



BLOUBERG LOCAL MUNICIPALITY



TERMS OF REFERENCE

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON A TURNKEY BASIS

PROJECT NUMBER: BM06/17/18

CLOSING DATE: 04/08/2017

NAME OF SERVICE PROVIDER :

.....

ESTIMATED CONSTRUCTION PERIOD :

.....

TOTAL BID OFFER (INCL VAT)

(AS IN FORM OF OFFER C1.1) :

.....

M.J MACHABA
MUNICIPAL MANAGER
Blouberg Local Municipality
P O Box 1593
Senwabarwana
0790





BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

TERMS OF REFERENCE

Civil Engineering Consultant for Construction of Ben Seraki Sports Complex Phase 4

Project Number: BM06/17/18

A. INTRODUCTION

1.1 INVITATION

Proposals are hereby invited from suitable service providers for the provision of professional electrical engineering services for **Construction of Ben Seraki Sports Complex Phase 4.**

1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

DATE	25 July 2017
TIME	10:00am
VENUE	Blouberg Municipal Chamber

1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

DATE	04 August 2017
TIME	11h00am
VENUE	Blouberg Municipal Council Chamber -



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BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

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T. THE TENDER

PART T1 : TENDERING PROCEDURES

PART T2 : RETURNABLE DOCUMENTS

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

Blouberg Municipality

TENDER NOTICE AND INVITATION TO TENDER

Blouberg Municipality invites Tenders for:

CONSTRUCTION SERVICES

PROJECT NUMBER	PROJECT NAME AND DESCRIPTION	EVALUATION CRITERIA	REQUIRED CIDB GRADING	COMPULSORY BRIEFING SESSION	CLOSING DATE	CONTACT PERSON
BM01/17/18	Indermark Internal Streets & Stormwater Phase 5	80/20 Preferential Points System. 60 Points For Functionality	4CE PE or 5CE or Higher	Date: 25 July 2017 Time: 10h00 Venue: Municipal Council Chamber	Date: 04 August 2017 Time: 11h00 Venue: Municipal Council Chamber	Makobela MM (SCM Manager) and Rabumbulu MH. (PMU Manager) on (015) 505 7100
BM02/17/18	Avon Internal Streets & Stormwater Phase 3	80/20 Preferential Points System. 60 Points For Functionality	4CE PE or 5CE or Higher	Date: 25 July 2017 Time: 10h00 Venue: Municipal Council Chamber	Date: 04 August 2017 Time: 11h00 Venue: Municipal Council Chamber	Makobela MM (SCM Manager) and Rabumbulu MH.(PMU Manager) on (015) 505 7100
BM07/17/18	Mamehlabe Crèche	80/20 Preferential Points System. 60 Points For Functionality	2GB PE or 3GB or Higher	Date: 25 July 2017 Time: 10h00 Venue: Municipal Council Chamber	Date: 04 August 2017 Time: 11h00 Venue: Municipal Council Chamber	Makobela MM (SCM Manager) and Rabumbulu MH.(PMU Manager) on (015) 505 7100
BM08/17/18	Mokhurumela Crèche	80/20 Preferential Points System. 60 Points For Functionality	2GB PE or 3GB or Higher	Date: 25 July 2017 Time: 10h00 Venue: Municipal Council Chamber	Date: 04 August 2017 Time: 11h00 Venue: Municipal Council Chamber	Makobela MM (SCM Manager) and Rabumbulu MH.(PMU Manager) on (015) 505 7100
BM09/17/	Puraspan	80/20	2GB PE or	Date: 25 July 2017	Date: 04	Makobela

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18	Crèche	Preferential Points System. 60 Points For Functionality	3GB or Higher	Time: 10h00 Venue: Municipal Council Chamber	August 2017 Time: 11h00 Venue: Municipal Council Chamber	MM (SCM Manager) and Rabumbulu MH(PMU Manager) on (015) 505 7100)
BM19/17/18	Inveraan Crèche	80/20 Preferential Points System. 60 Points For Functionality	2GB PE or 3GB or Higher	Date: 25 July 2017 Time: 10h00 Venue: Municipal Council Chamber	Date: 04 August 2017 Time: 11h00 Venue: Municipal Council Chamber	Makobela MM (SCM Manager) and Rabumbulu MH.(PMU Manager) on (015) 505 7100)
BM06/17/18	Civil Engineering Consultant: Ben Seraki sports complex phase 4-Turnkey	80/20 Preferential Points System. 60 Points For Functionality	AT LEAST 50% OF DIRECTORS ON CK MUST BE ECSA REGISTERED AS:PR ENGINEER	Date: 25 July 2017 Time: 10h00 Venue: Municipal Council Chamber	Date: 04 August 2017 Time: 11h00 Venue: Municipal Council Chamber	Makobela MM (SCM Manager) and Rabumbulu MH.(PMU Manager) on (015) 505 7100)

NB:Contractors outside Blouberg Municipality must as a compulsory joint venture with local contractors (within Blouberg Municipality) at least 30% minimum threshold

METHOD OF EVALUATION: METHOD 4

Method 4: Financial Offer, Quality & Preferences.	Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data. Score tender evaluation for financial offer. Confirm that tenderers are eligible for preferences claimed, and if so score tender evaluation points for financial offer. Calculate total tender evaluation points. Rank tender offers from the highest to number of evaluation points to the lowest. Recommend tenderer with the highest number of tender evaluation points for the contract, unless there are compelling and justifiable reasons not to do so.
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NB: BIDDERS SCORING LESS THAN 60 POINTS ON FUNCTIONALITY WILL NOT BE EVALUATED FURTHER

B-BBEE STATUS LEVEL OF CONTRIBUTOR POINTS FOR 80/20

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B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
	80/20
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

<p>Approval by MM:</p> <p>.....</p> <p>Machaba MJ Municipal Manager</p> <p>Date:</p>
--

Mandatory and Compulsory Attachments Required: Company Registration certificate, Certified copies of ID Documents for members/ Directors of Company, Company Profile with list of experience projects and traceable references, Valid Proof of registration with the Construction Industry Development Board (CIDB), Joint Venture Agreement in cases of a Joint Venture SANAS Accredited B-BBEE Verification Certified or Original Certificate, and Certified Copies of Appointment Letter(s) and Completion Certificate(s) of Relevant Projects. Valid Proof of registration with the Compensation for Occupational Injuries and Diseases Act (COIDA). Proof of Registration on the National Treasury Website (Summary of Central Supplier Database/CSD report) Report), fully completed and signed MBD1to MBD 9 forms (downloadable from <http://www.blouberg.gov.za>)

The following conditions and rules will apply for these projects:

NB: Contractors outside Blouberg Municipality must as a compulsory joint venture with local contractors (within Blouberg Municipality) at least 30% minimum threshold and failure to do that the bidder will be disqualified.

As for Turnkey project the consultant must submit the proposal together with tender document of the contractor (4CE PE or 5CE or higher)

The Municipality adheres to all the acts relevant to procurement of Goods and/ or Services and its Supply Chain Management Policy.

No bid will be accepted from persons in the service of the state

The Municipality adheres to all the acts relevant to procurement of Goods and/ or Services and its Supply Chain Management Policy.

The prescriptions of the Construction Industry Development Board (CIDB) will apply

Tender Documents for all of the above projects are downloadable from Blouberg Municipality's website <http://www.blouberg.gov.za>, at No fee.

Tender closure is as per the table above, public opening will follow immediately after closure. Tender Documents must be deposited in the tender box at the reception area of our Municipal Office in Senwabarwana, in a sealed envelope clearly marked with Project Name and Number.

Certified copy of the latest Municipal Account with Municipal rates & service charges ;(NB Bidders may not be in arrears for more than 3 months with these rates and charges.)

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Bids must only be submitted on the documentation provided by SCM unit of Blouberg Municipality
Telegraphic, Telephonic, facsimile, e-mailed, incomplete, pencilled and unsigned and late Tenders will not be accepted.

The Municipality is not obliged to accept the lowest or any bidder.

**MACHABA MJ
MUNICIPAL MANAGER**

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T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of SANS 294:2004.

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 of inconsistency between it and the Standard Conditions of Tender.

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

Subclause	Data
F.1.1	The employer is the BLOUBERG local Municipality .
F.1.2	<p>The Project Document issued by the employer consists of the following:</p> <p>THE TENDER</p> <p>Part T1: Tendering procedures:</p> <ul style="list-style-type: none"> T1.1 Tender notice and invitation to tender T1.2 Tender Data <p>Part T2: Returnable documents</p> <ul style="list-style-type: none"> T2.1 Returnable Schedules required for Tender Evaluation T2.2 Other Documents required for Tender Evaluation T2.3 Returnable Schedules that will be incorporated into the Contract T2.4 Other Schedules and Documents that will be Incorporated into the Contract <p>THE CONTRACT</p> <p>Part C1: Agreements and contract data</p> <ul style="list-style-type: none"> C1.1 Form of Offer and Acceptance C1.2 Agreement in Terms of the Occupational Health & Safety Act C1.3 Contract Data <p>Part C2: Pricing data</p> <ul style="list-style-type: none"> C2.1 Pricing instruction <p>Part C3: Scope of work</p> <ul style="list-style-type: none"> C3.1 Description of Works C3.2 Engineering C3.3 Procurement C3.4 Construction C3.5 Management of works

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F.1.3	The employer's agent is: Mr. M.J Machaba Address: BLOUBERG Local Municipality Private Bag X 1593 SENWABARWANA 0790 Tel: (015) 505 7100 Fax: (015) 505 0296 E-mail: MachabaJ@blouberg.gov.za
F.2.1	The arrangements for a compulsory clarification meeting are: Location: <i>BLOUBERG Municipality Offices in Senwabarwana.</i> Date: 25/07/2017 Time: 10h00
F.2.2	If a tenderer wishes to submit an alternative tender offer, the only criteria
	<p>Permitted for such alternative tender offer is that it demonstrably satisfies the employer's standards and requirements, the details of which may be obtained from the employer's Agent.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the employer's costs of confirming the acceptability of the detailed design before it is constructed.</p>

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F.2.13.5	<p>The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box: In the entrance foyer of BLOUBERG Municipality, Mogwadi/Senwabarwana Road, SENWABARWANA</p> <p>Identification details: “</p> <p>CONTRACT No.: BM06/17/18</p> <p>REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4</p>
F.2.13. & F.3.5	<p>One-envelope procedure will be followed.</p>
F.2.15	<p>Closing time for submission of Tender offers is: 04/08/2017 @11H00</p>
F.2.15	<p>Telephonic, telegraphic, telex facsimile or e-mailed tender offers will not be accepted.</p>
F.2.1.5	<p>The tender offer validity period is 90 days.</p>
F.2.1.7	<p>The tendered lump sums and rates shall be final and binding irrespective of the total tender price (See C2.1.).</p>
F.2.23	<p>The tenderer is required to submit with his tenders an original Tax Clearance Certificate from the South African Revenue Services (“SARS”) certifying that the tenderer's taxes are in order or that suitable arrangements have been made with SARS. The municipality will however, consider the Tax Clearance arrangements made by SARS</p>
F.3.4	<p>The time and location for opening of tender offers: Time: 11h00 on 04/08/2017.</p> <p>Location: In the entrance of BLOUBERG Municipality, in Senwabarwana</p>

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<p>F.3.11</p>	<p>The procedure for evaluation of responsive tenders is the 80/20 preference point system (totalling 100 points) as contained in the procurement policy clause C3.3. Minimum for further evaluation is 60 points, if a tenderer scores less than the functionality points, the tenderer will be disqualified.</p> <p>The financial offer will be scored using the following:</p> $P_s = 80 \frac{(1 - P_t - P_{min})}{P_{min}}$ <p>Where</p> <p>P_s = points scored for comparative price bid/offer under construction P_t = Comparative price bid/offer under construction P_{min} = Rand value of the lowest acceptable tender</p> <p>The tender will be awarded to the highest bidder in terms of the points</p>
<p>Subclause</p>	<p>Data</p>
	<p>1. Administrative Compliance – Phase One</p>

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

1.2 **Critical Criteria:**

The following critical criteria have been identified for this bid and any noncompliance thereto will lead to the bid being regarded as non-responsive and disqualified from further evaluation:

A valid original tax clearance certificate to be attached.

- All Pages to be initialled
- Form of Offer completed and signed
- Site inspection is compulsory
- All attached MBD forms must be completed and signed.
- Copy of Company Registration Certificate to be attached
- Initial all alterations in the tender document
- Authority of Signatory to be signed
- JV agreement submitted (Where applicable)
- Copy of Municipal rates and taxes not older than 3 months to be attached (Both for the company and each of the directors).in case of areas not paying Municipal rates and tax, an SAPS affidavit must be attached or lease agreements.
- Certified ID copies of directors/shareholders/members to be attached.
- Updated CSD summary reports to be attached.

**NB: All copies must be certified except a copy of company registration.
The certification must not be older than 3 months of the closing date.**

F3.13.1

Tender offers will only be accepted on condition that:

- a) the tenderer or any of its directors is not listed in the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- b) the tenderer has not over the last five years failed to satisfactorily perform a contract for the employer and has been issued with a written notice to this effect.

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F3.18	<p>The number of paper copies of signed contract to be provided by the Engineer is original contract plus three signed copies.</p>																		
	<p>Labour Content: The minimum Labour content for this project shall be 10% OF THE WORKS. Note: This 10% labour content shall be from LOCAL COMMUNITY. The contractor's own skilled and unskilled personnel will not be counted towards the said 10% contract amount minimum labour content.</p>																		
	<p>2. Functionality – Phase Two</p>																		
	<p>The bidders who complied administratively are considered for further evaluation on ability to execute the project. The assessment of functionality will be done in terms of the evaluation criteria and minimum threshold as specified. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.</p> <p>FUNCTIONALITY</p>																		
	<table border="1"> <thead> <tr> <th data-bbox="261 1094 524 1150">Item</th> <th data-bbox="524 1094 1357 1150">Criterion</th> <th data-bbox="1357 1094 1494 1150">Weighting</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 1150 524 1276" style="text-align: center;">A</td> <td data-bbox="524 1150 1357 1276">Company/ Entity's experience in Civil Engineering Work. Score will be based on successfully executed and completed Civil projects over the last five years of which details are provided on Form T2.1 E</td> <td data-bbox="1357 1150 1494 1276" style="text-align: center;">40</td> </tr> <tr> <td data-bbox="261 1276 524 1346" style="text-align: center;">B</td> <td data-bbox="524 1276 1357 1346">Professional Indemnity Insurance</td> <td data-bbox="1357 1276 1494 1346" style="text-align: center;">10</td> </tr> <tr> <td data-bbox="261 1346 524 1451" style="text-align: center;">C</td> <td data-bbox="524 1346 1357 1451">Specific personnel knowledge Score will be based on qualifications, years' experience on electricity projects, and professional registration with ECSA, of the proposed Site Agent</td> <td data-bbox="1357 1346 1494 1451" style="text-align: center;">30</td> </tr> <tr> <td data-bbox="261 1451 524 1507" style="text-align: center;">D</td> <td data-bbox="524 1451 1357 1507">Financial Status</td> <td data-bbox="1357 1451 1494 1507" style="text-align: center;">20</td> </tr> <tr> <td data-bbox="261 1507 524 1587"></td> <td data-bbox="524 1507 1357 1587" style="text-align: center;">TOTAL</td> <td data-bbox="1357 1507 1494 1587" style="text-align: center;">100</td> </tr> </tbody> </table>	Item	Criterion	Weighting	A	Company/ Entity's experience in Civil Engineering Work. Score will be based on successfully executed and completed Civil projects over the last five years of which details are provided on Form T2.1 E	40	B	Professional Indemnity Insurance	10	C	Specific personnel knowledge Score will be based on qualifications, years' experience on electricity projects, and professional registration with ECSA, of the proposed Site Agent	30	D	Financial Status	20		TOTAL	100
Item	Criterion	Weighting																	
A	Company/ Entity's experience in Civil Engineering Work. Score will be based on successfully executed and completed Civil projects over the last five years of which details are provided on Form T2.1 E	40																	
B	Professional Indemnity Insurance	10																	
C	Specific personnel knowledge Score will be based on qualifications, years' experience on electricity projects, and professional registration with ECSA, of the proposed Site Agent	30																	
D	Financial Status	20																	
	TOTAL	100																	
	<p>NB! The minimum cut off points for functionality is 60 points out of 100 points and any bidder scoring less than 60 points will not be considered for further evaluation.</p>																		
	<p>Tenderers to submit required information as stated below. Non submission will result in loss of points. Service Providers that qualified pre-evaluation in terms of the functionality cut off points of 60 points will then be evaluated in terms 80/20 preference point system.</p>																		

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A. Company relevant Company Experience			
No	Target Goals	Maximum Points (40)	Points Claim ed
1	Tenderer scores zero (0) points where no information regarding the company`s relevant past experience indicated.	0	
2	Tenderer scores 15 points where information regarding the company`s relevant experience is provided	15	
3	Tenderer scores 20 points where there is 1 to 5 attachment of copies of appointment letters and completion certificate	20	
4	Tenderer scores 40 points where there is 5 to 10 attachment of copies of appointment letters and completion certificate	40	
B. Attachment of Indemnity Insurance			
No	Target Goals	Maximum Points 10	Points Claim ed
1	Tenderer score zero points where information is not provided	0	
2	Tenderer score 05 points where there is attachment of Indemnity Insurance less than the budget	5	
3	Tenderer score 10 points where there is attachment of Indemnity Insurance within or more than the budget	10	
C. Specific personnel knowledge(Civil Engineering Technician)			
No	Target Goals	Maximum	Points

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		Points 30	Claimed
1	Tenderer score zero points where no curriculum Vitae and certified copies of qualifications attached.	0	
2	Tenderer scores 15 points where copies of curriculum Vitae and certified copies of qualifications attached	15	
3	Tenderer scores 20 points where curriculum Vitae Indicating less than 5 years relevant experience and certified copies of qualifications attached.	20	
4	Tenderer scores 30 points where curriculum Vitae indicating more than 5 years relevant experience and certified copies of qualifications attached.	30	
<p>Note: Points for the above mentioned to be allocated as described above and also confirm that the personnel are as per submitted organogram.</p>			
<p>D. Financial status Ability of the tenderer to finance working capital requirements before the first claim is paid by the Client. Score will be based on the Bank Rating of the tenderer which will be obtained from the tenderer's banker using details as provided on Form T2.2 D.</p>			
Bank Rating	Points	Points Claimed	
Bank Rating = F to G	0		
Bank Rating = E	12		
Bank Rating = D	14		
Bank Rating = C	16		
Bank Rating = B	18		
Bank Rating = A	20		

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NOTE: For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned (e.g. details of relevant previous work undertaken, letters from previous/current clients.ect.)

Minimum Required Score for functionality is 60 points

Note: A bidder/s that scores less than 60 points out of 100 in respect of functionality will be regarded as submitting a non- responsive bid and will be disqualified.

Should the relevant bidders meet the minimum required percentage or minimum points, they will be evaluated in terms of price and preference as per the PPPFA act, No 5 of 2017 and its associated Regulations issued by the National Treasury.

FOR BBEE EVALUATION: Kindly attach BBEE certificate

Bidders should note that although the above are the main criteria, the BLM may consider other factors when evaluating bids.

Final Proposal will be evaluated on the basis of the PPPFA 80/20 point system as presented in the Preferential Procurement Regulations 2017 for this purpose MBD 6.1 forms should be scrutinized, completed and submitted together with your quotation.

The 80/20 point system will be as follows

Price Assessment	80 points
Total	80
Preferential Elements	20 points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Certified copy of BBEE certificate, and a trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group

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	<p>structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <ul style="list-style-type: none">• Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.• Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBEE but should not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for BBEE.• A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.• Public entities and tertiary institutions must also submit B-BBEE Status Level <p>NOTE: In order for the Tenderer to claim points for Experience under Functionality, the Tenderer must also attach the following proof for each of the completed projects:</p> <ul style="list-style-type: none">• Copy of Appointment Letter, and• Copy of Completion Certificate. <p>A bid shall not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 points for B-BBEE.</p> <p>The points scored for price shall be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points scored out of 100.</p> <p>Award of contract to bids not scoring the highest number of points</p> <p>(a) A contract must be awarded to the bidder who scored the highest total number of points in terms of the method of evaluation used.</p> <p>(b) In exceptional circumstances a contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points. The reasons for such a decision must be approved and recorded for audit purposes and must be defensible in a court of law.</p> <p>Evaluation of bids that scored equal points</p> <p>(a) If two or more bids have equal points, in functionality, the successful bid must be the one scoring the highest score for B-BBEE</p> <p>(b) In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points in terms of functionality</p> <p>(c) In the event that two or more bids are equal in all respects, the award must be</p>
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decided by the drawing of lots.

	<p>(d) In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points in terms of functionality</p> <p>(e) In the event that two or more bids are equal in all respects, the award must be decided by the drawing of lots.</p>
F3.13.1	<p>Tender offers will only be accepted on condition that:</p> <p>a) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;</p> <p>b) the tenderer or any of its directors is not listed in the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and</p> <p>c) the tenderer has not over the last five years failed to satisfactorily perform a contract for the employer and has been issued with a written notice to this effect.</p>
F.3.18	<p>The number of paper copies of the signed contract to be provided by the Engineer is the original contract plus two signed copies.</p>
The Department Special No.1	<p>SMME's:</p> <p>It is a requirement of this contract that participation in the contract must be granted to local SMME companies. Local is defined as "having their head office within the BLOUBERG Local Municipality boundaries". A SMME company should be a registered company. The minimum target for local SMME participation shall be 20% of the Tender Sum. This can be achieved through either one or more local SMME companies.</p>
The Department Special. 2	<p>Local Labour Content:</p> <p>The minimum target for expenditure on wages of Local Labour for this project shall be 10% of the Tender Sum.</p>



BLOUBERG LOCAL MUNICIPALITY

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**REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION
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PART T2: LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:

- T2.1 RETURNABLE SCHEDULES FOR TENDER
 EVALUATION.....T.20
- T2.2 OTHER DOCUMENTS REQUIRED FOR TENDER
 EVALUATION.....T.46
- T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE
 CONTRACT
- T.6



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T2.1	RETURNABLE SCHEDULES FOR TENDER EVALUATION	
T2.1 A	CERTIFICATE OF AUTHORITY.....	T.20
T2.1 B	CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING	T.23
T2.1 C	SCHEDULE OF PROPOSED SUB CONTRACTORS	T.24
T2.1 D	SCHEDULE OF PLANT AND EQUIPMENT.....	T.25
T2.1 E	SCHEDULE OF THE TENDERER'S EXPERIENCE	T.26
T2.1 F	RECORD OF ADDENDA TO TENDER DOCUMENTS	T.27
T2.1 G	DEVIATIONS OR QUALIFICATIONS BY THE TENDERER	T.28
T2.1 H	CONTRACTOR'S ESTABLISHMENT ON SITE	T.29
T2.1 I	CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENT	T.30
T2.1 J	AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL	T.31
T2.1 K	MBD4 – DECLARATION OF INTEREST	T.32
T2.1 L	MBD9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION	T.33
T2.1 M	COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2003.....	T.40
T2.1 N	EQUITY OWNERSHIP CLAIMED IN TERMS OF HDI STATUS	T.41



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RDP1(E) SCHEDULE OF LABOUR
RDP2(E) CONTENT.....T.46
RDP3(E) HDI EQUITY IN
RDP41(E)PROJECTS.....T.47
HDI SUPERVISORY STAFF.....T.48
GENERIC TRAININGT.49

2.1 A CERTIFICATE OF AUTHORITY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I,....., chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on20.....,Mr/Mrs.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....
..... Chairman
2.....

B. Certificate of partnership

We, the undersigned, being the key partners in the business trading as.....

hereby authorise Mr/Mrs.....,acting in the capacity of.....to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.



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NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Mrs....., authorised signatory of the company.....,

acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY

The Joint Venture agreement must be submitted with this document and must clearly state the percentage partnership, payment procedures and VAT payment percentages between the two parties.

Failure to affix the Joint Venture agreement as prescribed to this page shall result in this tender not being further considered for the award of the contract.

D. Certificate for sole proprietor



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I,,hereby confirm that I am the sole owner of the business trading

as.....

As Witness:

1..... Signature: Sole owner

2..... Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as.....hereby authorise

Mr/Mrs.....

Acting in the capacity of....., to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be complete and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole



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T2.1 B CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING

This is to certify that

.....(Tenderer) of

.....
...
(address)

.....
...

was represented by the person(s) named below at the compulsory meeting held for all tenderers at(location) on.....(date), starting at.....

We acknowledge that the purpose of the meeting was to acquaint ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person(s) attending the meeting:

Name

.....Signature.....

Capacity.....

Name.....Signature.....

Capacity.....

Attendance of the above persons at the meeting is confirmed by the employer's representative/ engineer, namely:

Name.....Signature.....

Capacity.....

Date &Time.....

T2.1 C SCHEDULE OF PROPOSED SUBCONTRACTORS



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We notify you that it is our intention to employ the following subcontractors for work in this contract.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the name of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Sub contractor	Company Registration Number & CIDB Classification	Description of Work to be executed by Sub contractor
1.			
2.			
3.			
4.			
5.			

Signed..... Date.....

Name..... Position.....

Tenderer.....

T2.1 D SCHEDULE OF PLANT AND EQUIPMENT



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The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted. If found at any stage that the information is false and incorrect, the tender will not be further considered for the award of the contract.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required

Signed.....

Date.....

Name..... Position.....



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Tenderer.....

T2.1 E SCHEDULE OF THE TENDERER’S EXPERIENCE

The following is a statement of similar work successfully executed by myself/ourselves in the last three years:

Employer, contact person and telephone number	Description of contract	Value of work Inclusive of VAT (Rand)	CIDB Classification	Date Completed

Signed..... Date
.....



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Name.....

Position.....

Tenderer.....

T2.1 F 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 of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		



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10.		
-----	--	--

Attach additional pages if more space is required.

Signed..... Date
.....

Name.....
Position.....

Tenderer.....
.....

T2.1 G DEVIATIONS OR QUALIFICATIONS BY THE TENDERER

Note: Tenderers will be declared to be non-responsive should any proposed deviation or qualification, save for where alternative tender offers are permitted in terms of the Tender Data, in the employer’s opinion:

- a) Detrimently affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) 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.

PAGE	DESCRIPTION



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SIGNED ON BEHALF OF TENDERER:

T2.1 H CONTRACTOR'S ESTABLISHMENT ON SITE

Should the combined, extended total tendered for Item 13.01 The contractor's general obligations:

- (a) Fixed obligations
- (b) Value-related obligations
- (c) Time-related obligations

Shall not exceed a maximum of 15 % of the tender sum (excluding VAT).
 Total tendered for Item B13.01 expressed as a percentage of the tender sum (excluding VAT):% (insert percentage).

SIGNED ON BEHALF OF TENDERER:
.....



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T2.1 | CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS

TO: MUNICIPAL MANAGER, BLOUBERG LOCAL MUNICIPALITY

FROM: _____ (Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

Directors/holders/ Partners	Physical address of the Business	Municipal Account No.	Physical residential address of the Director/ Shareholder/ Partner	Municipal Account No.



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Signed at _____ Date_____ Month_____ 20_____

Print Name: _____

Signature: _____

Thus done and signed for and on behalf of the bidder/Contractor

Signatory

Date

Witnesses

1. _____
Full Names Signature Date

2. _____
Full Names Signature Date

T2.1 K MBD 4.

DECLARATION OF INTEREST

- 1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative



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declare his/her position in relation to the evaluating/adjudicating authority where- - The bidder is employed by the state; and/or

- The legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1. Full Name of bidder or his or her representative:.....
- 2.2. Identity Number:.....
- 2.3. Position occupied in the Company (director, trustee, shareholder²):.....
.....
- 2.4. Company registration number:.....
- 2.5. Tax Reference Number:.....
- 2.6. VAT Registration Number:.....

2.6.1 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below.

1“State” means –



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- a. Any national or provincial department, national or provincial public entity or constitution within the meaning of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b. Any municipality or municipal entity;
- c. Provincial legislature;
- d. National Assembly or the national Council of provinces; or
- e. Parliament.

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

2.1. Are you or any person connected with them bidder **YES / NO**
presently employed by the state?

2.1.1. If so, furnish the following particulars:

Name of person / director / trustee/ shareholder/ member:

.....

Name of state institution at which you or person connected to the bidder is employed:.....

Position occupied in the public institution:
.....

Any other particulars:
.....
.....
.....

2.1.2. If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative work outside employment in the public sector?

2.1.2.1. If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.1.2.2. If no, furnish reasons for non-submission of such proof:



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.....
.....
.....

2.2. Did you or your spouse, or any of the company's directors/ trustees/ shareholders/ members or their spouses conduct business with the state in the previous twelve months?

..... **YES / NO**
.....
.....

2.2.1. If so, furnish particulars:

2.3. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.3.1. If so, furnish particulars:

.....
.....
.....

2.4. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjustment of this bid? **YES / NO**

2.4.1. If so, furnish particulars:

.....
.....

2.5 Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.5.1. If so, furnish particulars:

.....



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.....

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

Full Names	Identity Number	Personal Tax Reference Number	State Employee Number

4. DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.



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.....
Signature	Date
.....
Position	Name of Bidder

T2.1 L MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.



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² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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



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6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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



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.....
Signature	Date
.....
Position	Name of Bidder

T2. M COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2003

The tenderer shall attach to this Form evidence that he is registered and in good standing with a compensation insurer who is approved by Department of Labour in terms of section 80 of the Compensation for Injury and Disease Act (COIDA)(Act 130 of 1993).

The tenderer is required to disclose, by also attaching documentary evidence to this form, all inspections, investigations and their outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 months preceding the date of this tender.

SIGNED ON BEHALF OF THE TENDERER:

.....

Note to tenderer:

Discovery that the tenderer has failed to make proper disclosure may result in BLOUBERG Municipality terminating a contract that flows from this tender on the ground that it has been rendered invalid by the Tenderer's misrepresentation.

T2.1 N EQUITY OWNERSHIP CLAIMED IN TERMS OF HDI STATUS

1. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 2.8.

Ownership Percentage owned Points claimed



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1.1 Equity ownership by persons who due to the apartheid policy that had been in place, had no franchise in the national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("The Interim Constitution")%

1.2 Equity ownership **by women** %

2. DECLARATION WITH REGARD TO EQUITY

2.1 Name of firm :

2.2 VAT registration number :

2.3 Company registration number :

2.3 TYPE OF FIRM

<input type="checkbox"/>	Partnership
<input type="checkbox"/>	One person business / sole trader
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	Company
<input type="checkbox"/>	(Pty) Limited

[TICK APPLICABLE BOX]

2.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

2.6 COMPANY CLASSIFICATION

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Professional service provider
<input type="checkbox"/>	Other service providers, e.g. transporters, etc.

[TICK APPLICABLE BOX]

2.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS



T.45

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T.46

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TENDER DOCUMENT



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2.12 I / we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the applicable preference point system.
- (iii) In the event of a contract being awarded as a result of points claimed, the tenderer may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the BLOUBERG Municipality may, in addition to any other remedy it may have –
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

WITNESSES:

1

.....
SIGNATURE(S) of TENDERER(S)

2

DATE:
.....

ADDRESS:
.....

.....
.....



CONTRACT No.: BM06/17/18

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

.....
RDP1(E) SCHEDULE OF LABOUR CONTENT

The Tenderer must complete the table below to reflect the labour force anticipated to be employed on this contract, including labour employed by sub-contractors.

The specified target value is 10%

Note: The full amount of this 10% target value should be obtained from Local Labour content. This 10% labour content shall be from the LOCAL COMMUNITY, the contractors own key, skilled and unskilled personnel will not be counted towards the contract amount minimum labour content.

Type of Labour	Man-hours	Minimum Wage Rate per Unit	Total Wage Cost (Excl VAT)
Permanent Labour			
Temporary Labour			
SMME/HDI's Labour			
TOTAL			
PERCENTAGE			

Notes to Tenderer:

said 10% of the

- (1) Labour is defined as hourly paid personnel.
- (2) The penalty for non-compliance during the contract or for fraudulent disclosure is discussed in Section C3.3.1.5.

SIGNED ON BEHALF OF THE TENDERER:

RDP2 (E) HDI EQUITY IN PROJECT

The tenderer shall complete the table below



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Company Name (In Case of Joint Venture, all JV Partner Names)	Other HDI Equity Share %	Female Equity Share %	Total HDI Equity Share %

Notes to tenderer:

The tenderer may be required to provide audited proof of equity distribution. In the case of public listed companies the ratios of equity shareholding are to be replaced by the ratio of HDI and female representivity at directorship level.

SIGNED ON BEHALF OF THE TENDERER

RDP3(E) HDI SUPERVISORY STAFF

The minimum value of HDI supervisory staff expressed as a percentage of the total number of staff be 30%. Refer Form T2.1 K, item 2.4(b). It is proposed to employ the following salaried personnel on this contract as supervisory staff:
(Note: The Curriculum Vitae of each staff member proposed to be attached to Section T2.3 A)



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Staff Category	Number per Category	HDI Status (Yes or No)
TOTALS		

HDI's as percentage of total %

Notes to tenderer:

- 1. If personnel are hourly paid they cannot be classified as supervisory staff, regardless the nature of their duties.**
- 2. The tenderer may be required to provide audited proof that the stated personnel are salaried members of staff or contracted on a monthly fee.**
- 3. Examples of relevant personnel are: Site agent, assistant site agent, senior materials technician, senior surveyors and clerks.**

SIGNED ON BEHALF OF THE TENDERER

.....



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RDP4 (E) GENERIC TRAINING

Name of Training Institution:

Name of Programme:

Trainer's Name	Qualification	Subject

Notes to tenderer:

Provide details here, or attach hereto, the subjects to be covered and the manner in which the training is to be delivered.

SIGNED ON BEHALF OF THE TENDERER



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T2.2 OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION

T2.2 A	DECLARATION OF GOOD STANDING REGARDING TAXT.51
T2.2 B	FINANCIAL DETAILS, STATEMENTS AND BANK REFERENCES.....T.52
T2.2 C	PROOF OF NQF QUALIFICATIONT.53
T2.2 D	OTHER RETURNABLE DOCUMENTS.....



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T2.2 C DECLARATION OF GOOD STANDING REGARDING TAX

SOUTH AFRICAN REVENUE SERVICES	Tender No: Closing Date:																					
DECLARATION OF GOOD STANDING REGARDING TAX																						
PARTICULARS																						
1. Name of Taxpayer/Tenderer: 2. Trade Name:																						
3. Identification Number: (If applicable)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
4. Company / Close Corporation registration number:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
5. Income Tax reference number:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
6. VAT registration number: (If applicable)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
7. PAYE employer's registration number: (If applicable)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
8. Monetary value of tender:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1" style="width: 100%; height: 50px; margin-top: 10px;"><tr><td></td></tr></table>																					
DECLARATION																						



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I, the undersigned, the above taxpayer/tenderer, hereby declare that my Income Tax, Pay-As-You-Earn (PAYE) and Value-Added-Tax (VAT) obligations of the above-mentioned taxpayer, which include the rendition of returns and payment of the relevant taxes:

Have been satisfied in terms of the relevant Acts; or
That suitable arrangements have been made with the Receiver of Revenue, to satisfy them.*

.....

SIGNATURE CAPACITY DATE

PLEASE NOTE:* The declaration (ii) cannot be made unless formal arrangements have been made with the Receiver of Revenue with regard to any outstanding revenue/outstanding tax returns.

*Failure to complete the above information will result in the disqualification of

T2.2 D FINANCIAL DETAILS, STATEMENTS AND BANK REFERENCES

1. FINANCIAL STATEMENTS

I/We agree, if required, to furnish a copy of the latest audited set of financial statement together with my/our Director's and Auditor's report for consideration by the employer.

2. DETAILS OF CONTRACTOR'S BANK ACCOUNT

I/We furnish the following information:

- a) Name of Bank:
.....
- b) Branch of Bank
.....
- c) Town/city/suburb where bank is situated.....
- d) Contact Person at the Bank:
.....
- e) Telephone number of Bank: Code: Number:
.....



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f) Account Number:
.....

g) Bank rating (include confirmation from bank or financial institution):.....
.....

I/We hereby authorise the Employer to approach the above Bank for a reference.

SIGNED ON BEHALF OF THE
TENDERER:.....

DATE:

T2.2 F PROOF OF NQF QUALIFICATION

The tenderer is to affix to this page:

- Proof of NQF Qualifications from an approved institution.

Note:

1. Failure to affix such documentation as prescribed to this page shall result in this tender not being further considered for the award of the contract.

THE CONTRACT

PART C1	AGREEMENT AND CONTRACT DATA
PART C2	PRICING DATA
PART C3	SCOPE OF WORKS
PART C4	SITE INFORMATION



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PART C1: AGREEMENT AND CONTRACT DATA

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C1.2	AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 AND APPOINTMENT AS MINE MANAGER IN TERMS OF SECTION 3(1)(A) OF MINE HEALTH AND SAFETY ACT 29 OF 1996.....D.7	
C1.3	PERFORMANCE GUARANTEE	11
C1.4	CONTRACT DATA	24



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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:

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

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor 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.

**THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS
(CONTRACT PRICE)**

.....
.....

Rand (in words); (in figures)

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 contractor in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the tenderer

.....

(Name and address of organization)

Name and

signature of witness Date

.....



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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 contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the 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

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender 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 agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

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 agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties

Signature(s)

Name(s)

Capacity

for the Employer

.....

(Name and address or organization)



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Name and signature of witness Date:
.....

Schedule of Deviations

Item	Deviation Details

By the duly authorised representatives signing this schedule of deviations, 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 tender 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.

For the Consultant:

Signature(s)

.....

Name(s)

.....

Capacity

.....

.....

(Name and address of organization)

Name and signature of witness Date:

.....



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For the Employer:

Signature(s)

Name(s)

Capacity

(Name and address of organization)

Name and signature of witness

Date:

**C1.3 PERFORMANCE GUARANTEE
MUNICIPAL MANAGER
BLOUBERG Municipality
Private Bag X1539
SENWABARWANA
0790**

CONTRACT

.....
I/We, the undersigned,
.....
.....

..... acting herein in my/our capacity as
..... and as such
duly authorized to represent
.....(

Hereinafter referred to as "the



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Guarantor") (in the case of a Company a resolution to be attached) do hereby bind the said Guarantor for the obligations of

.....
(hereinafter referred to as "the Contractor") in terms of the above-mentioned Contract between the Municipal Manager of BLOUBERG Municipality and the said Contractor, and/or for the refund by the Contractor of any excess payments to the Contractor not due and which cannot be recovered from the amount of the retention money to the credit of the Contractor in terms of Clauses 6.2 and 6.10.1 of the General Conditions of Contract 2010, and do further bind the Guarantor as surety and co-principal debtor with the Contractor for any other amounts which may become payable to the said Municipal Manager from any cause whatsoever arising from the insolvency of the Contractor.

The Guarantor's liability in terms hereof shall be limited to the sum of R (..... %) of the contract amount) which amount I/we agree to hold at your disposal.

I/we declare that I/we on behalf of the Guarantor am/are fully acquainted with the terms and conditions of the said contract

and the Guarantor undertakes to pay the said amount of R

or such portion thereof as may be demanded immediately on receipt of a written demand from you in terms of Clause 6.2 of the General Conditions of Contract 2010. A certificate under your hand shall be sufficient and satisfactory evidence as to the amount of the Guarantor's liability for the purpose of enabling provisional sentence or any similar relief to be obtained against the Guarantor.

It is recorded that this guarantee shall remain in force until all moneys which might become due and payable by the Contractor to the Municipal Manager have been paid and you or the said Municipal Manager shall always be entitled without your or the Municipal Manager's rights being affected, to release securities, to give time, to compound or to make any other arrangements with the Contractor, and any alteration or variation of the said Contract shall in no way release the Guarantor from liability in terms of this Guarantee.

This Guarantee is neither negotiable nor transferable, and must be surrendered to the Guarantor in the event of the full amount of the Guarantee being paid to your Agency.

This Guarantee shall lapse upon the issue of the Completion Certificate in terms of Clause 5.14.4 of the General Conditions of Contract 2010.



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SIGNED at on this day of
20.....

AS WITNESSES:

1.
GUARANTOR

ADDRESS:
.....

2.

ADDRESS:
.....

C1.4 CONTRACT DATA

C1.4.1 Contract Specific Data

The Conditions of Contract are the General Conditions of Contract for Construction Works (2nd Edition 2010) published by the South African Institution of Electrical Engineering.

Section 1: Data provided by the Employer

Clause	
1.	Clause 1.1.1.5 of the GCC is replaced by the following: The "Commencement date" shall be the date the site is handed over to the Contractor.
2.	The employer is the BLOUBERG Municipality .
3.	The Engineer is.....

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4.	The employer's address for receipt of communication is: Telephone: (015) 505 7100 facsimile: (015) 505 0296 e-mail: MachabaJ@blouberg.gov.za Address: Private Bag X1593, SENWABARWANA, 1790
5.	'Engineer' means any director, associate or professional engineer appointed by a director of Consulting Services (PTY) Ltd to fulfil the functions of the Engineer in terms of the Contract Data.
6.	The engineer's address for receipt of communication is: Tel:Fax:..... E-mail: Address:
7.	The special non working days are public holidays, Saturdays and Sundays.
8.	The year end break commences on 09 th December 2017 and ends on 06 th January 2018.
9.	The engineer is required in terms of his appointment with the employer to obtain the following specific approvals from the employer: e.g.

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

Clause	
	Approval of extension of time; Approval of additional costs; Approval of variation orders; Approval of penalties; Approval from BLOUBERG Municipality for the utilization of any Contingencies.
10.	The Guarantee is to contain the same wording as the document included as C1.3 under returnable documents.
11.	The amount of the Guarantee is to be 10% of the Contract Price.
12.	The Guarantee is to be delivered twenty one (21)days after the Letter of Acceptance.
13.	The Works are to be commenced within 14 days of the Commencement Date taken as Date of Site Hand-over.
14.	The Works programme is to be delivered within 14 days of the Commencement Date taken as Date of Site Hand-over.
15.	The amount to be included in the sum insured to cover the value of:
16.	a) Materials supplied by the employer for incorporation into the works is R.....N/A
17.	b) Professional fees not included in the Contract Price is R.... N/A
18.	The limit of the liability insurance required is equal to the contract price.
19.	The following additional and varied insurances are required: Insurance of the works, Contract Price plus 10% of the contract price. (CAR & SASRIA.)
20.	Daywork allowances as tendered in Section 1800 of the Bill of Quantities: Materials at cost plus 15%.
21.	The Works shall be completed within 6 months as envisaged by the employer.
22.	The penalty for delay is 0.1% of the contract sum per working day or part thereof.
Clause	

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26.	The percentage retention is 10% of the tender sum (excluding CPA and VAT).
27.	The limit of retention money is 10% of the tender sum (excluding CPA and VAT)
28.	Minimum amount of interim payment certificate is R500 000-00.
29.	A Retention Money Guarantee is permitted.
30.	The Defects Liability Period is twelve (12) calendar months after final completion date.
31.	Disputes are to be referred to mediation.
32.	Disputes are to be referred for final settlement to arbitration.
Special Clause in terms of RDP	<p>Requirements in terms of government's reconstruction and development programme.</p> <p>Target values</p> <p>In this contract the minimum target values shall be as follows:</p> <p style="padding-left: 40px;">Labour Maximisation : 10%</p> <p style="padding-left: 40px;">HDI Supervisory Staff : 10%</p> <p>The penalties for not reaching the required target values will be calculated at 10% of the difference between the set target values and the actual target values achieved by the contractor at completion of the works. No bonuses for achieving the set target values are applicable.</p>

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PART C2: PRICING DATA

C2.1 PRICING INSTRUCTIONS
C.70

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

C2.1 PRICING INSTRUCTIONS

- 1 For the purposes of this bill of quantities, the following words shall have the meanings hereby assigned to them:

Unit: The unit of measurement for each item of work as defined in the standard specifications or the project specifications.

Quantity: The number of units of work for each item.

Rate: The payment per unit of work for which the tenderer tenders to do the work.

Amount: The product of the quantity and the rate tendered for an item.

Lump Sum: An amount tendered for an item, the extent of which is described in the bill of quantities, the specifications or elsewhere, but of which the quantity of work is not measured in units.

- 2 This bill of quantities forms part of the contract documents and must be read in conjunction with all the other documents comprising the contract documents.
- 3 The quantities set out in the bill of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the bill of quantities, will be used to determine payments to the contractor.

The validity of the contract shall in no way be affected by differences between the quantities in the bill of quantities and the quantities finally certified for payment. Work is valued at the rates or lump sums tendered, subject only to the provisions of subclause 1209 (a) of the standard specifications.

- 4 Rates and lump sums shall include full compensation for overheads, profits, incidentals, tax (other than VAT), etc, and for the completed items of work as specified, all in accordance with sub-clause 1209 (b) of the standard specifications. Full compensation for completing and maintaining, during the defects liability period, all the work shown on the drawings and specified in the standard specifications and project specifications and for all the risks, obligations and responsibilities specified in the general conditions of contract, special conditions of contract, standard specifications and project specifications.

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collectively in the items of payment given in the bill of quantities, except in so far as the quantities given in the bill of quantities are only approximate.

- 5 The tenderer shall fill in a rate or a lump sum for each item where provision is made for it even where no quantities are given. Items against which no rate or lump sum has been entered in the tender will not be paid for when the work is executed, as payment for such work will be regarded as being covered by other rates or lump sums in the bill of quantities.

The tenderer shall fill in a rate against all items where the words "rate only" appear in the amount column. Although no work is foreseen under such item and no quantities are consequently given in the quantity column, the tendered rate shall apply should work under this item actually be required. Tenders should note the provisions of paragraph 12 of this preamble.

If the tender should group a number of items together and tender one lump sum for each group of items, this single tendered lump sum shall apply to that group of items and not to each individual item, or should he indicate that full compensation for any item has been included in the rate for another item, the rate for the item included in another item shall be deemed to be nil.

The tendered lump sums and rates shall be valid irrespective of any change in the quantities during the execution of the contract.

- 6 The works executed are measured for payment in accordance with the methods described in the contract documents under the various payment items, notwithstanding any custom to the contrary. Attention is directed to the provisions of clause 1220 of the standard specifications regarding the measurements of quantities for payment. Except where specified otherwise than in clause 1220, the nett measurement or mass of the finished work in place shall be taken for payment, and any volume or mass of work in excess of that prescribed, shall be excluded.
- 7 The amount of work or the quantities of material stated in the bill of quantities shall not be considered as restricting or extending the amount of work to be done or quantity of material to be supplied by the contractor.
- 8 The statement of quantities of material or the amount of work in the bill of quantities shall not be regarded as authorisation for the contractor to order material or to execute work. The contractor shall obtain the engineer's detailed instructions for all work before ordering any materials or executing work or making arrangements in this regard.
- 9 The short descriptions of the payment items in the bill of quantities are only given to identify the items and to provide specific details. Reference shall, inter

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

alia, be made to the drawings, standard specifications, project specifications, general conditions of contract and special conditions of contract for more detailed information regarding the extent of work entailed under each item.

- 10 The provisions of clause 45 of the general conditions of contract shall apply to provisional sums and prime cost sums.
- 11 Subject to the conditions stated in paragraph 12 below, the rates and lump sums filled in by the tenderer in the bill of quantities shall be final and binding with regard to submitting the tender, and may not be adjusted should there be any mistakes in the extensions thereof and in the total sums appearing in the tender. Should there be any discrepancies between the tender sum and the correctly extended and totalled bill of quantities, the rates will be regarded as being correct, and the employer shall have the right to make adjustments to the tender sum to reconcile the tender sum with the total of the bill of quantities. In such an event the contractor will be consulted but, failing agreement between the parties, the decision of the employer shall be final and binding. Adjustment of the tender sum will take place prior to the signing of the contract. In their own interest tenderers must make doubly sure of the correctness of their tendered rates, the extensions and the tender sum.
- 12 A tender may be rejected if the unit rates or lump sums for some of the items in the bill of quantities are, in the opinion of the employer, unreasonable or out of proportion, and if the tenderer fails, within a period of seven (7) days of having been notified in writing by the employer to adjust the unit rates or lump sums for such items, to make such adjustments.
- 13 The units of measurement indicated in the bill of quantities are metric units

The following abbreviations are used in the bill of quantities:

mm	=	millimetre	m
=		metre	
km	=	kilometre	
km-pass	=	kilometre-pass	
m ²	=	square metre	
m ² -pass	=	square metre pass	
ha	=	hectare	
m ³	=	cubic metre	
m ³ km	=	cubic metre kilometre	
l	=	litre	
kl	=	kilolitre	kg = kilogram
t	=	ton (1000 kg)	

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

No = number

mn = meganewton

mn-m = meganewton-metre

% = per cent

kW = kilowatt

Kn =

kilonewton

PC sum = prime cost sum

Prov sum = provisional sum

- 14 All rates and sums of money quoted in the bill of quantities shall be in rands and whole cents. Fractions of a cent shall be discarded
- 15 The item numbers appearing in the bill of quantities refer to the corresponding item numbers in the standard specifications. Item numbers prefixed by the letter B refer to payment items described under part B of the project specifications, those with C to payment items described under part C, and so on for further parts of the project specifications.

Item numbers in schedule B of the bill of quantities are, in addition, preceded by the number of each separate part of schedule B of the bill of quantities, e.g. payment item 62.02 described in the standard specifications (clause 6210), when used in part 3 of schedule B of the bill of quantities, would be numbered 3/62.02, and if this payment item had been amended in part B of the project specifications, the payment item would be indicated as 3/B62.02.

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THE CONTRACT

PART C3	SCOPE OF WORKS
PART C4	SITE INFORMATION
PART C5	PROCUREMENT
PART C6	GUIDELINE FOR IMPLEMENTATION OF EPWP

REQUEST FOR PROPOSAL: CIVIL ENGINEERING CONSULTANT FOR CONSTRUCTION OF BEN SERAKI SPORTS COMPLEX PHASE 4 ON TURNKEY BASIS

C3 Scope of Work

C3.1 The Blouberg Local Municipality is mandated in terms of the Municipal Systems Act and other legislation to provide infrastructure and services to all people in its area of jurisdiction. The provision thereof is enabled through various funding and implementation mechanisms. To enable Blouberg Local Municipality to execute its mandate, the Municipality intends to execution of **Civil engineering consultant for construction of Ben Seraki Sports Complex Phase 4 on Turnkey basis** thus requires Civil engineering consultant to assist with the design phase to commissioning and processes thereof

C3.2 SCOPE OF WORK

The scope of services required for the project include the general project management, producing designs with full working drawings and implementing the project through Labour Intensive Construction requirements where possible. Full services to be rendered are outlined below:

- Design and construction of two High mast light
- Installation of Courts (Netball, Volleyball, Basketball, handball and long Tennis)
- Electricity connection
- Maintenance of soccer pitch(Rubber)
- Design and Construction of Steel grand stand
- Borehole fully equipped with pressure pump

The consultant must design and implement the construction/maintenance works in accordance with the latest version of the EPWP Guidelines (download at www.epwp.gov.za) for implementation of the labour-intensive projects.

The consultant must sign the undertaking (Annexures A and B) confirming they have complied with the EPWP requirements at design and implementation stages. The competencies for the design and implementation of Labour-Intensive works are shown in Annexure C

3.2.1 Inception

This stage includes the following:

- Assist in developing a clear project brief
- Attend project initiation meetings

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- Advise on procurement policy for the project
- Advise on rights, constraints, consents and approvals
- Define the scope of services and scope of work required
- Conclude the terms of the agreement with the client
- Inspect the site and advise on the necessary surveys, analyses, tests and Site or other investigations where such information will be required for stage 2 including the availability and location of infrastructure and services
- Determine the availability of data, drawings and plans relating to the project
- Advise on criteria that could influence the project life cycle cost significantly
- Provide necessary information within the agreed scope of the project to other consultants

Deliverables will typically include:

- Agreed scope of services and scope of work
- Signed Agreement
- Report on project, site and functional requirement
- Schedule of required surveys, tests, analysis and other investigation
- Schedule of consents and approvals

3.2.2 Concept and Viability Preliminary Design Stage

This stage includes the following:

- Agree documentation programme with principal consultant and other consultants involved (where applicable)
- Attend design and consultants meeting
- Prepare initial concept design and related documentation
- Establish the concept design criteria
- Advise the client regarding further surveys, analyses, tests and investigation
- Establish regulatory authority's requirements and incorporate into the design.
- Refine and access the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connection required for the design.
- Coordinate design interface with other consultants involved.
- Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimates and life cycle costs as required.
- Liases, co-operate and provide necessary information to the client, principal consultant and other consultant involved.

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Deliverables will typically include:

- Concept Design
- Schedule of required surveys, tests and other investigations and related report
- Process Design
- Preliminary Design
- Cost estimates as required

3.2.3 Design Development (Detailed Design Stage)

This stage includes the following:

- Review documentation programme with principal consultant and other consultants involved.
- Attend Consultants design meetings
- Incorporate clients and Authorities detailed requirements into the design
- Incorporate the other consultants design and requirements into the design
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction costs.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- Submit the necessary design documentation to local and other authorities for approval.

Deliverables will typically include:

- Design development drawings
- Outline specifications
- Local and other authority submission drawings and reports
- Detailed estimates of construction costs.
- Completion and submission of "design compliance form – (Annexure A)

3.2.4 Documentation

This stage includes the following:

- Attend design and consultants meetings.
- Prepare specification and preambles for the works.
- Accommodate services design.

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- Check cost estimates and adjust designs and documents if necessary to remain within budget
- Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- Prepare documentation for contractor procurement (see Annexures A to E for EPWP requirements)
- Review designs, drawings and schedules for compliance with approved budget.
- Assist in calling for tenders
- Assist with the preparation of contract documentation for signature.

Deliverables will typically include

- Specifications
- Services co-ordination
- Working drawings
- Budget construction cost
- Tender documentation with all EPWP requirements
- Priced contract documentation

3.2.5 Contract Administration and Inspection

This stage includes the following:

- Attend site handover.
- Issue construction documentation in accordance documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specification of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Inspect work for conformity to contract documentation.
- Adjudicate and resolve financial claim by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued to be client.
- Witness and review of all test and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operations and maintenance manuals, guarantee certificates

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and warranties.

- Inspect the works and issue practical completion and defects lists.
- Arranging for the delivery of all test certificates, including the electrical certificates of Compliance, statutory and other approvals, as built drawings and operating manuals

Deliverables will typically include

- Schedule of predicted cash flow.
- Construction documentation.
- Drawing register.
- Estimates for proposed variations
- Contract instructions
- Financial control reports.
- Valuation for payment certificates.
- Progressing and draft final account(s).
- Practical completion and defects list.
- Electrical certificate of compliance.
- Completion of supervision compliance form (Annexure B)

3.2.6 Close out

This stage includes the following:

- Inspect and verify the rectification of defects.
- Receive, comment and approve relevant payment valuation certificates.
- Prepare and/or procure operations and maintenance manuals, etc.
- Prepare as-built drawings and documentation.
- Conclude the final accounts where accounts relevant.

PROGRAMME AND TIMING

Upon acceptance of appointment, the Consulting Engineering Firm must submit their proposed programme of works which must not proceed over a period of 10 months (including Construction), considering that the funds must be spent by the end of June 2015. The Consulting Engineers must indicate on their proposed programme of activities how they aim to achieve completion of the project by the end of June 2018.

C4 PROJECT LOCATION/SITE INFORMATION

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The project is located in Senwabarwana Town, It is within the Jurisdiction Blouberg Local Municipality of the Capricorn District Municipality in Limpopo Province. The GPS Co-ordinate is as follows:

	Degrees °	Minutes '	Seconds "
Longitude (E)	29	12	89
Latitude (S)	23	27	24

The Municipality identified a need for the Electrification, with the purpose of also utilizing it to offer Municipal and other Government Department's Services to the Community. Our Municipality was allocated a budget from the Municipal Infrastructure Grant for the implementation of this project which has been prioritised in the Municipality's Integrated Development Plan (IDP) review of the 2017/2018 Financial year.

C.5. PROCUREMENT

C.5.1 Preferential Procurement Procedures

C5.1.1 The Contractor's attention is drawn to the following returnable schedules contained in Part T2:

- a) Empowerment and Preferential Procurement and
- b) Enterprise Declaration Affidavit

C5.1.2 These schedules contain all requirements with regard to preferential procurement.

C5.1.3 Subcontracting

- a) The Contractor is obliged to utilise any subcontractors specifically nominated by the Employer, where in the opinion of the employer the contractor cannot provide a subcontractor that is deemed to be sufficiently experienced and can perform the task at a reasonable market related price.
- b) The Contractor may be required to utilize local subcontractors for the completion of unskilled labour based sections of the works and for the reinstatement of asphalt surfacing within the road reserve.
- c) The Contractor is responsible for work executed by sub-contractors on his behalf.
- d) The Engineer will not negotiate directly with sub-contractors and all problems relating to payments, programming, workmanship, etc., are matters between the Contractor and his subcontractors.

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C6. GUIDELINES FOR THE IMPLEMENTATION OF LABOUR INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

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Foreword

The Expanded Public Works Programme (EPWP) is one of government's short-to-medium term programmes aimed at alleviating and reducing unemployment. The EPWP will achieve this aim through the provision of work opportunities coupled with training. It is a national programme covering all spheres of government and state-

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owned enterprises (SOE's). President Mbeki formally announced the programme in his State of the Nation Address in February 2003.

Government's medium-to-long term programmes to address unemployment include increasing economic growth, improving skills levels through education and training, and improving the enabling environment for industry to flourish. The EPWP will continue to exist until these medium-to-long term programmes are successful in reducing unemployment.

The programme involves re-orientating line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. EPWP projects will therefore be funded through the normal budgetary process, through the budgets of line function departments, provinces and municipalities.

Opportunities for implementing the EPWP have been identified in the infrastructure, environmental, social and economic sectors. In the infrastructure sector the emphasis is on creating additional work opportunities through the introduction of labour-intensive construction methods. Labour-intensive construction methods involve the use of an appropriate mix of labour and machines, with a preference for labour where technically and economically feasible, without compromising the quality of the product.

All public bodies involved in infrastructure provision are expected to attempt to contribute to the programme. As part of this initiative, the national government has through the 2004. Division of Revenue Act placed some additional conditionalities on the Provincial Infrastructure Grant (PIG) and the MIG. These additional conditionalities will require provinces and municipalities to use the "Guidelines for the implementation of labour-intensive infrastructure projects under the EPWP" agreed upon between SALGA, National Treasury and the Department of Public Works for identification, design and construction of projects financed through MIG. This document contains those guidelines.

International and local experience has shown that, with well-trained supervisory staff and an appropriate employment framework, labour-intensive methods can be used

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successfully for infrastructure projects involving low-volume roads and sidewalks, stormwater drains, and trenches. On the basis of this experience, and in the context of high levels of unemployment, the national government has decided to require that these infrastructure projects must be carried out labour-intensively.

These guidelines aim to provide provinces and municipalities with the necessary tools to successfully tender these projects as labour-intensive projects. These guidelines have been designed with the aim of minimising the additional work required from provincial and municipal officials. The National Department of Public Works is working with the

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Construction Education and Training Authority (CETA) to develop the capacity of the construction industry to design and manage labour-intensive infrastructure projects successfully.

The guidelines contain sections which should be copied into the relevant parts of the contract documentation for consulting engineers and contractors. These sections introduce a requirement that certain construction activities must be carried out by hand, under certain conditions. These requirements were formulated on the basis of a thorough review of international and local experience of labour-intensive construction, in order to identify the activities for which it is economically and technically feasible to use labour-intensive methods.

The guidelines therefore conform to the Public Finance Management Act requirement for assessing the cost-effectiveness of capital projects. The normal tender evaluation processes are followed under these guidelines, and it is not necessary to apply any special additional preferences for employment creation.

The guidelines include the contents of the Code of Good Practice for Special Public Works Programmes, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects. In terms of the

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Code of Good Practice, the workers on these projects are entitled to formal training, which will be provided by training providers appointed (and funded) by the Department of Labour. For projects of up to six months in duration, this training will cover life-skills and information about other education, training, and employment opportunities.

In order to develop the capacity of the construction industry to manage labour-intensive projects, these guidelines also include an eligibility requirement for the appointment of contractors and consulting engineers, i.e. that their key staff involved in the project must undergo special NQF-accredited training programmes in labour-intensive construction.

As part of this learnership programme, learner contractors need to execute projects to gain practical experience. Partnering provinces and municipalities may allocate projects identified and designed using these guidelines to the learner contractors on a negotiated price basis.

An electronic version of these guidelines and electronic copies of the following documents can be obtained on the enclosed CD ROM or downloaded from www.publicworks.gov.za.

- Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes.
- Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice N° R63 of 25 January 2002

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- Government Gazette (DORA 2004 with MIG Conditions)
- Documents relating on the Labour Intensive Contractor Learnership Programme

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Annexure A

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EPWP Project Design Compliance Declaration Form						
Name of Implementing Agency:					FY:	
Project Name				Proj. No.		
Consulting Firm				Project Manager		
Stage / Element/ Process	Procedure and/or Activity	Compliant requirements	Ref: EPWP Guidelines, DORA & Business Process		Compliant? Yes / No	
			EPWP Clause	Page		
Qualification and Experience	Consultant Qualified in terms of EPWP	Relevant NOF Qualification and Experience for Designers and Supervisors of LI Projects	Appendix C. Table C.2			
Design	Design Compliance to EPWP	Design amenable to use of Labourintensive methods				
	Labour Intensity	Minmum LI aet and included in Tender Document	Appendix D. Table D.1			
	Optimisation of employment creation	- Use of material with high LI				
		- Identification of LI works items in Bills of Quantities				
		- Labour-intensive work methods				
		- Appropriate tools and equipment				
		- Applicable task rates based on site conditions				
		- Convergence with other Programmes and Sectors				
	- Green jobs					
	- Sustainable livelihoods					
Standard EPWP Compliant Tender & Contract Document	Standard EPWP Compliant Procurement Document adopted to specific project.	Rate of pay set by the Implementing Agency in Tender Document	2.2/4.3			
		Tender Eligibility	5.3.1			
		Contract Data	5.3.2			
		Scope of Works	5.3.3			
		Demographic requirements				
		Code of Good Practice; Applicable labour laws, health & safety and environmental requirements	5.3.2			
		Pricing Instructions on L.I	5.3.4			
		SANS 1914-5 Recruitment of Local Labour				
Generic L.I Specification						

Declaration:

I,.....(name of Designer) hereby certify that the above-mentioned project has been appropriately designed; procurement documents and reporting templates prepared in accordance with the "Code of Good Practice for EPWP" and the latest edition of "EPWP Guidelines for Implementation of infrastructure projects" in order to optimise employment creation to achieve the stipulated minimum project Labour Intensity (LI)

Signature		Date	
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Annexure B

EPWP Project Supervision Compliance Declaration					
Project Name		Proj. /Contract No.			
Consulting Firm		Proj. Manager			
Stage/ Element/ Process	Procedure and/or Activity	Compliance requirements	Ref: EPWP Guidelines, Dora, Business Process		Compliant? Yes/No
			EPWP clause	Page	
Project Management	Supervision, Monitoring & Evaluation	Records per EPWP Reporting system			
		Registration of project on reporting system			
		Compliance on			
		*Code of Good practice			
		*Li items			
		*Quality standards			
		*Convergence with other programmes and sectors			
		*Green Jobs Principles			
		*Sustainable livelihood Principles incorporated			
		Certification of works: Payment certificates include EPWP Report			
Declaration:					
I,.....(name of Supervising consultant/ Project Manager) do hereby certify that the project has been supervised in compliance with all EPWP requirements in accordance with the "Code of Good Practice for EPWP" and the latest edition of "EPWP Guidelines for Implementation of infrastructure projects" in order to optimise employment creation and achieved the stipulated minimum project Labour Intensity (LI)					
Signature		Date			

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**Annexure C
Competencies for Labour-intensive works**


1. The Consultant shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed the NQF level 7 unit standard "Develop and Promote Labour-Intensive Construction Strategies" or equivalent QCTO qualifications
2. The staff member of the consultant who is responsible for the administration of any works contract involving labour-intensive works must have completed the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" or equivalent QCTO qualifications.

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Annexure D

Preparation of Bill of Quantities

Those parts of the works to be constructed using labour-intensive methods should be marked in the bill of quantities with the letters LI either in a separate column or as a prefix or suffix against every item so designated (as illustrated in the table below).



Item No	Description	Unit	Quantity	Rate	Amount
33.07LI	Removal of unsuitable material (including free haul up to 0.5Km)				

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Annexure E

EPWP Reporting Requirements for Project Implementation

Reporting and Performance Tracking

- Reports must be submitted to the municipality on a monthly basis or as and when requested to do so as the need may arise;
- Reports must be submitted on the prescribed format to be provided by the municipality.

The Consultant shall, for monitoring purposes, keep monthly records and transmit to the Client data on the following indicators with regard to the EPWP projects implemented:

- Project budget and planned output according to EPWP requirements
- Actual Project Expenditure and actual output according to EPWP requirements
- Planned and achieved labour intensity
- Number of work opportunities created
- Demographics of workers employed (disaggregated by women, youth and persons with disabilities)
- Wage rate earned on project
- Number of person-days of employment created
- Copies of certified Identity documents of workers
- Proof of payment for UIF
- Number of persons who have attended training including the nature and duration of training provided
- Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M & E Framework
- Services provided or delivered in accordance with indicators in the EPWP M & E Framework

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1. The values for the indicators shall be submitted to the Employer according to agreed time frames on the prescribed reporting template (from the EPWP Unit in the DPW) and obtainable from www.epwp.gov.za.
2. The Consultant shall, before certifying a contractor's payment certificate, ensure that the contractor has submitted labour information in a format and timeframe specified by the employer. If the information submitted by the contractor is inadequate the consultant shall not submit the payment certificate to the employer for payment of the relevant outputs.
3. The Consultant shall certify that the works have been completed in accordance with the requirements of the Guidelines and the Contract:
 - a) whenever a payment certificate is presented to the Employer for payment; and
 - b) immediately after the issuing of a practical completion certificate that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although
 - some minor work may be outstanding.
 - Preparation of project completion report; and
 - Preparation of project as-built plans.