hours.

(b) Construction Monitoring, Level 3

A rate per month shall be tendered for a registered professional engineer/technologist/technician with the necessary experience to carry out the function of a full time resident engineer/architect. Level 3 monitoring will depend on the individual project size and complexity and will be undertaken at the sole discretion of the Employer.

(c) Full time construction monitoring.

On large building projects by a registered architect/architectural technologist or by an experienced "Clerk of Works" with a thorough knowledge of all relevant building trades. Monitoring will depend on the individual project size and complexity and will be undertaken at the sole discretion of the Employer otherwise the architect will carry out all inspections and administration during construction as is provided for under clause 1.3.12 in the Framework for the Professional Fees Guideline in respect of services provided by person(s) registered in terms of the Architectural Profession Act, (Act No. 44 of 2000), Board Notice 121 of 2015 as gazetted in Government Gazette No. 38863, 12 June 2015.

21. Tenderers are to note that only those recoverable expenses listed in the Schedule of Rates will be reimbursed to the Service Provider. No reimbursement of costs for subsistence, typing, printing/copying (other than reports and/or tender documents), communications or computer hardware and/or software will be made and these costs will be deemed to be included in rates, sums, percentage fees and prices for normal and additional services rendered.
22. Items for printing/copying shall be for specified contract documents, reports, manuals and drawings, excluding general correspondence, minor reports, progress reports, etc. which shall be deemed to be included in the professional fees. Payment will only be made for copies of reports and drawings submitted to the Employer or issued, as specified or requested by the Employer, and all drafts shall be for the Service Provider's account.
23. All charges in respect of attendance at meetings (Clause 14, Part C3.1 Scope of Work) and the provision of secretarial services, shall be included in the tendered basic fee for normal services (Item No. 1.1; 2.1; 3.1 of the Schedule of Rates).
24. Tenderers are to note that the planning for this contract is based on a three-year budget which is subject to change. While the Employer has every intention to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, without adjustment to the agreed rates, sums or fees and without payment of any penalty or surcharge in this regard. The Service Provider shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work or, in the case of termination, remuneration and/or reimbursement as described in Clause 8.4.4 of the Standard Professional Services contract as amended by the Contract Data.
25. Clause F.2.13.11 in Part T1.2 Tender Data shall be applicable to the submission of Schedule of Rates which have been priced electronically, and which the Tenderer wishes to submit as a printed version with his/her tender in the place of handwritten priced Schedule of Rates.
26. If there is found to be any variance between the printed version and the original issued document, the original shall stand. However, where Addenda have been issued which amend the Schedule of Rates, then the printed Schedule of Rates shall take these into account.
27. Where provisional sums are provided in respect of services, etc., these amounts may be omitted in part or in full should the services, etc. not be required. Where services are to be sub-contracted out by the Service Provider, which do not exceed R200 000,00 (including VAT) in value, the Service Provider will typically be required to invite three quotations from suitably qualified sub-consultants/contractors. Where the sub-contracted services are likely to exceed R200 000,00 (including VAT) in value, the Service Provider shall follow an open tender process in respect of this work. A mark up (extra over) in respect of all other costs, overhead charges and profit will be applicable in respect of all sub-contracted services not specifically itemised in the Schedule of Rates.

Part C3: Scope of Work

	Pages
C3.1 Scope of Work	126 – 151
C3.2 Annexes.....	156 – 156

C3.1 Scope of Work

CONTENTS	PAGE
1. INTRODUCTION	126
2. BACKGROUND	127
3. EMPLOYER'S OBJECTIVE	127
4. DESCRIPTION OF THE SERVICES REQUIRED	127
5. EXTENT OF THE SERVICES	137
6. USE OF REASONABLE SKILL AND CARE	137
7. BRIEF	138
8. REFERENCE DATA	146
9. APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS	146
10. APPROVALS	146
11. PROCUREMENT	147
12. FORMAT OF COMMUNICATION	148
13. KEY PERSONNEL	148
14. MANAGEMENT MEETINGS	149
15. EMPLOYER'S RIGHT TO RECOVER COSTS	151
16. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY	151

1. INTRODUCTION

A professional Service provider is required to provide the professional services necessary to implement multidisciplinary Built Environment projects (Building and Engineering Works) and Plant and Design projects in the Urban Waste Management Directorate which, in terms of the Municipal Finance Management Act, 56 of 2003 and the Municipal Supply Chain Management Regulations, 2005, must be procured through a competitive bidding process.

The purpose of this document is therefore to invite tenders from suitably qualified and experienced consulting firms for Contract No **243C/2021/22: PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN**, which will be evaluated using a financial offer and preferences based system as described in the tender data.

2. BACKGROUND

The City of Cape Town's Urban Waste Management Directorate is the service authority and regulator of waste management activities in Cape Town, per the system of delegations and the municipality's executive powers conferred on it in law.

The Urban Waste Management Directorate develops and upgrades various types of infrastructure on an ongoing basis to improve its operations and service delivery. In order to achieve its goals over the three year period, it requires the services of a multi-disciplinary firm of consultants (or a Joint Venture of firms) with the expertise to provide the various professional services set out in this document. The work envisaged will be of a capital and operational nature, distributed in all Branches of the Urban Waste Management Directorate.

3. EMPLOYER'S OBJECTIVE

The employer's objective is to acquire the professional services covered in all the disciplines that are described in this document for a period of three financial years for the implementation projects.

It is the intention of the Employer to use the successful Service Providers if and when required and the successful appointment under this contract does not guarantee any amount of work to be executed hereunder. The Employer reserves the right to plan and effect individual Works Orders at its sole discretion and to reduce or increase the estimated professional fees to be spent per branch according to the dictates of the budget. The Works Orders will be categorised in the following contract types;

1. Building and Multi-Disciplinary Projects (JBCC)
2. Engineering Projects (GCC)
3. Plant & Design Projects (FIDIC)

4. DESCRIPTION OF THE SERVICES REQUIRED

The following **Typical Works Orders** are anticipated to be executed during the duration of the contract.

- Upgrades and refurbishments at existing Urban Waste Management Facilities, e.g. Drop Offs, Material Recovery Facilities, Landfill Sites, Depots, Office buildings, etc.
- Additions, alterations, refurbishments of infrastructure at Drop Offs, Material Recovery Facilities, Landfill Sites, which amongst others include;
 - Gantry Cranes,
 - Weighbridges,
 - Generators,
 - Leachate plant and
 - Landfill gas infrastructure and beneficiation systems.
- New Drop Offs with associated infrastructure.
- New Material Recovery Facilities.
- New Landfill Gas Infrastructure and beneficiation systems.
- Investigations and assessments e.g. geotechnical, topographical, heritage, environmental, building, etc.

4.1 Building and Multi-Disciplinary Projects (JBCC)

The Service Provider is required to provide the professional services listed in Clauses 4.1.1 to 4.1.10 below to address the **Typical Works Orders** which are anticipated to be executed during the duration of the contract.

- Architectural Services
- Quantity Surveying Services including Targeted Procurement
- Civil Engineering Services
- Structural Engineering Services
- Electrical Engineering Services
- Electronic Engineering Services
- Mechanical and Fire Engineering Services
- Landscape Architectural services
- Occupational Health and Safety Services

- Environmental and Heritage Management Services

4.1.1 Engineering Services (Civil, Structural, Mechanical, Electrical and Electronic)

4.1.1.1 Planning, Studies, Investigations and Assessments

The provision of all services described in Clause 3.1 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021 (as referenced in the Tender Data), as amended or amplified upon in the Project Brief (Clause 7) below.

The City does not guarantee that any project will proceed beyond this point and the decision to proceed with further stages of the project will depend on a number of factors including the approved budget.

Should any project proceed beyond this point, Stage 1 of the normal services will be deemed completed.

4.1.1.2 Normal Services

The provision of all services described in Clauses 3.2.1 to 3.2.6 (inclusive) of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief below.

4.1.1.3 Additional Services

- a) The provision of additional services pertaining to all stages of the project as anticipated in Clause 3.3.1 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, will be conducted based on the hourly rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the Employer.
- b) The provision of construction monitoring service as described in Clause 3.3.2 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, will be based on the rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the employer.
- c) Acting as Lead Consulting Engineer as described in Clause 3.3.5 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, which will be based on the percentage rate tendered.
- d) The provision of all services in respect of acting as the Employer's Agent in terms of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014 as described in Clause 3.3.3 of the aforementioned Guideline in Clause 4.1.1 above.

4.1.2 Architectural Services

4.1.2.1 Standard Services

The provision of all services described in Clause 11 of Board Notice 91 of 2020: Final Guideline Professional Fees issued in terms of Section 34 (2) of the Architectural Profession Act, 2000 (Act No 44 of 2000), as amended or amplified upon in the Project Brief (Clause 7) below.

Please note that for the purposes of this tender Principal Agency and Principal Consultancy is NOT to be included in Standard Services.

The Service Provider's attention is also drawn to the responsibilities of the designer of a structure in terms of the Construction Regulations, and shall comply with all requirements in this regard.

The Service Provider shall, apart from conducting his own activities in compliance with the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and Construction Regulations 2014, ensure that any sub-consultants/contractors employed by the Service Provider also comply with the requirements of the

Act and Regulations. The Service Provider shall enter into an agreement with the Employer in this regard before the commencement of any work related to this contract (Form C1.3, Part C1, refers).

4.1.2.2 Additional Services

- a) The provision of additional services pertaining to all stages of the project as anticipated in Clauses 1.2.1 of the 2015: Framework for the Professional Fees Guideline in respect of services provided by persons registered in terms of the Architectural Profession Act, 2000 (Act No 44 of 2000), as amended or amplified upon in the Project Brief (Clause 7) below, will be conducted based on the hourly rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the Employer.
- b) Acting as Principal Agent as described in Clause 1.2 of the 2015: Framework for the Professional Fees Guideline in respect of services provided by persons registered in terms of the Architectural Profession Act, 2000 (Act No 44 of 2000), as amended or amplified upon in the Project Brief (Clause 5) below, which will be based on the percentage rate tendered.
- c) Acting as Principal Consultant as described in Clause 1.2 of the 2015: Framework for the Professional Fees Guideline in respect of services provided by persons registered in terms of the Architectural Profession Act, 2000 (Act No 44 of 2000), as amended or amplified upon in the Project Brief (Clause 7) below, which will be based on the percentage rate tendered.

4.1.3 Quantity Surveying Services

4.1.3.1 Building and Engineering Works Services

The provision of all services described in Clause 10.6 of Board Notice 170 of 2015: Guideline Tariff of Professional Fees in respect of Services rendered by Persons Registered in terms of the Quantity Surveying Profession Act, 2000 (Act No 49 of 2000), as amended or amplified upon in the Project Brief (Clause 7) below.

Please note that for the purposes of this tender Principal Agency and Principal Consultancy is NOT to be included in Building and Engineering Works Services.

4.1.3.2 Additional Services

- a) The provision of additional services pertaining to all stages of the project not included in Clause 10.6 of the 2015 Guideline Tariff of Professional Fees in respect of Services rendered by Persons Registered in terms of the Quantity Surveying Profession Act, 2000 (Act No 49 of 2000), as amended or amplified upon in the Project Brief (Clause 7) below, will be based on the hourly rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the Employer.

4.1.4 Health and Safety Services

The provision of all services in respect of acting as the Employer's agent in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the Construction Regulations, 2014 as Clauses 1.1 of Board Notice 195 of 2011: Guideline Scope of Services and Tariff of Fees for Persons Registered in Occupational Health and Safety Act, 1993.

4.1.5 Environmental Control Officer

An independent Environmental Control Officer (ECO) is required to monitor objectively the implementation of relevant environmental legislation, conditions of Environmental Authorisations (EA's) and the Environmental Management Plan for the project. The ECO must be on site prior to any site establishment and must form an integral part of the project team.

The Service Provider shall provide from within its own organisation or, if necessary, appoint as a sub-consultant, a suitably experienced Environmental Control Officer (ECO) whose responsibilities shall be as follows:

- a) to prepare a project specific Construction Environmental Management Programme (specification) (C-EMP) for inclusion into the construction tender/contract document.
- b) to assist the Engineer in ensuring that any necessary permits are obtained.

- c) to convey the contents of the C-EMP to the Contractor's site team, and discuss the contents in detail with the Contractor, as well as to conduct induction and environmental awareness training sessions to the Contractor's and sub-contractor's workforces, as and when necessary.
- d) to monitor and verify that the C-EMP is adhered to at all times, and to inform the Engineer if the specifications are not followed.
- e) to review construction method statements for approval by the Engineer.
- f) to assist the Engineer and Contractor in finding environmentally responsible solutions to problems.
- g) to provide a report on environmental compliance issues (with photographic evidence, if applicable) at the monthly site meetings or any other meetings that may be called regarding environmental matters.
- h) to ensure that all activities/incidents concerning the environment are recorded in the site records, to monitor and review such records and advise the Engineer of any action necessary.
- i) to inspect the site and surrounding areas with regard to compliance with the C-EMP.
- j) to advise the Engineer on the imposition of penalties or fines specified in the C-EMP, or the removal of person(s) and/or equipment not complying with the specifications.
- k) To advise and assist the Engineer in terms of remedial action in case of incidents that have negative environmental impact.

The person appointed as ECO may be the Engineer, Engineer's Representative, or any other individual, provided that the person appointed has appropriate/relevant environmental training and experience.

The frequency of site visits/inspections shall be as and when necessary, but not less than at monthly intervals.

4.1.6 Environmental Assessment Practitioner

An independent Environmental Assessment Practitioner (EAP) is required to assess the project objectively, provide advice on the implementation of relevant environmental legislation and the requirements for any Environmental Assessments, undertake such assessments (where required), obtain the required Environmental Authorisation from the Environmental Authorities (where required) and develop an Environmental Management Plan for the project. The EAP must as may be required submit reports to the relevant authorities in line with the Environmental Authorisations

4.1.7 Heritage Assessment Practitioner

An independent Heritage Assessment Practitioner (HAP) is required to assess the project objectively and provide advice on the implementation of the National Heritage Resources Act and Heritage Protection Overlay zoning where this is in place. The Heritage practitioner will be required to complete any Notifications of Intent to Develop, carry out any heritage impact assessments or develop heritage statements for the project, and assist with any required applications under heritage legislation as well as with the implementation of any heritage requirements put in place by the relevant authorities. It must be noted that the heritage practitioner should be appropriately experienced/qualified in the applicable fields of heritage such as the built environment. The HAP must advise and assist the Engineer in terms of appropriate action in case any heritage related finds are made on any construction site.

4.1.8 Project Management Services (Project Administrator)

A Project Administrator nominated by the successful tenderer shall act as the "Entry Gate" for the various projects that will be undertaken during the three year period of this contract. The project administrator shall be responsible for coordination of all projects and could include inter alia:

- a) Project initiation and referral of the project to the relevant Project Leader (Engineer or Architect) depending on the nature of the work.
- b) Act as the contact for the Employer's Project Manager and supplying information requested by the Project Manager including professional fee estimates, construction cost estimates, project programs, progress (design and construction), cash flow estimates.

The Project Administrator must carry out all work from the local office of the tenderer. An external Project Administrator may be utilized for this function at the sole discretion of the Employer at the request of the tenderer. No additional payment will be made for this function and tenderers are required to make provision for any costs in this regard in the time based fees tendered under the various disciplines for the various stages.

4.1.9 Landscape Architectural Services

All standard services as described in Stages 1 to 6 in the Amended Landscape Architectural Work Stages January 2011 published by the South African Council for the Landscape Architectural Profession (available on their website www.saclap.org.za), as amended or amplified upon in the Project Brief (Clause 7) below.

4.1.10 Specialist Services

Where the Employer requires specialist services from the Service Provider to comply with the Scope of Works, such services shall be provided by the Service Provider and shall be conducted on a Time and Cost basis. No additional services shall be undertaken without the approval of the Employer. Such specialist services shall include but are not limited to the following:

- Waste Management Specialist (Input mandatory for drop-off, landfill sites and transfer stations projects)
- Waste Classification Specialist
- Landfill Gas Specialist
- Visual Impact Assessment
- Noise Assessment
- Conveyancer
- Land Surveyor - Civil topographical survey & prepare CAD/GIS drawing(s)
- Measure/Survey existing structures and prepare CAD/GIS drawing(s)
- Registered Land Surveyor (cadastral surveys, property registration of sub-divisions)
- Town Planner (Zoning/Land Use report/reports or certificates/ re-zoning applications)
- Geo-hydrologist
- Geotechnical specialist
- Traffic Impact specialist
- Carryout Sampling and Laboratory Testing
- Power Supply Applications

Where the Employer requires materials, equipment, testing and/or any other recoverable expenses not covered in the Scope of Work, such items will be provided by the Service Provider on a cost basis plus administration fee. Prior approval needs to be obtained from the Employer before these items may be procured.

4.2 Engineering Projects (GCC)

The Service Provider is required to provide the professional services listed in Clauses 4.2.1 to 4.2.8 below to address the **Typical Works Orders** which are anticipated to be executed during the duration of the contract.

- Civil Engineering Services
- Structural Engineering Services
- Electrical Engineering Services
- Electronic Engineering Services
- Mechanical and Fire Engineering Services
- Landscape Architectural services
- Occupational Health and Safety Services
- Environmental and Heritage Management Services

4.2.1 Engineering Services (Civil, Structural, Mechanical, Electrical and Electronic)

4.2.1.1 Planning, Studies, Investigations and Assessments

The provision of all services described in Clause 3.1 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021 (as referenced in the Tender Data), as amended or amplified upon in the Project Brief (Clause 7) below.

The City does not guarantee that any project will proceed beyond this point and the decision to proceed with further stages of the project will depend on a number of factors including the approved budget.

Should any project proceed beyond this point, Stage 1 of the normal services will be deemed completed.

4.2.1.2 Normal Services

The provision of all services described in Clauses 3.2.1 to 3.2.6 (inclusive) of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief below.

4.2.1.3 Additional Services

- a) The provision of additional services pertaining to all stages of the project as anticipated in Clause 3.3.1 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, will be conducted based on the hourly rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the Employer.
- b) The provision of construction monitoring service as described in Clause 3.3.2 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, will be based on the rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the employer.
- c) Acting as Lead Consulting Engineer as described in Clause 3.3.5 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, which will be based on the percentage rate tendered.
- d) The provision of all services in respect of acting as the Employer's Agent in terms of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014 as described in Clause 3.3.3 of the aforementioned Guideline in Clause 4.1.1 above.

4.2.2 Health and Safety Services

The provision of all services in respect of acting as the Employer's agent in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the Construction Regulations, 2014 as Clauses 1.1 of Board Notice 195 of 2011: Guideline Scope of Services and Tariff of Fees for Persons Registered in Occupational Health and Safety Act, 1993.

4.2.3 Environmental Control Officer

An independent Environmental Control Officer (ECO) is required to monitor objectively the implementation of relevant environmental legislation, conditions of Environmental Authorisations (EA's) and the Environmental Management Plan for the project. The ECO must be on site prior to any site establishment and must form an integral part of the project team.

The Service Provider shall provide from within its own organisation or, if necessary, appoint as a sub-consultant, a suitably experienced Environmental Control Officer (ECO) whose responsibilities shall be as follows:

- a) to prepare a project specific Construction Environmental Management Programme (specification) (C-EMP) for inclusion into the construction tender/contract document.
- b) to assist the Engineer in ensuring that any necessary permits are obtained.
- c) to convey the contents of the C-EMP to the Contractor's site team, and discuss the contents in detail with the Contractor, as well as to conduct induction and environmental awareness training sessions to the Contractor's and sub-contractor's workforces, as and when necessary.
- d) to monitor and verify that the C-EMP is adhered to at all times, and to inform the Engineer if the specifications are not followed.
- e) to review construction method statements for approval by the Engineer.
- f) to assist the Engineer and Contractor in finding environmentally responsible solutions to problems.
- g) to provide a report on environmental compliance issues (with photographic evidence, if applicable) at the monthly site meetings or any other meetings that may be called regarding environmental matters.

- h) to ensure that all activities/incidents concerning the environment are recorded in the site records, to monitor and review such records and advise the Engineer of any action necessary.
- i) to inspect the site and surrounding areas with regard to compliance with the C-EMP.
- j) to advise the Engineer on the imposition of penalties or fines specified in the C-EMP, or the removal of person(s) and/or equipment not complying with the specifications.
- k) To advise and assist the Engineer in terms of remedial action in case of incidents that have negative environmental impact.

The person appointed as ECO may be the Engineer, Engineer's Representative, or any other individual, provided that the person appointed has appropriate/relevant environmental training and experience.

The frequency of site visits/inspections shall be as and when necessary, but not less than at monthly intervals.

4.2.4 Environmental Assessment Practitioner

An independent Environmental Assessment Practitioner (EAP) is required to assess the project objectively, provide advice on the implementation of relevant environmental legislation and the requirements for any Environmental Assessments, undertake such assessments (where required), obtain the required Environmental Authorisation from the Environmental Authorities (where required) and develop an Environmental Management Plan for the project. The EAP must as may be required submit reports to the relevant authorities in line with the Environmental Authorisations

4.2.5 Heritage Assessment Practitioner

An independent Heritage Assessment Practitioner (HAP) is required to assess the project objectively and provide advice on the implementation of the National Heritage Resources Act and Heritage Protection Overlay zoning where this is in place. The Heritage practitioner will be required to complete any Notifications of Intent to Develop, carry out any heritage impact assessments or develop heritage statements for the project, and assist with any required applications under heritage legislation as well as with the implementation of any heritage requirements put in place by the relevant authorities. It must be noted that the heritage practitioner should be appropriately experienced/qualified in the applicable fields of heritage such as the built environment. The HAP must advise and assist the Engineer in terms of appropriate action in case any heritage related finds are made on any construction site.

4.2.6 Project Management Services (Project Administrator)

A Project Administrator nominated by the successful tenderer shall act as the "Entry Gate" for the various projects that will be undertaken during the three year period of this contract. The project administrator shall be responsible for coordination of all projects and could include inter alia:

- a) Project initiation and referral of the project to the relevant Project Leader (Engineer or Architect) depending on the nature of the work.
- b) Act as the contact for the Employer's Project Manager and supplying information requested by the Project Manager including professional fee estimates, construction cost estimates, project programs, progress (design and construction), cash flow estimates.

The Project Administrator must carry out all work from the local office of the tenderer. An external Project Administrator may be utilized for this function at the sole discretion of the Employer at the request of the tenderer. No additional payment will be made for this function and tenderers are required to make provision for any costs in this regard in the time based fees tendered under the various disciplines for the various stages.

4.2.7 Landscape Architectural Services

All standard services as described in Stages 1 to 6 in the Amended Landscape Architectural Work Stages January 2011 published by the South African Council for the Landscape Architectural Profession (available on their website www.saclap.org.za), as amended or amplified upon in the Project Brief (Clause 7) below.

4.2.8 Specialist Services

Where the Employer requires specialist services from the Service Provider to comply with the Scope of Works, such services shall be provided by the Service Provider and shall be conducted on a Time and

Cost basis. No additional services shall be undertaken without the approval of the Employer. Such specialist services shall include but are not limited to the following:

- Waste Management Specialist (Input mandatory for drop-off, landfill sites and transfer stations projects)
- Waste Classification Specialist
- Landfill Gas Specialist
- Visual Impact Assessment
- Noise Assessment
- Conveyancer
- Land Surveyor - Civil topographical survey & prepare CAD/GIS drawing(s)
- Measure/Survey existing structures and prepare CAD/GIS drawing(s)
- Registered Land Surveyor (cadastral surveys, property registration of sub-divisions)
- Town Planner (Zoning/Land Use report/reports or certificates/ re-zoning applications)
- Geo-hydrologist
- Geotechnical specialist
- Traffic Impact specialist
- Carryout Sampling and Laboratory Testing
- Power Supply Applications

Where the Employer requires materials, equipment, testing and/or any other recoverable expenses not covered in the Scope of Work, such items will be provided by the Service Provider on a cost basis plus administration fee. Prior approval needs to be obtained from the Employer before these items may be procured.

4.3 Plant & Design Projects (FIDIC - Green or Yellow Book)

The Service Provider is required to provide the professional services listed in Clauses 4.3.1 to 4.3.5 below to address the **Typical Works Orders** which are anticipated to be executed during the duration of the contract.

- Civil Engineering Services
- Structural Engineering Services
- Electrical Engineering Services
- Electronic Engineering Services
- Mechanical and Fire Engineering Services
- Landscape Architectural services
- Occupational Health and Safety Services
- Environmental and Heritage Management Services

4.3.1 Engineering Services (Civil, Structural, Mechanical, Electrical and Electronic)

4.3.1.1 Planning, Studies, Investigations and Assessments

The provision of all services described in Clause 3.1 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021 (as referenced in the Tender Data), as amended or amplified upon in the Project Brief (Clause 7) below.

The City does not guarantee that any project will proceed beyond this point and the decision to proceed with further stages of the project will depend on a number of factors including the approved budget.

Should any project proceed beyond this point, Stage 1 of the normal services will be deemed completed.

4.3.1.2 Normal Services

The provision of all services described in Clauses 3.2.1 to 3.2.6 (inclusive) of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief below.

4.3.1.3 Additional Services

- a) The provision of additional services pertaining to all stages of the project as anticipated in Clause 3.3.1 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, will be conducted based on the hourly rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the Employer.
- b) The provision of construction monitoring service as described in Clause 3.3.2 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, will be based on the rates tendered and upon the acceptance of a quotation for such services received from the Service Provider by the employer.
- c) Acting as Lead Consulting Engineer as described in Clause 3.3.5 of the Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, as gazetted in Government Gazette No. 44333, 26 March 2021, as amended or amplified upon in the Project Brief (Clause 7) below, which will be based on the percentage rate tendered.
- d) The provision of all services in respect of acting as the Employer's Agent in terms of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014 as described in Clause 3.3.3 of the aforementioned Guideline in Clause 4.1.1 above.

4.3.2 Health and Safety Services

The provision of all services in respect of acting as the Employer's agent in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the Construction Regulations, 2014 as Clauses 1.1 of Board Notice 195 of 2011: Guideline Scope of Services and Tariff of Fees for Persons Registered in Occupational Health and Safety Act, 1993.

4.3.3 Environmental Control Officer

An independent Environmental Control Officer (ECO) is required to monitor objectively the implementation of relevant environmental legislation, conditions of Environmental Authorisations (EA's) and the Environmental Management Plan for the project. The ECO must be on site prior to any site establishment and must form an integral part of the project team.

The Service Provider shall provide from within its own organisation or, if necessary, appoint as a sub-consultant, a suitably experienced Environmental Control Officer (ECO) whose responsibilities shall be as follows:

- a) to prepare a project specific Construction Environmental Management Programme (specification) (C-EMP) for inclusion into the construction tender/contract document.
- b) to assist the Engineer in ensuring that any necessary permits are obtained.
- c) to convey the contents of the C-EMP to the Contractor's site team, and discuss the contents in detail with the Contractor, as well as to conduct induction and environmental awareness training sessions to the Contractor's and sub-contractor's workforces, as and when necessary.
- d) to monitor and verify that the C-EMP is adhered to at all times, and to inform the Engineer if the specifications are not followed.
- e) to review construction method statements for approval by the Engineer.
- f) to assist the Engineer and Contractor in finding environmentally responsible solutions to problems.
- g) to provide a report on environmental compliance issues (with photographic evidence, if applicable) at the monthly site meetings or any other meetings that may be called regarding environmental matters.
- h) to ensure that all activities/incidents concerning the environment are recorded in the site records, to monitor and review such records and advise the Engineer of any action necessary.
- i) to inspect the site and surrounding areas with regard to compliance with the C-EMP.
- j) to advise the Engineer on the imposition of penalties or fines specified in the C-EMP, or the removal of person(s) and/or equipment not complying with the specifications.
- k) To advise and assist the Engineer in terms of remedial action in case of incidents that have negative environmental impact.

The person appointed as ECO may be the Engineer, Engineer's Representative, or any other individual, provided that the person appointed has appropriate/relevant environmental training and experience.

The frequency of site visits/inspections shall be as and when necessary, but not less than at monthly intervals.

4.3.4 Project Management Services (Project Administrator)

A Project Administrator nominated by the successful tenderer shall act as the “Entry Gate” for the various projects that will be undertaken during the three year period of this contract. The project administrator shall be responsible for coordination of all projects and could include inter alia:

- a) Project initiation and referral of the project to the relevant Project Leader (Engineer or Architect) depending on the nature of the work.
- b) Act as the contact for the Employer’s Project Manager and supplying information requested by the Project Manager including professional fee estimates, construction cost estimates, project programs, progress (design and construction), cash flow estimates.

The Project Administrator must carry out all work from the local office of the tenderer. An external Project Administrator may be utilized for this function at the sole discretion of the Employer at the request of the tenderer. No additional payment will be made for this function and tenderers are required to make provision for any costs in this regard in the time based fees tendered under the various disciplines for the various stages.

4.3.5 Specialist Services

Where the Employer requires specialist services from the Service Provider to comply with the Scope of Works, such services shall be provided by the Service Provider and shall be conducted on a Time and Cost basis. No additional services shall be undertaken without the approval of the Employer. Such specialist services shall include but are not limited to the following:

- Waste Management Specialist (Input mandatory for drop-off, landfill sites and transfer stations projects)
- Waste Classification Specialist
- Landfill Gas Specialist
- Visual Impact Assessment
- Noise Assessment
- Conveyancer
- Land Surveyor - Civil topographical survey & prepare CAD/GIS drawing(s)
- Measure/Survey existing structures and prepare CAD/GIS drawing(s)
- Registered Land Surveyor (cadastral surveys, property registration of sub-divisions)
- Town Planner (Zoning/Land Use report/reports or certificates/ re-zoning applications)
- Geo-hydrologist
- Geotechnical specialist
- Traffic Impact specialist
- Carryout Sampling and Laboratory Testing
- Power Supply Applications

Where the Employer requires materials, equipment, testing and/or any other recoverable expenses not covered in the Scope of Work, such items will be provided by the Service Provider on a cost basis plus administration fee. Prior approval needs to be obtained from the Employer before these items may be procured.

5. EXTENT OF THE SERVICES

While predominantly of an architectural and a civil engineering nature, projects on the landfill sites are included, hence a waste management specialist with the necessary experience in this area of work must be part of the team.

For tendering purposes the budgets for work in the Technical services, Collections, Cleansing and Disposal Branches of the Urban Waste Management Directorate are provided as a guide, however, it must be stressed that these figures will be revised every year as the new budgets are drawn up. Final fees payable will however be adjusted according to actual construction costs (not to exceed R160 000 000.00 for any Works Order). The Service Provider shall have a duty to inform the Employer timeously, should it be anticipated that the Works Order may exceed the estimated construction cost, as remuneration will not be guaranteed. Tenderers should note that the professional services required includes the design work (where applicable) to address the **Typical Works Orders** listed in Clause 4.

Work could also include the preparation of term tender documents, i.e. 3 year contracts for miscellaneous work which may need to be implemented a number of times as and when required and could include fencing, paving, kerb and channelling etc. The professional fee for this service will only include work up to Stage 4 (including tender evaluation) of the relevant column in the table in paragraph 8 of the Pricing Assumptions.

The services to be provided in terms of this contract are inextricably linked to the Employer's three year capital budget, and it should be noted that while the Employer has every intention of completing the full Scope of Work making full use of the budget allocation, the Employer's budget is subject to periodic review. It may become necessary to vary the scope of work, i.e. increase or decrease the budget or award work stages partially, e.g. Stage 1 to 4, etc.

- a) Where projects have been partially completed by other Consultants up to Stage 3, the Service Provider may be required to comprehensively:
 - Review and check the designs, drawings and specifications. This will be an additional service, as indicated in the relevant sub clauses in Clause 4.
 - Continue the local and other authority submissions of drawings and reports.
 - Take over the liability and the responsibility to complete the project i.e. Stage 4, 5 and 6.
- b) Where projects have been partially completed by other Consultants up to Stage 4, the Service Provider may be required to comprehensively:
 - Review and check the designs, drawings, specifications, tender documentation, priced contract documentation and construction cost/ budget before construction commencement. This will be an additional service, as indicated in the relevant sub clauses in Clause 4.
 - Take over the liability and the responsibility to complete the project i.e. Stage 5 and 6.

6. USE OF REASONABLE SKILL AND CARE

The Service Provider is required to provide all aspects of the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

The Safety of persons and property is of paramount importance, closely followed by the minimisation of disruption and inconvenience to the local authority and public.

7. BRIEF

7.1 Terms of Reference

The purpose of this contract is to procure multi-disciplinary professional services necessary to implement the Employers objectives of constructing various types of infrastructure in order to improve its operations and service delivery. The services of a multi-disciplinary firm of consultants (or a Joint Venture of firms) with the necessary expertise are required to provide the professional services on various projects set out in this document. The work envisaged will include, but will not be limited to the development of: public drop-off facilities, depot development, depot upgrading (existing infrastructure e.g. admin buildings, workshops, ablution facilities, etc.), miscellaneous new buildings and building upgrades/extensions, building mechanical/electrical upgrades, throughout the Urban Waste Management Directorate in the City of Cape Town's area of jurisdiction.

The multi-disciplinary services to be provided in terms of this contract include, inter alia, the Planning, Studies, Investigations and Assessments, Normal Services and Additional Services as broadly described in the relevant sections of the aforementioned Guidelines in Clause 4 above, as amended or amplified by the specific requirements below. If there is any conflict between the Specific Requirements and the Guideline document referred to above, the Specific Requirements shall take precedence.

All services related to preferential/targeted procurement must be included in the percentage under normal services.

The additional services to be provided include applying for wayleave conditions and approvals from the various service authorities, acting as the leader of a professional team, overall coordination of the identified projects over the three year contract period, the provision of a level 2 and 3 construction monitoring service [by a professional as described elsewhere in the document (with an in-depth knowledge of all relevant building trades in the case of building works)], and undertaking the duties of the Client in terms of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2003.

The provision of an Environmental Officer (EO) as described in this project brief below.

The Service Provider will furthermore be required to procure, on instruction from the Employer, any other specialist services as may be required for the successful implementation of this project, in terms of a sub-consultancy or sub-contract agreement.

Procedures for the Allocation of Works Orders

The employer reserves the right to plan and effect individual Works Orders at its sole discretion. The employer will only order those quantities of work items which it actually requires for execution in a Works Order from time to time. The employer reserves the right not to order any quantities at all depending on circumstances and subject to operational conditions.

These procedures include the development of a Works Order Brief, applying the tendered rates in order to arrive at a quote and compiling a preliminary programme and scope of works from the Service Provider. The procedures are summarised under the steps below:

Step 1: Initial engagement

- a) The Employer's Framework Contract Manager or Project Manager requests a meeting with the designated representative of the Service Provider via the Project Administrator for the Particular Works Order;
- b) An outline of the proposed project is given to the Service Provider; and
- c) A site visit is organised if necessary (no purchase order required at this stage).

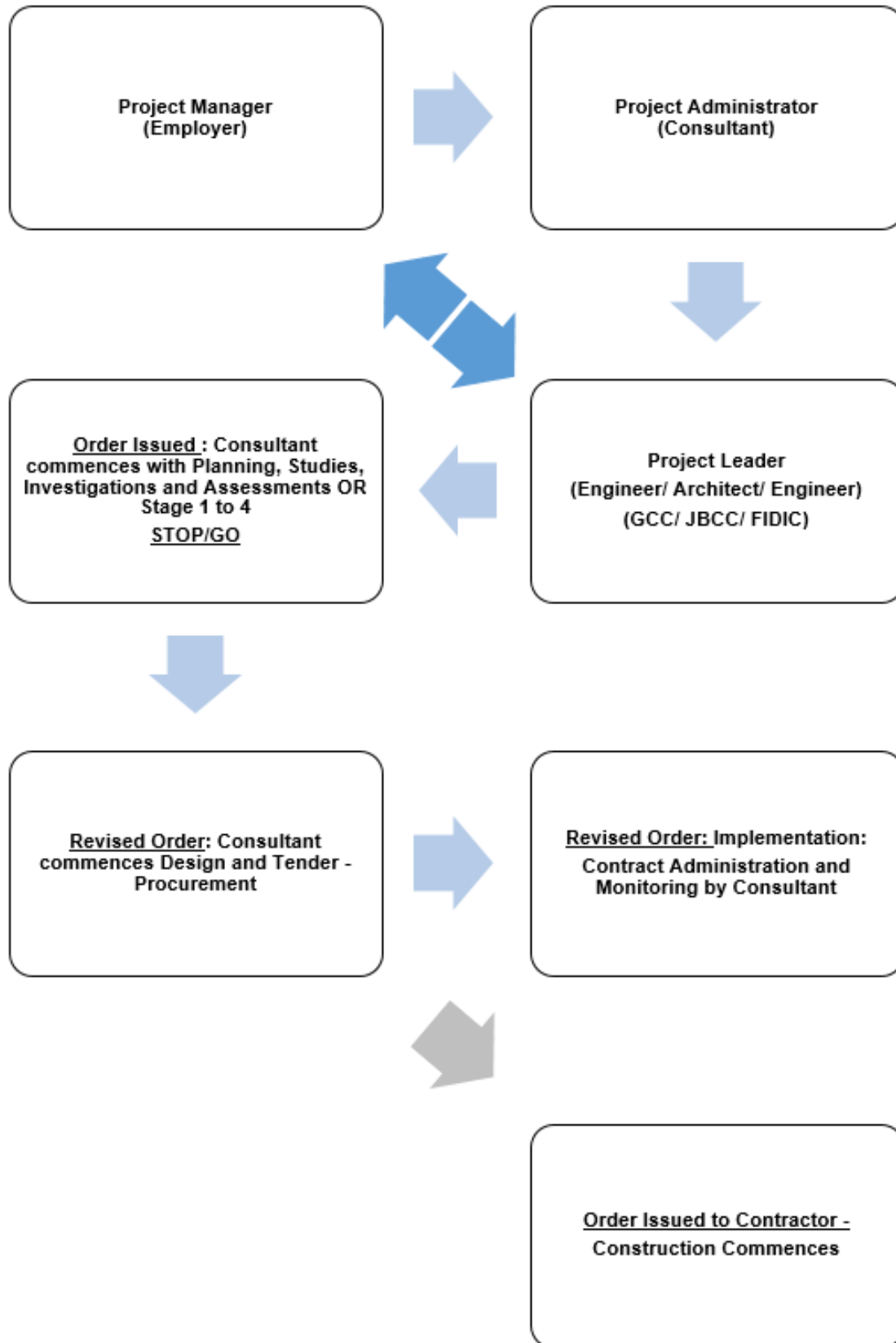
Step 2: Service Provider develops Works Order Brief

- a) The Service Provider compiles a list of the necessary disciplines he will require to carry out the project;
- b) The Service Provider develops a scope of works for the project, draws up a preliminary project programme and an estimated construction cost, etc. (as described in Clause 7.2.1.1). These documents form the Works Order Brief.
- c) The Service Provider submits the Works Order Brief to the Employer for approval.

Step 3: Service Provider's fees estimate and agreement

- a) If the Employer is satisfied with the Works Order Brief, the Service Provider compiles an estimated fee based on his rates as per the Framework Contract;
- b) The Service Provider submits this estimated fee to the Employer; and
- c) When the Employer is satisfied with the estimated fee, the Works Order Brief (including the estimated quotation) is signed off by both parties and the Service Provider commences with the Works Order.

The Employer endeavours to support emerging businesses, thus no expectation should be created by this tender that all professional services (Works Orders) required shall be allocated to the successful tenderer. The Employer reserves the right to allocate Works Orders to the Service Provider. The Employer will not be bound to utilise by this Framework agreement for all projects emanating in the Urban Waste Management Department which requires professional services. The Employer will publicly invite bids through a competitive bidding process or continue with previous service providers, where required.



7.2 Specific Requirements

7.2.1 Professional Consulting Services

7.2.1.1 Planning, Studies, Investigations and Assessments

The Service Provider will be briefed on the requirements of the Urban Waste Management client Branch for each project identified. The Service Provider shall carry out all studies and investigations necessary to determine a scope of work and compile a;

- Site Development Plan [a scaled and dimensioned plan which shows development details such as (but not limited to) site layout, vehicle and pedestrian flow diagrams, positioning of buildings and structures, property access, services (water, sewage, stormwater and electrical), building designs and landscaping of the proposed development],
- Rational Fire Design,
- XA and Fenestration Calculations,
- Stormwater Management Plan,
- MS Project programme for the project,
- Elemental estimate of construction costs and professional fees, based on the tendered rates for the work envisaged and
- A Preliminary report on the technical and financial feasibility of the project together with preliminary proposals.

The Service Provider shall submit a fully motivated proposal for such time-based services to the Employer for approval. The proposal shall name the individual(s) proposed, provide details of their experience, the anticipated duration of their involvement and the monthly cost in respect thereof. The cost shall include all benefits, overhead charges and profit as well as any overtime costs, if applicable. Once approved, the individuals may not be changed without prior approval of the Employer. The Service Provider shall have a duty to inform the Employer timeously, should it be anticipated that these hours may be exceeded, as remuneration will not be guaranteed. All time sheets should be submitted with interim payment claims.

Should any project proceed beyond this point, Stage 1 of the normal services will be deemed completed.

7.2.1.2 Normal, Standard, Building and Engineering Works Services

Where a Quantity Surveyor is not part of the team for a particular Works Order, the cost estimates shall be completed by the other relevant disciplines for each Stage (as applicable) and the cost thereof shall be deemed to be included in the tendered rates for that discipline.

Stage 1 – Inception

The Service Provider shall provide those services as described in the relevant section of the aforementioned Guideline in Clause 4.1.1, 4.2.1 and 4.3.1 above, as are necessary to establish the Employer's requirements and preferences, assess user needs and options and confirm the project brief moving forward.

Should the Service Provider previously been appointed to carry out the Preliminary Investigation and Assessment phase described in Clause 7.2.1.1 above for a particular project, Stage 1 of the normal services will be deemed completed. The forthcoming work will commence from Stage 2 onward.

Ongoing stakeholder (i.e. with members of the Client branch) participation will be required during this stage of the project.

Stage 2 - Concept and Viability (Preliminary Design)

The Service Provider shall, in conjunction with all relevant disciplines, provide those services necessary for the development of a concept design, for submission to the Employer and other relevant authorities for approval.

The preliminary proposal shall take cognisance of other development on the site and of proposed future development, and shall ensure that the proposals are integrated into these developments.

The development of the preliminary proposal shall take cognisance of the fact if the site is utilised for daily operations, minimum disruption takes place once construction commences.

Furthermore, due cognisance shall be taken of the proximity of any structures to any services whatsoever will have to be considered in the preliminary proposal.

Further consultation with stakeholder groups (the client department) will be required at this stage of the project.

The Service Provider shall submit a conceptual design report on each project to the Employer for comment and approval, including details of investigations and studies undertaken, concept development and rationale, outline specifications and recommendations.

Stage 3 - Design Development (Detail Design)

The Service Provider shall provide those services necessary to finalise the design, specifications, cost plan, financial viability and programme for the project, and shall co-ordinate the input from all members of the professional team in this regard.

The Service Provider shall be responsible for all service enquiries, wayleave applications and obtaining the necessary authority or permission from the relevant service authorities to carry out all work in terms of this project. All applications in this respect must be carried out timeously.

In particular, the Service Provider shall be responsible for such consultation with the authority as is necessary in order to finalise a servitude (right-of-way) agreement between the Employer and the authority.

The design development shall take cognisance of all design requirements as may be imposed by authority, Water Services Department, or any other authority whose services are impacted upon by the proposed development.

A set of draft plans/drawings shall be submitted to both the Employer and the relevant authority for comment and approval prior to going out to tender. All plans must be thoroughly checked by the Service Provider's project leader prior to submission. On approval of the detail design drawings, two sets of paper prints must be submitted to the Employer for signature. One set will be kept by the Employer and the other returned to the Service Provider. All other prints issued henceforth shall carry the words "Initial version signed on (date)" at the signature location in the title block.

The Service Provider shall prepare any further plans, designs and drawings (over and above the tender drawings), which may be necessary for the execution of the works. The preparation of any shop drawings required for manufacture and installation, or the detailed checking of such, where prepared and submitted by the construction contractor, shall for part of the normal services to be provided by the Service Provider.

Stage 4 – Documentation and Procurement

The Service Provider shall provide those services necessary for the preparation of procurement documentation, advertising of tenders, and the evaluation of tenders received. The service Provider shall confirm the Employer's procurement (Supply Chain Management) policies and procedures prior to the preparation of any procurement documentation.

The construction contract document shall be prepared in the Construction Industry Development Board's (CIDB) format and in compliance with the City of Cape Town's Supply Chain Management Policy. The construction contract document shall be based on the City of Cape Town's latest example CIDB document for Civil Contracts (SCM 509), which is based on the SAICE General Conditions of Contract for Construction Works, 3rd Edition, 2015, Green Book, Short Form of Contract, First Edition, 1999, prepared by the Federation Internationale des Ingenieurs-Conseil (FIDIC) and Yellow Book, Conditions of Contract for Plant and Design-Build, First Edition, 1999, prepared by the Federation Internationale des Ingenieurs-Conseil (FIDIC) and the Principal Building Agreement Edition 6.1, March 2014 as prepared by the Joint Building Contracts Committee Incorporated. The Service Provider shall liaise with the Employer during the preparation of the construction contract document to determine any other specific requirements that the Employer may have in this regard.

The Service Provider shall ensure that all of the requirements, limitations and/or restrictions on construction as may be imposed by the relevant authority and City Departments are incorporated into the specification and that, where necessary, tenderers are given the opportunity to price for the impact of such requirements/limitations/restrictions.

Specifications shall include, inter alia, a Health and Safety Specification, and a Construction Environmental Management Programme (refer to Clause 7.2.1.3 Environmental Officer).

The Service Provider should note that it is the Employer's preference that all payment items be measured out in the Bills of Quantities, as opposed to the use of provisional sums or prime cost items. The total value of any form of provisional sum, prime cost amount, or any other budgetary allowance may not exceed 20% of the value of the overall value of the contract. Should provisional sums or prime cost items of greater value than R300 000 (incl. VAT) be included in the Bills of Quantities, the Service Provider will be expected to follow an open competitive

process in respect of these items, on behalf of the contractor. This will include the preparation of a tender document, advertising and receiving tenders, and evaluating same on behalf of the contractor, at no extra cost to the Employer.

The Service Provider's attention is drawn to the fact that Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content. Regulation 8(1) prescribes that in the case of designated sectors, where in the award of tenders where local production and content is of critical importance, such tenders must be advertised with the specific condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.

It is furthermore noted that the creation of employment within the communities adjacent to the site of the proposed works is an important consideration and wherever practicable labour intensive technologies shall be incorporated into the design and specified in the contract document. The Service Provider shall establish the requirements of the Employer in this regard.

The services described in the two preceding paragraphs are additional to normal services, and are provided for in Clause 7.2.1.3 below.

The Service Provider shall attend a Bid Specification Committee meeting prior to the finalisation of the contract document and the advertising of tenders. All comments of the committee shall be incorporated into the final contract documents. A draft contract document shall be submitted to the Employer for scrutiny at least one week prior to the Bid Specification Committee meeting taking place.

Once the contract document has been finalised, the Service Provider shall supply the Employer with an electronic copy of the document.

The Service Provider shall be responsible for providing the Employer with the required number of copies of plans and tender documents for tender purposes (both hard copy and on flash drive).

The Service Provider shall, during the tender period, attend and preside over a tender clarification meeting, and respond to all queries received during this period.

Once tenders close, the Service Provider shall evaluate all valid tenders received and shall prepare a tender assessment report for consideration by the Employer's Bid Evaluation Committee (BEC). The Service Provider shall present his assessment to the BEC, respond to any queries the committee may raise, and follow up on any issues requiring the Service Provider's attention/action, including issues arising from an appeal, if any.

Once approved by the Employer, the Service Provider shall facilitate the signing up of the construction contract.

Stage 5 – Contract Administration and Inspection

The Service Provider shall provide those services as required to manage, administer and monitor the construction contract, including co-ordination of the inspection of the works by the other members of the professional team as and when necessary.

The service to be provided shall include, where necessary the detailed checking of shop drawings prepared by the contractor for manufacture and installation.

The Service Provider shall also, in particular, ensure that all payment certificates, preferential procurement and labour returns, and contract participation expenditure reports are timeously submitted.

The Service Provider shall not issue any variations that will exceed the amount approved by the Employer's Bid Adjudication Committee.

Stage 6 – Close-Out

The Service Provider shall complete the project close-out as described in the guideline scope of services. As-built plans/drawings shall be submitted to the Employer in electronic format (preferably .dwg, otherwise .dxf and signed pdf file) as well as one complete set of paper prints.

The Service Provider shall also compile a project close-out report for submission to the Employer, which includes, *inter alia*, technical details of the project, the project team, project cost, completion dates, construction details and design changes, delays and the reasons thereof, problems encountered and the solution thereof, conclusions and recommendations.

7.2.1.3 Additional Services

Payment for the following services will be deemed to be included in the tendered rates unless specifically itemised or excluded;

Service Enquiries/Wayleave Applications

The Service Provider shall be responsible for all initial service enquiries/wayleave applications from the various service authorities, the requirements of whom shall be carried through into the designs and tender documentation as necessary. Payment for this service will be time-based.

Consideration should be given to all existing infrastructure before project commencement.

Preferential Procurement and Targeted Participation

The Service Provider shall provide all services related to preferential procurement and targeted participation in respect of the construction contract (as set out in the Employer's example CIDB documents for Civil (or other) construction contracts including but not limited to:

- (a) the incorporation into the contract documentation of:
 - i) preferential procurement requirements in respect of B-BBEE and, if applicable, local production and content, and
 - ii) targeted participation goals in respect of targeted labour and/or resources.
- (b) the monitoring and verification of compliance with (i) and (ii) in (a) above during the construction contract (including the receiving and collation of documentary evidence submitted by the Contractor in this regard).

Act as Leader of the Professional Team

Where other disciplines have sub-contracted their services to the Service Provider, the Service Provider shall assume leadership of the professional team and be responsible for the overall administration, co-ordination, and programming of design and financial control of all works included in the services.

The additional services may include the following:

- *Responsibility for the overall administration of all sections of the services, including those portions of the services, which fall within the ambit of the other consulting engineers.*
- *Responsibility for the overall co-ordination, programming of design and financial control of all the works included in the services.*
- *Processing certificates or recommendations for payment of contractors.*

Construction Monitoring

Construction monitoring is considered to be a vitally important part of this project, requiring both the full time and part time (depending on the size and complexity of the individual project) input of an experienced individual (the Engineer's Representative) on site. For this reason, it is specified that a **level 2 and 3** construction monitoring service (as per the Guideline Scope of Services document referred to above) must be provided by the Service Provider.

The Service Provider shall, when called upon to do so by the Employer, submit a fully motivated proposal for such construction monitoring to the Employer for approval.

The proposal shall name the individual(s) proposed, provide details of their experience, the anticipated duration of their involvement and the monthly cost in respect thereof. The cost shall include all benefits, overhead charges and profit as well as any overtime costs, if applicable. Construction monitoring staff will be paid over the year end break, if applicable. Once approved, the individual may not be changed without prior approval of the Employer.

The Engineer's Representative shall be a qualified Engineer/Technologist/Technician with at least five years' verifiable relevant post graduate experience in construction monitoring.

The Service Provider's proposal may be accepted or rejected at the sole discretion of the Employer.

Act as the Employer's agent in terms of the Occupational Health and Safety Act

The Service Provider, in submitting a tender for this professional services contract, shall be deemed to have acknowledged acceptance of the appointment as the client's agent in terms of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014, should the Employer accept the tender. The Service Provider shall, as such, execute all of the duties of the client as contemplated in the Construction Regulations.

The Service Provider shall identify an appropriate individual with the experience as set out in Clause **F.2.1.1.3** of the Tender Data.

The Service Provider's attention is also drawn to the responsibilities of the designer of a structure in terms of the Construction Regulations, and shall comply with all requirements in this regard.

The Service Provider shall, apart from conducting his own activities in compliance with the Occupational Health and Safety Act, 85 of 1993 and Construction Regulations, 2014, ensure that any sub-consultants/sub-contractors employed by the Service Provider also comply with the requirements of the Act and Regulations. The Service Provider shall enter into an agreement with the Employer in this regard before the commencement of any work related to this contract (Form C1.3, Part C1, refers).

Environmental Officer

The Service Provider shall provide from within its own organisation or, if necessary, appoint as a sub-consultant, a suitably experienced Environmental Officer (EO) whose responsibilities shall be as follows:

- (a) to prepare a project specific Construction Environmental Management Programme (specification) (C-EMP) for inclusion into the construction tender/contract document.
- (b) to assist the Engineer in ensuring that any necessary permits are obtained.
- (c) to convey the contents of the C-EMP to the Contractor's site team, and discuss the contents in detail with the Contractor, as well as to conduct induction and environmental awareness training sessions to the Contractor's and sub-contractor's workforces, as and when necessary.
- (d) to monitor and verify that the C-EMP is adhered to at all times, and to inform the Engineer if the specifications are not followed.
- (e) to review construction method statements for approval by the Engineer.
- (f) to assist the Engineer and Contractor in finding environmentally responsible solutions to problems.
- (g) to provide a report on environmental compliance issues (with photographic evidence, if applicable) at the monthly site meetings or any other meetings that may be called regarding environmental matters.
- (h) to ensure that all activities/incidents concerning the environment are recorded in the site records, to monitor and review such records and advise the Engineer of any action necessary.
- (i) to inspect the site and surrounding areas with regard to compliance with the C-EMP.
- (j) to advise the Engineer on the imposition of penalties or fines specified in the C-EMP, or the removal of person(s) and/or equipment not complying with the specifications.

The person appointed as EO may be the Engineer, Engineer's Representative, or any other individual, provided that the person appointed has appropriate/relevant environmental training and experience.

The frequency of site visits/inspections shall be as and when necessary, but not less than at monthly intervals.

7.3 Time Frames/Milestones

Milestones set by the Employer in the Contract Data typically revolve around budget cycles and the need to spend the budget in any given financial year. The important milestones are therefore the financial year ends (30 June each year) and the Service Provider will be expected to establish a project programme, in consultation with the Employer that takes cognisance of the budgets available and the budget cycles. Once agreed, the Service Provider is expected to ensure that the programme is adhered to, and to intervene timeously if necessary.

The Service Provider shall submit a revised programme as and when required by the Employer.

7.4 Places for the Performance of Specific Tasks

For each Works Order, it is anticipated that the majority of the work involved in the reporting, preliminary design and detail design and tender stages will be undertaken at the Service Provider's local office. The construction monitoring service will take place at the site of the project.

The Service Providers personnel will however be required to attend meetings elsewhere in the Cape metropolitan area as and when required, and it may be necessary to carry out inspections at the contractor's (or sub-contractor's) yard(s) wherever they may be.

7.3 Reporting Requirements

For each Works Order, aside from the particular reports required in terms of the deliverables stated above, the Service Provider may be required to prepare, or contribute to, ad hoc reports on specific aspects of the project.

Furthermore, for each Works Order the Service Provider shall submit monthly cost reports (including cash flows) to the Employer showing expenditure in respect of both the Service Provider's appointment and the construction contractor's contract, together with the estimated final costs.

The Tender Assessment Report shall be submitted to the Employer within two weeks of the tender documents having been presented to the Service Provider, unless otherwise agreed between the parties.

A preliminary Project Close-Out Report shall be submitted to the Employer within three months of the Certificate of Completion having been issued, which shall be updated as necessary and re-submitted within three months of the issue of the Final Approval Certificate.

8. REFERENCE DATA

Not applicable.

9. APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS

The Service Provider shall ensure that cognisance of all applicable national and international standards is taken in the execution of his/her own work and that of his/her sub-consultants in the design and compilation of specifications for this project. International standards should only be used where no national standards exist, or where it is the norm to use or refer to international standards.

10. APPROVALS

The Service Provider shall be responsible for obtaining the following approvals:

- (a) Approval of the implementation programme from the Employer,
- (b) Approval of the conceptual and preliminary designs from the Employer,
- (c) Approval of the project from Heritage Western Cape (*if required*),
- (d) Approval (authorisation) of the project from the Department of Environmental Affairs and Development Planning (*if required*),
- (e) Approval of the detail design, drawings and contract document from the Employer,
- (f) Wayleave approval from all service authorities,
- (g) Approval of the accommodation of traffic plans from the Traffic Manager,
- (h) Approval of the construction monitoring proposal from the Employer,
- (i) In respect of time based services, approval of the allocation of staff from the Employer.
- (j) Approval for the employment of specialist sub-consultants from the Employer.

Notwithstanding any approval received from the Employer, the Service Provider shall remain responsible for all work carried out by the Service Provider and its sub-consultants in terms of this contract.

11. PROCUREMENT

11.1 Preferential Procurement

The Works shall be executed in accordance with the conditions associated with the granting of preferences detailed in the **Preference Schedule** where preferences are granted in respect of B-BBEE contribution.

Financial penalties, as described in the **Preference Schedule**, shall be applied in the event that the Contractor is found to have breached and of the conditions contained in the **Preference Schedule** (unless proven to be beyond the control of the Contractor).

Notwithstanding the application of penalties, the Contractor's attention is drawn to other sanctions that may be applied by the Employer (listed in the **Preference Schedule**) with due consideration to the circumstances.

11.2 Monitoring the use of sub-contractors/sub-consultants and joint ventures

Notwithstanding the restriction on sub-contracting as described on the **Preference Schedule**, it is recognised that sub-contracting is an integral part of construction, which the conditions of contract make provision for.

In order, however, to comply with the requirements of the **Preference Schedule**, the Contractor shall submit to the Employer's Agent, on a monthly basis, a **B-BBEE Sub-contract Expenditure Report**. The format of this report is provided in Annex 2 attached.

The Contractor shall submit to the Employer's Agent documentary evidence in accordance with the applicable codes of good practise, of the B-BBEE status level of every sub-contractor employed by the Contractor. Until such time as documentary evidence as described above has been submitted to the Employer's Agent, a sub-contractor shall be deemed to be a non-compliant contributor.

The Contractor shall furthermore, on the written request of the Employer's Agent, provide documentary evidence showing the value of work sub-contracted to any or all of the sub-contractors employed by the Contractor.

11.3 Forms for contract administration

The Service Provider shall complete, sign and submit with each monthly statement for payment, the following updated returns (the format of which are attached in C3.2 Annexes as amended from time to time):

- B-BBEE Sub-contract Expenditure Report (Annex 1)
- Joint Venture Expenditure Report (Annex 2)

The **B-BBEE Sub-contract Expenditure Report** is required for monitoring the prime contractor's compliance with the sub-contracting conditions of the **Preference Schedule**.

The Joint Venture Expenditure Report is required for monitoring the joint venture's compliance with the percentage contributions of the JV partners as tendered, where the joint venture has been awarded preference points in respect of its consolidated B-BBEE scorecard.

In respect of Annexes 1 and 2, the Employer shall, in addition to any other sanctions available to it, apply the financial penalties applicable to breach of referencing conditions in the **Preference Schedule** Preference Schedule in Part T2.2 Returnable Schedules. In the case of joint ventures (Annex 2), the contractor shall prove his compliance with item 6) in Section 2 of the Preference Schedule by providing a consolidated scorecard at his own cost on instruction from the Employer's Agent.

12. FORMAT OF COMMUNICATION

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

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

13. KEY PERSONNEL

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

KEY PERSONNEL	
Service	Requirements
A) Project Director (Lead Consultant)	A Project Director: Civil Engineer (Lead Consultant) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 10 (ten) years verifiable post professional registration experience in the analysis and design of civil engineering services and/or building structures, and who will be responsible for individual Works Orders carried out in terms of the tender. The Project Director must also have acted as the Employer's Agent in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.
B) Project Leader/ Employer's Agent (Engineer/ Technologist: Civil, Structural, Electrical, and Mechanical)	A Project Leader: Civil Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the "Employer's Agent" in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.
	A Project Leader: Structural Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the Employer's Agent in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.

KEY PERSONNEL	
Service	Requirements
	A Project Leader: Electrical Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the "Engineer" in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.
	A Project Leader: Mechanical Engineer (Employer's Agent) who is registered as a Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA), who has at least 8 (eight) years verifiable post professional registration experience in engineering projects or building or multi-disciplinary projects, and who will be responsible for the work carried out in terms of the Works Order. The Project Leader must also have acted as the Employer's Agent in terms of the General Conditions of Contract, within the last three years. A list of projects on which the Project Leader has acted as the Employer's Agent must be clearly ascertainable from the curriculum vitae submitted. – 1 (one) Professional required.
C) Civil Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years verifiable post professional registration experience in the design of civil engineering services. – 1 (one) Professional required.
D) Structural Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years verifiable post professional registration experience in the structural analysis and structural design of buildings. – 1 (one) Professional required.
E) Electrical Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years verifiable post professional registration experience in electrical engineering services associated with buildings and/or civil engineering infrastructure. – 1 (one) Professional required.
F) Mechanical Engineering Services	A Professional Engineer (PrEng) or Professional Engineering Technologist (PrTechEng) with at least 5 (five) years post professional registration experience in mechanical engineering services associated with buildings and/or civil engineering infrastructure. – 1 (one) Professional required.

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

14. MANAGEMENT MEETINGS

14.1 Management Meetings

During the initial stages of this project (Planning, Studies, Investigations and Assessments; Inception; Concept and Viability and Design Development) the Service Provider will be expected to attend monthly management meetings with the Employer's project management team (PMT), convened for the purpose of managing this project. The Service Provider will present its proposals and these meetings, and take direction from the PMT in this regard.

14.2 Community/Stakeholder Meetings

The Service Provider will also be expected to contribute to and attend community/stakeholder meetings, presenting proposals at these forums, and taking cognisance of input from the various interested and affected parties in the conceptual and detail design development, where possible. It is not anticipated that it will be necessary to continue with community/stakeholder participation through the construction period, other than to respond to any individual queries/concerns that may be raised.

14.3 Supply Chain Management (SCM) Committee Meetings

During the course of the Documentation and Procurement stage, the Service Provider shall attend and participate in the SCM Bid Specification and Bid Evaluation Committee meetings in order to present the contract document and tender evaluation report to the Employer.

14.4 Site/Technical Meetings

During the Contract Administration and Inspection stage of this project, the Service Provider shall convene and run monthly site meetings at which the Employer and contractor will be present, as well as any technical meetings with the contractor as may be required to ensure the successful implementation of the Works Order.

14.5 Ad-hoc Meetings

The service Provider will be expected to attend ad hoc meetings from time to time, with the Employer, stakeholder groups, or service or other authorities, in order to address specific issues as and when the need arises.

14.6 Progress Meetings

The service provider will be expected to convene monthly meetings (or as determined by Employer) to provide progress on all Works Orders to relevant stakeholders.

14.6 General

The Service Provider shall be represented at all meetings by at-least one of the key personnel, preferably the project leader. The service provider shall provide secretarial services (for record keeping purposes) at all management, site/technical, and ad-hoc meetings.

All charges in respect of attendance at meetings and the provision of secretarial services shall be included in the tendered basic fee (Item No .1.1: C2.2 Schedule of Rates).

15. Employer's Right to Recover Costs

The Employer reserves the right to recover, by way of a deduction from any amount due to the Service Provider, any additional cost which the Employer incurs arising out of non-performance/negligence of the Service Provider.

16. Intellectual Property Rights and Confidentiality

Any intellectual property (including but not limited to source documents, designs, maps, drawings, reports, statistics, recordings, photography, computer software, electronic documents, etc.) that may result from a Works Order will be the sole property of the City of Cape Town.

In alignment with the above, any information arising from or within a Works Order will be treated as confidential and no information is to be divulged, provided to or mentioned to persons or parties not involved in the project except where permission is granted in writing for that specific purpose.

CITY OF CAPE TOWN

URBAN WASTE MANAGEMENT

CONTRACT NO. 243C/2021/22

PROFESSIONAL SERVICES: DESIGN, TENDER DOCUMENTATION AND CONSTRUCTION MONITORING
FOR VARIOUS URBAN WASTE MANAGEMENT FACILITIES WITHIN THE CITY OF CAPE TOWN

C3.2 Annexes

Annex 1: B-BBEE Sub-contract Expenditure Report

Annex 2: Joint Venture Expenditure Report

ANNEX 1

CITY OF CAPE TOWN

CONTRACT NO. AND NAME:

CONTRACTOR (SERVICE PROVIDER):

B-BBEE SUB-CONTRACT EXPENDITURE REPORT BASED ON PAYMENT NO.

Value of the contract (as defined in Schedule 24: Preferencing Schedule) (P*)	R	B-BBEE Status Level of Prime Contractor	
---	---	---	--

Name of Sub-contractor (list all Sub-contractors)	B-BBEE Status Level of Sub-contractor ¹	Total Value of Sub- contract (excl VAT) ¹	Value of Sub-contract work to date (excl VAT) ¹	Value of Sub-contract work to Sub-contractors with a lower B- BBEE Status Level than Prime Contractor
Sub-contractor A		R	R	R
Sub-contractor B		R	R	R
Sub-contractor C		R	R	R

¹Documentary evidence to be provided

Total:	R
Expressed as a percentage of P*	%

Signatures

Declared by Contractor
(Service Provider) to be true
and correct:

Date:

Verified by Employer's
Representative:

Date:

ANNEX 2

CITY OF CAPE TOWN

CONTRACT NO. AND NAME:

CONTRACTOR (SERVICE PROVIDER):

JOINT VENTURE EXPENDITURE REPORT BASED ON PAYMENT NO.

Value of the contract (as defined in Schedule 19: Preferencing Schedule) (P*)	R	B-BBEE Status Level of Joint Venture	
---	---	--------------------------------------	--

Name of Joint Venture partner (list all)	B-BBEE Status Level of each JV partner as at contract award	Percentage contribution of JV partner per JV Agreement ¹ A	Total value of JV partner's contribution (excl. VAT) ¹ B = A% x P*	Value of JV partner's contribution to date (excl. VAT) ¹ C	Value of JV partner's contribution as a percentage of the work executed to date D = C/P*x100
JV Partner A		%	R	R	%
JV Partner B		%	R	R	%
JV Partner C		%	R	R	%

¹Documentary evidence to be provided

Signatures

Declared by Contractor (Service Provider) to be true and correct:

Date:

Verified by Employer's Representative:

Date:

Part C4: Site Information

	Pages
C4.1 Metro Location Map.....	156

