



INDEPENDENT

DEVELOPMENT TRUST

VOLUME 1

REQUEST FOR QUOTATIONS FOR THE PROVISION OF PROFESSIONAL SERVICES TO RENDER THE FULL BUILT ENVIRONMENT CONSULTING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR IDT CLIENT DEPARTMENTS (NATIONAL AND PROVINCIAL) FROM THE DATE OF AWARD FOR 36 MONTHS.

BID NO: IDTNATIONAL – PSPs 2023/24

CLOSING DATE AND TIME: 15 June 2023 @ 12:00pm

SCM/Technical Enquiries: E-mail: IDTPspTender@idt.org.za

Bidder:

CIDB Registration Number:

CSD Registration Number:

COIDA / FEMA Certificate Number:

Contact Person:

Contact Details:

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T1.1 BID NOTICE AND INVITATION TO BID

T1.1 Bid Notice and Invitation to Bid

The Independent Development Trust, invites bidders for the provision of professional services to render the full built environment consulting services on an as and when required basis for IDT client departments (National and Provincial) from the date of award for 36 months.

Mandatory Returnable Documents

- Completion of SBD 4, 6.1, 8 and 9 **in full**
- Proof of business address; e.g. Municipal Bill, Rental Agreement, proof of ownership etc;
- Proof of Central Supplier Database (CSD) registration
- and must comply with the table below by providing a CV with certified copies of Qualifications:

- Note:** (i) Failure to submit any of the above documents / requirements shall result in disqualification of the bid.
- (ii) If any of the Directors are in the Employment of the State shall result in disqualification of the bid.
- (iii) If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- (iv) In the case of a Bidder, who during the last ten (10) years has been Terminated on Previous Contracts with the IDT shall result in disqualification of the bid.

The IDT will assess all bids received based on its procurement policy in the event that information is required from the bidder/s, the IDT reserves its rights to request the information which shall be submitted within seven (7) working days from request and failure to submit will result in disqualification.

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold as well as price and specific goals will be eligible to be part of the of panel of professional service providers, where functionality will be evaluated as follows:

Functionality Criteria:

Criteria	Points Allocation
Company Director professionally registered in any of the built environment disciplines.	20 points
Company Geographical Location	20 points
No of state institutions/agencies - Infrastructure projects completed by the entity in the last 5 years	30 points
Experience of Key staff assigned to project in the relevant discipline (Post Pr. Registration)	30 points
Total	100 points
NB: Minimum qualifying functionality threshold is 80 points out 100	

Only bidders who obtain 80 points or higher on the functionality threshold will be eligible to form part of the contract panel.

Tender Documents may be downloaded from the IDT's website as follows: www.idt.org.za as well as on the e-tenders portal, www.etenders.gov.za from **05 May 2023 to 15 June 2023 @ 11:59am**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

All SCM and Technical enquiries relating to this bid must be directed to IDTPspTender@idt.org.za during office hours **(08h30 – 17h00)** weekdays.

On submission of Tender documents, the bidder must submit a signed original bid document in hard copy.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Data. (Refer to Section T1.2).

The bid closing date is **15 June 2023** by no later than **12:00pm** and bids shall be submitted to the IDT tender box at the national office: **Block B, Glenwood Office Park, 294 Sprite Ave, Faerie Glen, Pretoria, 0043**

Telegraphic, telephonic, telex, facsimile, e-mail and late bids **WILL NOT** be accepted.

T1.2 BID DATA

T1.2 Bid Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annexure to this Tender Data.

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

T2.1 LIST OF RETURNABLE DOCUMENTS

T2.1 List of Returnable Documents

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission. Tick below if returnable document is attached or completed properly.

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
T2.1.1	Invitation To Bid SBD 1	
	Preference Points Claim Form SBD 6.1	
T2.1.2	B-BBEE Certificate (Original or Originally Certified Copy)	
T2.1.3	Tax Clearance Certificate or unique pin	
T2.1.4	Joint Venture Agreement Between Parties	
T2.1.5	Parties Cancelled Cheque or Original Letter From Bank	
T2.1.6	Declaration of Interest SBD 4	
T2.1.7	Certificate of Independent Bid Determination	
T2.1.8	Declaration of Bidder's Past Supply Chain Management Practices	
T2.1.9	Certificate of Authority For Signatory	
T2.1.10	Projects Experience	
T2.1.11	Letters of Appointment OR Relevant Completion Certificates (Practical Completion, Work Completion & Final Completion) OR Reference letters from clients	
T2.1.12	Entity proof of address (Physical)-Rental Lease Agreement/Title deeds/Municipal rates accounts	
T2.1.13	Company Directors professional and Key Personnel's Professional Registration Certificate	
T2.1.14	Fully Priced Pricing Schedule	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:		CLOSING DATE: 15 June 2023		CLOSING TIME:	12:00
DESCRIPTION					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) 90/10 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black	2	4
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean

that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))

*Original Copy or certified Copies of verified BBBEE certificate.

* Latest CSD Report

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

2.1.2 B-BBEE CERTIFICATE

Attached hereto is my / our original (original certified copy) B-BBEE Certificate issued by a verification agency accredited by SANAS. My failure to submit the certificate with my / our tender document will lead to the conclusion that I am / we do not wish to claim preference points in terms of my / our B-BBEE status.

T2.1. TAX CLEARANCE CERITFICATE

Tax Clearance Certificate or Unique Pin obtained from SARS to be inserted here]

T2.1. JOINT VENTURE AGREEMENT BETWEEN PARTIES

Attached hereto is our duly signed, Joint Venture Agreement. Our failure to submit the agreement with our tender document will lead to the conclusion that the joint venture has not been formally formed and all parties were not involved in the tender process.

T2.1. CONTRACTOR'S COPY OF REGISTRATION OF INCORPORATION OR COMPANY REGISTRATION DOCUMENTS

Attached hereto is my / our copies of company registration of incorporation or company registration documents. My failure to submit the copy with my / our tender document will lead to the conclusion that I am / we are not registered as claimed.

T2.1. COMPULSORY ENTERPRISE QUESTIONNAIRE

Note: Compulsory Enterprise Questionnaire must be completed by each member of a JV or consortium

Section 3: CIDB registration number, if any:					
Section 4: Particulars of sole proprietors and partners in partnerships					
Name*	Identity number*	Personal income tax number*			
* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners					
Section 5: Particulars of companies and close corporations					
Company registration number					
Close corporation number					
Tax reference number					
Section 6: Record in the service of the state					
Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature </td> </tr> </table>				<input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity	<input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature
<input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity	<input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature				
If any of the above boxes are marked, disclose the following:					
Name of sole proprietor, partner, manager, shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)			
		Current	Within last 12 months		

*insert separate page if necessary

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

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

<input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity	<input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature
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Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

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

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other bidding entities submitting tender offers and have no other relationship with any of the tenderers or those

responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____
Name _____ Position _____
Enterprise _____
name _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

.....
Signature Date

.....
Position Name of bidder

Part C1. CONTRACT DATA

CONTRACT DATA:

The **Standard Professional Services Contract (Third Edition, 3rd edition of CIDB document 1014 of July 2009)** published by the Construction Industry Development Board plus a signed full bid document will act as a full legal document and serve as a Service Level Agreement, in the event that there is a discrepancy between the Standard Professional Services Contract and the PFMA, provisions of the PFMA shall prevail.

Copies of this Services Contract may be obtained from the Construction Industry Development Board's website www.cidb.org.za.

DEFINITIONS

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

1. **Contract**

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

2. **Contract Data**

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

3. **Contract Price**

The price to be paid for the performance of the Services in accordance with the IPW value.

4. **Day**

A calendar day.

5. **Defect**

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

6. **Deliverable**

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

7. **Employer**

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

8. **Force Majeure**

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

9. Key Persons

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

10. Others

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

11. Parties

The Employer and the Service Provider.

12. Period of Performance

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

13. Personnel

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

14. Personnel Schedule

A schedule naming all Personnel and Key Persons.

15. Pricing Data

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

16. Project

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

17. Scope of Work

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

18. Service Provider

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

19. Services

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

20. Start date

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

21. Subcontractor

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

Clause	
	<i>The Employer is the INDEPENDENT DEVELOPMENT TRUST</i>
3.1	<p>Governing law Law governing the Contract shall be the law of the Republic of South Africa.</p>
3.3	<p>Language 3.3.1 The language of the Contract and of all communications between the Parties shall be English. 3.3.2 All reports, recommendations and reports prepared by the Service Provider under the Contract shall be in English</p>
3.4	<p>Notices 3.4.1 Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address/email address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data, when sent by e-mail or facsimile to such Party 3.4.2 A Party may change its address/email address for receipt of communications by giving the other Party 30 Days advance notice of such change.</p>
3.5	<p>3.5.1 Employer's Representative. The Authorized and Designated representative of the Employer is: Regional General Managers: 3.5.2 Location. IDT Regional Offices</p>
	<p>3.5.3 Professional Service The tender is for : THE PROVISION OF PROFESSIONAL SERVICES TO RENDER THE FULL BUILT ENVIRONMENT CONSULTING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR IDT CLIENT DEPARTMENTS (NATIONAL AND PROVINCIAL) FROM THE DATE OF APPOINTMENT FOR THIRTY-SIX MONTHS (36). .</p>
3.6	<p>Publicity and publication Unless otherwise stated in the Contract Data, the Service Provider shall not release public or media statements or publish material related to the Services or Project within</p>

	two (2) years of completion of the Services without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.
3.7	<p>Confidentiality Both parties shall keep all sensitive information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other Party.</p>
3.8	<p>Variations 3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service Provider to submit proposals, including the time and cost implications, for variations to the Services. 3.8.2 The reasonable cost of preparation and submission of such proposals and the incorporation into the Contract of any variations to the Services ordered by the Employer, including any change in</p>

Clause	
	<p>the Contract Price, shall be agreed between the Service Provider and the Employer. 3.8.3 Where a variation is necessitated by default or breach of Contract by the Service Provider, any additional cost attributable to such variation shall be borne by the Service Provider.</p>
3.9	Changes to the Contract Price or Period of Performance
3.10	<p>Sole agreement The Contract constitutes the sole agreement between the Parties for the performance of the Services and any representation not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing and signed by both Parties.</p>
3.11	<p>3.11.1 The Service Provider shall, at his own expense, indemnify, protect and defend the Employer, its agents and employees, from and against all actions, claims, losses and damage arising from any negligent act or omission by the Service Provider in the performance of the Services, including any violation of legal provisions, or rights of others, in respect of patents, trademarks and other forms of intellectual property such as copyrights.</p> <p>3.11.2 The Service Provider shall deliver resources to provide specialist professional services in the following disciplines. Main Disciplines. -Construction Project Manager -Quantity Surveying -Architect -Civil Engineering -Structural Engineering -Electrical Engineering</p>

	<p>-Mechanical Engineering</p> <p>-OHS Agent</p> <p>Additional Services included in this contract</p> <ul style="list-style-type: none"> - Professional Landscape Architect - Professional Land Surveyor - Telecommunication Specialist - Geotechnical Specialist - Town and Regional Planner - Environmental Specialist - Electronic Engineer - Land/Property Economist - Clerk of Works - Fire Engineer - Traffic Engineer - Facilities Management Strategist - Geo-Hydrologist - Business Planning and Analysis/Economist
3.11	<p>3.12.1 If due to his negligence, or for reasons within his control, the Service Provider does not perform the Services within the Period of Performance (Include failure to complete deliverables and get approvals for project phases or stages (or any other deliverables of the project in line with the approved /accepted program), the Employer shall without prejudice to his other remedies under the Contract or in law, be entitled to levy a penalty for every Day or part thereof, which shall elapse between the end of the period specified for performance, or an extended Period of Performance, and the actual date of completion. The Employer shall impose penalties at the rate of 0.5% of the IPW value per day and up to the maximum of 7% or 14 days of the total days of delays.</p> <p>3.12.2 If the Employer has become entitled to the maximum penalty amount referred to in 3.12.1, he may after giving notice to the Service Provider:</p> <ul style="list-style-type: none"> a) terminate the IPW b) complete the Services at the Service Provider's cost with another service provider.
3.14	<p>Illegal and impossible requirements</p> <p>The Service Provider shall notify the Employer immediately, on becoming aware that the Contract</p>

3.15	<p>Programme</p> <p>3.15.1 The Service Provider shall submit the program of works(project schedule) within 7 days of accepting the IPW from the Employer's Project Manager .The Service Provider shall within the time period set out in the Contract Data and</p>
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	<p>whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, inter alia, include:</p> <ul style="list-style-type: none"> a) the order and timing of operations by the Service Provider and any actions, access to people, places and things and work required of the Employer and Others; b) the dates by which the Service Provider plans to complete work needed to allow the Employer and Others to undertake work required of them; c) provisions for float; d) the planned completion of the Services or part thereof in relation to a Period of Performance; and e) other information as required in terms of the Scope of Work or Contract Data. <p>3.15.2 The Employer may, during the course of the IPW /Project, request the Service Provider to amend the programme. Where this is not practicable, the Service Provider shall advise the Employer accordingly and advise him of alternative measures, if any, which might be taken.</p> <p>3.15.3 A programme shall be deemed to be approved if the Employer fails to approve such programme or give reasons for not approving a programme within 5 days of receipt of a request by the Service Provider to approve a programme.</p> <p>3.15.3 The Service Provider shall update the programme:</p> <ul style="list-style-type: none"> a) unless otherwise stated in the Contract Data, every two weeks to reflect actual progress to date; b) whenever a change in Period of Performance or Contract Price is applied for; and c) whenever a change in the Period of Performance is changed by the Employer and submit such revised programme to the Employer for approval.
4	<p>EMPLOYER'S OBLIGATIONS</p> <p>4.1 Information</p> <p>4.1.1 The Employer shall timeously provide to the Service Provider, free of cost, all available information and data in the Employer's possession which may be required for the performance of the Services.</p> <p>4.1.2 The Employer shall provide the Service Provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.</p> <hr/> <p>4.2 Decisions</p> <p>The Employer shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service Provider so as not to delay the performance of Services.</p> <hr/> <p>4.3 Assistance</p> <p>4.3.1 The Employer shall co-operate with the Service Provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:</p>

	<p>a) authorize the Service Provider to act as his agent insofar as may be necessary for the performance of the Services;</p> <p>b) provide all relevant data, information, reports, correspondence and the like, which become available;</p> <p>c) procure the Service Provider’s ready access to premises, or sites, necessary for the performance of the Services;</p> <p>d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data;</p> <p>4.3.2 Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer’s behalf and interpreting and defining the Employer’s policies and requirements in regard to the Services.</p> <hr/> <p>4.4 Services of Others The Employer shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.</p> <hr/> <p>4.5 Notification of material change or defect The Employer shall immediately advise the Service Provider on becoming aware of:</p> <p>a) any matter other than a change in legislation which will materially change, or has changed the Services; or</p> <p>b) a material defect or deficiency in the Services.</p> <hr/> <p>4.6 Issue of instructions Where the Service Provider is required to administer the work or services of Others, or any contract or agreement, on behalf of the Employer, then the Employer shall issue instructions related to such work, services, contract or agreement only through the Service Provider.</p> <hr/> <p>4.7 Payment of Service Provider The Employer shall pay the Service Provider the Contract Price in accordance with the provisions of the Contract.</p>
5	<p>SERVICE PROVIDER’S OBLIGATIONS</p> <p>5.1 General</p> <p>5.1.1 The Service Provider shall perform the Services in accordance with the Scope of Work with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.</p> <p>5.1.2 If the Service Provider is a joint venture or consortium of two or more persons, the Service Provider shall designate one person to act as leader with authority to bind the joint venture or consortium. Neither the composition nor the constitution of</p>

<p>the joint venture or consortium shall be altered without the prior consent in writing of the Employer, which shall not be unreasonably withheld.</p>	
<p>5.2 Exercise of authority The Service Provider shall have no authority to relieve Others appointed by the Employer to undertake work or services on the Project of any of their duties, obligations, or responsibilities under their respective agreements or contracts, unless expressly authorized by the Employer in response to an application by the Service Provider in writing to do so.</p>	
<p>5.3 Designated representative Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority to receive instructions from and give information to the Employer on behalf of the Service Provider.</p>	
<p>5.4 Insurances to be taken out by the Service Provider The Service Provider is required to provide the following insurance:</p>	
Insurance against	Risk in performing professional services (Professional Indemnity cover) and Public Liability insurance.
Limit of compensation	<p>(i) For Professional Indemnity Insurance ,the amount equal to the total of the professional fee for the project as entered in the Offer and Acceptance form or the proceeds the consultant is entitled to receive under its insurance , whichever is higher.</p> <p>(ii) Minimum R 5000000 per occasion for public liability insurance</p>
Duration of professional indemnity Insurance and duration of liability.	For a period of 3 years after issue of the final report for the whole project.
<p>5.5 Service Provider’s actions requiring Employer’s prior approval The Service Provider is required to obtain the Employer’s prior approval (Instruction to Perform Work) in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> 1. Commencement any of the services within stipulated in this contract. 2. All variations shall be approved by the IDT Client representative and the responsive IDT project manager before implementation 3. Any variation that will be implemented without the approval of the client, the IDT will not take the responsibility to of the cost involved and the service provider shall carry the associated costs. 	

	<p>4. The IDT client department shall respond to the variation order within 7 working days, failure which will take the responsibility to the cost of delays or any associated cost due to failure to act or respond to the variation.</p> <p>5.6 Co-operation with Others If the Service Provider is required to perform the Services in co-operation with Others he may make recommendations to the Employer in respect of the appointment of such Others. The Service Provider shall, however, only be responsible for his own performance and the performance of Subcontractors unless otherwise provided for.</p> <p>5.7 Notice of change by Service Provider On becoming aware of any matter which will materially change or has changed the Services, the Service Provider shall within 14 Days thereof give notice to the Employer.</p>
7	<p>SERVICE PROVIDER'S PERSONNEL</p> <p>7.1 General</p> <p>7.1.1 The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services.</p> <p>7.1.2 Where required in terms of the Contract, the Service Provider shall provide Key Persons as listed in the Contract Data to perform specific duties. If at any time, a particular Key Person cannot be made available, the Service Provider may engage a replacement who is equally or better qualified to perform the stated duty, subject to the Employer's approval, which approval shall not be unreasonably withheld.</p> <p>7.1.3 Where the fees for the Services are time-based, the fee payable for a person provided as a replacement to a named Key Person shall not exceed that which would have been payable to the person replaced.</p> <p>7.1.4 The Service Provider shall bear all additional costs arising out of or incidental to replacement of Personnel, except where such replacement is otherwise provided for in the Contract.</p> <p>7.1.5 The Service Provider shall take all measures necessary and shall provide all materials and equipment necessary to enable Personnel to perform their duties in an efficient manner.</p>
	<p>7.2 Provision of Personnel in terms of a Personnel Schedule</p> <p>7.2.1 The Service Provider shall, where required in terms of the Contract Data, provide appropriate Personnel for such time periods as required in terms of the Contract and enter all data pertaining to Personnel including titles, job descriptions, qualifications and estimated periods of engagement on the performance of the Services in the Personnel Schedule.</p> <p>7.2.2 Where the Service Provider proposes to utilize a person not named in the Personnel Schedule, he shall submit the name, relevant qualifications and</p>

	<p>experience of the proposed replacement person to the Employer for approval. Should the Employer not object in writing within 10 Days of receipt of such notification, the replacement shall be deemed to have been approved by the Employer.</p> <p>7.2.3 The Services shall be performed by the Personnel listed in the Personnel Schedule for the periods of time indicated therein. The Service Provider may, subject to the approval of the Employer, make such adjustments to the data provided in terms of Clause 7.2.1 above as may be appropriate to ensure the efficient performance of the Services, provided that the adjustments will not cause payments to exceed any limit placed on the Contract Price.</p> <p>7.2.4 The Service Provider shall, if required in terms of Clause 7.2.1:</p> <p>a) forward to the Employer for approval, 3 Days of receipt of the of the Instruction to Perform Work, the Personnel Schedule and a timetable for the placement of Personnel.</p> <p>b) inform the Employer of the date of commencement and departure of each member of Personnel during the course of the Project.</p> <p>c) submit to the Employer for his approval a timely request for any proposed change to Personnel, or timetables.</p>
8	<p>COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION</p> <p>8.1 Commencement of Services</p> <p>The Service Provider shall commence the performance of the Services within the period stated in the Contract Data, the service request and the Instruction to perform work.</p> <p>8.2 Completion</p> <p>8.2.1 Unless terminated in terms of the Contract, or otherwise specified in the Contract Data, the Contract shall be concluded when the Service Provider has completed all Deliverables in accordance with the Scope of Work.</p> <p>8.2.2 The Service Provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:</p> <p>a) additional Services ordered by the Employer;</p> <p>b) failure of the Employer to fulfil his obligations under the Contract;</p> <p>c) any delay in the performance of the Services which is not due to the Service Provider's default;</p> <p>d) Force Majeure; or</p> <p>e) suspension.</p> <p>8.2.3 The Service Provider shall within 5 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request for the</p>

	<p>extension of the Period of Performance to which he considers himself entitled and shall within 5 days after the delay ceases deliver to the Employer full and detailed particulars of the request.</p> <p>8.2.4 The Employer shall, within 5 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.</p>
	<p>8.3 Force Majeure</p> <p>8.3.1 The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to meet the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.</p> <p>8.3.2 In the event that the performance of the Services has to be suspended on the grounds of Force Majeure, the Period of Performance shall be extended by the extent of the delay plus a reasonable period for the resumption of work.</p> <p>8.3.3 During the period of his inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to any payment due in terms of the Contract and shall be reimbursed for additional costs reasonably and necessarily incurred by him in suspending, delaying and re-activating the performance of the Services.</p>
	<p>8.4 Termination</p> <p>8.4.1 The Employer may terminate the Contract:</p> <ul style="list-style-type: none"> (a) where the Services are no longer required; (b) where the funding for the Services is no longer available; (c) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing; (d) if the Service Provider becomes insolvent or liquidated; or (e) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; f) If the service provider fails to remunerate its subconsultants within 7 working days of receiving payment from the Employer. The service provider shall finish the

	<p>Employer with proof of payments of remunerations to consultants with 7 working days of receiving payments from the Employer.</p> <p>8.4.2 The Employer shall give the Service Provider not less than thirty (30) Days written notice of any termination made in terms of 8.4.1 (a) or (b).</p> <p>8.4.3 The Service Provider may terminate the Contract, by giving not less than thirty (30) Days written notice to the Employer after the occurrence of any of the following events:</p> <p>(a) if the Employer fails to pay any monies due to the Service Provider in terms of the Contract and not subject to dispute pursuant to Clause 12 within forty-five (45) Days after receiving written notice from the Service Provider that such payment is overdue; or</p> <p>(b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; or</p> <p>(c) when the Services have been suspended under Clause 8.5 and the period of suspension exceeds the period stated in the Contract Data, or it is clear to the Service Provider that it will be impossible or impractical to resume the suspended Services before the period of suspension has exceeded the period stated in the Contract Data; or</p> <p>(d) if the Employer is in material breach of a term of the Contract and fails to rectify such breach within 30 Days of the receipt of written notice requiring him to do so.</p> <p>8.4.4 Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.</p> <p>8.4.5 Should the Service Provider, being an individual or the last surviving principal of a partnership or body corporate, die or be prevented by illness or any other circumstances beyond his control from performing the obligations implied by the Contract, the Contract shall be terminated without prejudice to the accrued rights of either Party against the other.</p>
	<p>8.5 Suspension</p> <p>8.5.1 The Employer may temporarily suspend all or part of the Services by notice to the Service Provider who shall immediately make arrangements to stop the performance of the Services and minimize further expenditure.</p>

	<p>8.5.2 When Services are suspended, the Service Provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost incident to the prompt and orderly suspension of the Contract.</p>
	<p>8.6 Rights and liabilities of the Parties 8.6.1 Completion, suspension or termination of the Contract shall not prejudice or affect the accrued rights or liabilities of the Parties.</p>
9	<p>OWNERSHIP OF DOCUMENTS AND COPYRIGHT</p> <p>9.1 Copyright of all documents prepared by the Service Provider in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to Project shall be vested in the party named in the Contract Data. Where copyright is vested in the Service Provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Project and need not obtain the Service Provider's permission to copy for such use. Where copyright is vested in the Employer, the Service Provider shall not be liable in any way for the use of any of the information other than as originally intended for the Project and the Employer hereby indemnifies the Service Provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.</p> <p>9.2 The ownership of data and factual information collected by the Service Provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.</p> <p>9.3 The Employer shall have no right to use any documents prepared by the Service Provider whilst the payment of any fees and expenses due to the Service Provider in terms of the Contract is overdue.</p>
11	<p>11. SUBCONTRACTING</p> <p>11.1 The Employer shall have no contractual relationships with Subcontractors. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service Provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.</p> <p>11.2 The Service Provider shall advise the Employer without delay of the variation or termination of any subcontract for performance of all or part of the Services.</p> <p>11.3 The Service Provider shall be responsible for the acts, defaults and negligence of Subcontractors and their agents or employees in the performance of the Services, as if they were the acts, defaults or negligence of the Service Provider, his agents or employees. Approval by the Employer of the subcontracting of any part of the Contract or of the engagement by the Service Provider of Subcontractors to perform</p>

	<p>any part of the Services shall not relieve the Service Provider of any of his obligations under the Contract.</p>
	<p>12. RESOLUTION OF DISPUTES 12.1 Settlement 12.1.1 The Parties shall negotiate in good faith with a view to settling any dispute or claim arising out of or relating to the Contract and may not initiate any further proceedings until either Party has, by written notice to the other, declared that such negotiations have failed. 12.1.2 Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to either mediation or adjudication .</p>
	<p>12.2 Mediation 12.2.1 If the Contract Data does not provide for dispute resolution by adjudication, not earlier than 14 Days after having advised the other Party, in terms of Clause 12.1, that negotiations in regard to a dispute have failed, an aggrieved Party may require that the dispute be referred, without legal representation, to mediation by a single mediator. The mediator shall be selected by agreement between the Parties. The costs of the mediation shall be borne equally by the Parties. 12.2.2 The mediator shall convene a hearing of the Parties and may hold separate discussions with any Party and shall assist the Parties in reaching a mutually acceptable settlement of their differences through means of reconciliation,</p>
	<p>12.3 Adjudication 12.3.1 Adjudication shall be in accordance with the latest edition of the separately published CIDB Adjudication Procedures. 12.3.2 The adjudicator shall be appointed in terms of the Adjudicator’s Agreement bound in the Construction Industry Development Board’s Adjudication Procedure. 12.3.3 The Adjudicator shall be any person agreed to by the parties or, failing such agreement, shall be nominated by the person named in the Contract Data. The Adjudicator shall be appointed in accordance with the Adjudicator’s Agreement contained in the CIDB Adjudication Procedure. 12.3.4 If a Party is dissatisfied with the decision of the Adjudicator, the Party may give the other Party notice of dissatisfaction within 28 Days of the receipt of that decision and refer the dispute to arbitration or litigation in a competent civil court as provided for in the Contract Data. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties.</p>
	<p>12.4 Arbitration 12.4.1 Arbitration, where provided for in the Contract Data, shall be by a single arbitrator in accordance with the provisions of the Arbitration Act of 1965 as amended and shall be conducted in accordance with such procedure as may be agreed between the Parties or, failing such agreement, in accordance with the Rules</p>

	<p>for the Conduct of Arbitrations published by the Association or Arbitrators current at the date the arbitrator is appointed.</p> <p>12.4.2 The arbitrator shall be mutually agreed upon or, failing agreement, to be nominated by the person named in the Contract Data.</p>
13	<p>LIABILITY</p> <p>13.1 Liability of the Service Provider</p> <p>13.1.1 The Service Provider shall be liable to the Employer arising out of or in connection with the Contract if a breach of Clause 5.1 is established against him.</p> <p>13.1.2 The Service Provider shall correct a Defect on becoming aware of it. If the Service Provider does not correct a Defect within a reasonable time stated in a notification and the Defect arose from a failure of the Service Provider to comply with his obligation to provide the Services, the Service Provider shall pay to the Employer the amount which the latter assesses as being the cost of having such Defect corrected by Others.</p> <p>13.1.3 All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance stated in the Contract Data, if any.</p> <p>13.2 Liability of the Employer</p> <p>The Employer shall be liable to the Service Provider arising out of or in connection with the Contract if a breach of an obligation of his in terms of the Contract is established. The Service Provider shall have no separate delictual right of action against the Employer.</p>
	<p>13.3 Compensation</p> <p>If it is established that either Party is liable to the other, compensation shall be payable only on the following terms:</p> <p>(a) Compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of the breach.</p> <p>(b) In any event, the amount of compensation will be limited to the amount specified in Clause 13.5</p>
	<p>13.4 Duration of Liability</p> <p>Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service Provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within the period stated in the Contract Data or, where no such period is stated, within a period of three years from the date of termination or completion of the Contract.</p>
	<p>13.5 Limit of Compensation</p> <p>13.5.1 The maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to:</p> <p>a) the sum insured in terms of 5.4 in respect of insurable events; and</p>

	<p>b) an amount equal to twice the amount of fees payable to the Service Provider under the Contract, excluding reimbursement and expenses for items other than salaries of Personnel, in respect of non-insurable events.</p> <p>13.5.2 Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.</p> <p>13.5.3 If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.</p>
	<p>13.6 Indemnity by the Employer The Employer shall indemnify the Service Provider against all claims by third parties which arise out of or in connection with the performance of the Services save to the extent that such claims do not in the aggregate exceed the limit of compensation in Clause 13.5, if applicable, or are covered by the insurances arranged under the terms of Clause 5.4.</p>
	<p>13.7 Exceptions 13.7.1 Clauses 13.5 and 13.6 shall not apply to claims arising from deliberate misconduct. 13.7.2 The Service Provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by: a) the Employer omitting to act on any recommendation, or overriding any act, decision or recommendation, of the Service Provider, or requiring the Service Provider to implement a decision or recommendation with which the Service Provider disagrees or on which he expresses a serious reservation; or b) the improper execution of the Service Provider's instructions by agents, employees or independent contractors of the Employer.</p>
14	<p>REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER The Employer shall remunerate and reimburse the Service Provider for the performance of the Services as set out in the Pricing Data. If not otherwise stated in the Pricing Data, the following shall apply: 14.1 Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Employer, which is 0.5% of the invoiced amount per day of the delay. 14.2 If any item or part of an item in an invoice submitted by the Service Provider is disputed by the Employer, the latter shall, before the due date of payment, give notice thereof with reasons to the Service Provider, but shall not delay payment of</p>

	<p>the balance of the invoice. Clause 14.2 shall apply to disputed amounts which are finally determined to be payable to the Service Provider.</p> <p>14.4 In respect of Services charged for on a time-basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of twenty-four months after the completion or termination of the work order. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.</p>
15	<p>AMOUNTS DUE TO THE EMPLOYER Amounts due to the Employer shall be paid by the Service Provider within thirty (30) Days of receipt by him of the relevant invoices. If the Employer does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service Provider, at 0.5% rate of the payable amount per day of delay.</p>
16	<p>The Executive Manager Insurance & Risks (Mr. Dries van den Berg – will verify the Consultants All Risks insurance cover and issue a letter of confirmation that adequate cover is in place or not.”</p>

DATA PROVIDED BY THE SERVICE PROVIDER

Clause		
5.1	The Service provider is	
5.3	The authorised and designated representative of the Service Provider is:	
	Name:	
	The Service Provider address for receipt of communications is	
	Physical address:	Postal address:
	Telephone:	
	Fax:	
	E-mail:	

Part C2. PRICING STRUCTURE

C2.1 PRICING INSTRUCTIONS

FEES STRUCTURE

#	Fees Structure	Please tick [√]
A	Time Based	x
B	Gazetted Fees scale (Work package per stage)	x

- The amounts inserted in this schedule are deemed to include for all expenses, costs, profit, provision and the general obligations etc..., necessary to carry out the professional services for this contract.
- Remuneration for the services rendered must be in line with the allocated time and resources provided as per the agreement and cannot exceed the value for the allocated scope of services.
- Timesheets indicating task and time spent on the task for each project resource must be submitted together with all claims for payment.
- All payments or invoices shall be accompanied with the service project statement of account for the project.
- The total disbursements fees are considered to be included in the tendered rate and shall not be charged or billed separately.

ESCALATION: Consumer Price Index will be used. Primary Urban Areas will be used for the escalation as reflected below:

- PERIOD ONE (01): Bid price(s) must be fixed for the first 12 months after the base month with base month being month of appointment.
- PERIOD TWO (02): Bid price(s) is/are subject to escalation equal to CPI for the following 12 months with the base month for this period being the 12th month of period one (01). the escalation will therefore be based upon the change in the cpi between the base month for period one (1) and the base month for period two (2).
- PERIOD THREE (03): Bid price(s) is/are subject to escalation equal to CPI for the remaining period with the base month for this period being the 12th month of period two (02). the escalation will therefore be based upon the change in the cpi between the base month for period one (1) and the base month for period three (3).

Purchase Order adjustment. (PO).

- The fees and the PO will be adjusted when there is an approved variation order OR due to cost price adjustment(CPI).
- Cost price adjustments shall be effected as a result of CPI or when the estimated construction budget changes during Stage 1,2,3 and 4 and is adjusted to reflect the actual construction budget as per the bill of quantities or the outcome of stage 4 deliverables. In this case the PO adjustment shall be assessed and be adjusted without raising a variation order.
- The fees as noted in this appointment shall be fixed and were applicable will be subjected to the CPI as per the discussion under the escalation notes above, and the PO will be adjusted accordingly when the period for escalations is due.
- A valid and approved variation order shall first be approved by the client department, then the IDT Program Manager and the IDT authorized committees. The variation order is deemed invalid if the mentioned approval authority or persons has not effected approval or signed the VO.
- The cost price adjustments are not a variation order. The adjustment of the PO due to the CPI will be initiated by the submission and a request to adjust the fees by the consultants to the IDT in line with the escalation notes above.
- The consultant's submission or request to adjust the fees shall include the calculations and the index tables used to arrive to the adjusted figures.
- The variation order is as per the definition stated in the CIDB standard professional services contract and the national treasury applicable note on contracts variations and contract expansions.
- It must be noted that the extension of time, additional or reduction of scope that directly changes the conditions of this contract it's a variation order, and approvals must be obtained to effect the changes.
- Where applicable, in the event that the PSPs fees were based on the estimated construction fees (only stages 1,2,3 and 4) using the gazetted fees scales and percentage work packages, these fees shall be adjusted during stages 4 or after having determined the actual construction value of the project. The adjustments of the fees as a result of the construction cost change during the stages 1-4 shall be treated as a PO adjustment and not a variation order.
- The variation order cost calculations will be time based and will be charged hourly as per the agreed rate of this contract. The percentage fee scales will not be used to determine the variation order cost.
- The variation cost threshold shall not exceed 20% of the contract value of this agreement.

- In the event that the appointed consultant is required to complete the scope of the prior stages which was completed by another consulting company, to review the prior stages and complete the remaining scope or taking over the works shall be calculated in hourly rate per deliverable.
- Construction site monitoring and supervision efforts and intervention applicable to this contract shall be in line with level 2, 3 and 4. Projects specific needs will be determined and the monitoring level will be clearly stated in the project specific work orders as per the contents of the table below.

Monitoring and Supervision Levels	Description	Contracted level of site monitoring & supervision
Level 2	<ul style="list-style-type: none"> • Review, preferably at the earliest opportunity, a sample of each important – <ul style="list-style-type: none"> - Work procedure - Construction material for compliance with the requirements of the plans and specifications and review representative samples of important completed work prior to enclosure or completion as appropriate. • Visit the works bi-weekly to review important materials, critical work procedures and/or completed elements or components and produce weekly project status reports. (In line with the stage 5 scope of work) • Be available to provide the contractor with technical interpretation of the plans and specifications 	X
Level 3	<ul style="list-style-type: none"> • Visit the works weekly to review important materials, critical work procedures and/or completed elements or components and • Be available to provide the contractor with technical interpretation of the plans and specifications. 	x
Level 4	<ul style="list-style-type: none"> • Maintain a full-time presence on site to constantly review – <ul style="list-style-type: none"> - Work procedures - Construction materials 	X

	<p>for compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion as appropriate.</p> <ul style="list-style-type: none"> • Be available to provide the contractor with technical interpretation of the plans and specifications 	
--	--	--

- Taking Over of Designs Done by other Consulting Engineers: The Fees for taking over of designs shall be calculated as per the example below and subject to the specifications.

Example: Estimated construction cost = R10 000 000, Total professional fee = R1 050 965, Stage 2 fee (25%) = R262 741.25. Cost of taking over design: 30% x R262 741.25 = R78 822.38)

Time Based.

Fees for these services must be agreed on in writing between the Client and Consultant prior to execution of the scope of services. Remuneration for the services rendered must be in line with the allocated time and resources provided as per the agreement and cannot exceed the instruction to perform work value for the allocated scope of services. Timesheets indicating task and time spent on the task for each project resource must be submitted together with all claims for payment.

Fee guideline for applicable professional services

Professional Discipline	Applicable Gazette
Professional Architectural Services	SACAP - rates as per Gazette 45554 Board Notice 172 of 2020
Professional Civil and Structural Engineering Services	ECSA – rates as per Gazette 44333 of 2021
Professional Electrical and Mechanical Engineering Services	ECSA – rates as per Gazette 44333 of 2021
Professional Project Management Services	SACPCMP – rates as per Gazette 42697 Board Notice 168 of 20219
Professional Quantity Surveying Services	SACQSP – rates as per the Gazette 39134 Board Notice 170 of 2015
Professional Health and Safety Services	SACPCMP- rates as per Gazette 42697 Board Notice 167 of 2021

Contract skills development goal (CSDG)

The contract skills development goal shall be expressed shall be not less than the professional fees in millions of Rand multiplied by 150.

Example 2: The contract amount for a professional services contract is R5.6 m. The contract skills development goal in hours is $R5.6m \times 150 = 840$ hours.

The consultants shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the following in relation to work directly related to the contract or order:

Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council.

The notional cost of providing training opportunities per quarter

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R7000	R0	R9000	R16000	R9000
Method 1					
Candidates with a 360 credits qualification	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 480 or more credits qualification	R47 000	R20 000	R4 500	R71 500	R20 000

Table A- Project cost

Project Number	
Project Description / Name	As and When Required Professional Services
Estimated cost of Building works	R 370,423,987.86
Estimated cost of Electrical/Mechanical works	R 127,964,650.35
Estimated cost of Structural/Civil works	R 114,494,678,16
Estimated cost of Refurbishment	R 60,614,834.38
Total estimated Project Cost (Excl. VAT & fees)	R 673,498,159.74
Approximate Project Duration	36 months

NB: THE ABOVE COSTS ARE ONLY A CASE SCENARIO AND WOULD SERVE ONLY FOR EVALUATION PURPOSES.

THE SAME DISCOUNT OFFERED FOR THE CASE SCENARIO WOULD BE APPLICABLE TO ALL PROJECTS IRRESPECTIVE OF THE VALUE.

THE FINAL FEES HOWEVER WILL BE ADJUSTED USING THE SCALE OF FEES RELEVANT TO THE SPECIFIC DISCIPLINE LINKED TO THE FINAL CONTRACT VALUE OF THE INDIVIDUAL PROJECT

THE OFFERED DISCOUNT SHOULD HAVE CONSIDERED THAT THE OFFERED FEES ARE INCLUSIVE OF DISBURSEMENTS.

Table A1: Fee Scale for Project/Program Project Management Services

**The South African Council for the Project and Construction Management Professions
Board Notice 168 of 2019**

Cost Bracket	Project Value		Primary Fee	Project Value	
	From	To		Add %	For Value Over
1	1	1,000,000	16,650	8.00%	0.00
2	1,000,001	2,000,000	96,650	8.00%	1,000,000.00
3	2,000,001	4,000,000	175,400	7.95%	2,000,000.00
4	4,000,001	8,000,000	334,400	7.85%	4,000,000.00
5	8,000,001	16,000,000	648,400	7.80%	8,000,000.00
6	16,000,001	32,000,000	1,272,400	7.00%	16,000,000.00
7	32,000,001	64,000,000	2,392,340	6.30%	32,000,000.00
8	64,000,001	128,000,000	4,408,340	5.60%	64,000,000.00
9	128,000,001	256,000,000	7,992,400	4.90%	128,000,000.00
10	256,000,001	500,000,000	14,264,400	4.24%	256,000,000.00
11	500,000,001	1,000,000,000	24,610,000	3.66%	500,000,000.00
12	1,000,000,001	2,000,000,000	42,910,000	3.16%	1,000,000,000.00
13	2,000,000,001	3,000,000,000	74,310,000	2.83%	2,000,000,000.00
14	3,000,000,001	And Above	102,810,000	2.58%	3,000,000,000.00

SECTION 1 (CALCULATIONS)

Based on construction value of R612,883,325.36

Refurbishment cost R 60,614,834.38

TOTAL R673,498,159.74

Primary Fee

R24,610,000.00

Secondary Fee for Value over

R6,350,032.00

Sub Total (Gazetted Fees)

R30,960,032.00

Less Discount
(Maximum allowable discount is 20%)

% _____

Total Project Management Fees(A1)

R _____

TABLE A1. Project Manager – Basic Fees

Project Stage	Description	Percentage of Total Fee (A1 Fee)	Offered Fee (Excl. VAT)
1	Initiation	5%	R _____
2	Concept and Viability	5%	R _____
3	Design Development	15%	R _____
4	Documentation and Procurement	15%	R _____
5	Construction	40%	R _____
6	Close out	20%	R _____

NB:

- In all cases where these specialists are required, the PA will act as lead consultant and will be responsible to source and sub the additional specialists' consultants.
- Consultants are required to submit copy of Qualification and Professional Membership Registration when submitting fee quotation prior an IPW can be issued to the consultants.
- The rate/Fees are inclusive of disbursements.

Recommended Fee Scale for Architectural Services
The Architectural Profession Act, 2000 (Act No. 44 of 2000)
Government Gazette 38863, Notice Board 91 of 2020, 07 August 2020

Low Complexity					
COST BRACKET	VALUE OF WORKS		PRIMARY FEE	PLUS SECONDARY FEE	
	FROM	TO		ADD %	ON BALANCE OVER
	A	B	C	D	E
1	R 1.00	R 200,000.00	R 14,400.00	11.20%	R 1.00
2	R 200,001.00	R 650,000.00	R 36,799.89	10.80%	R 200,001.00
3	R 650,001.00	R 2,000,000.00	R 85,399.78	9.60%	R 650,001.00
4	R 2,000,001.00	R 4,000,000.00	R 214,999.68	8.40%	R 2,000,001.00
5	R 4,000,001.00	R 6,500,000.00	R 382,999.60	8.00%	R 4,000,001.00
6	R 6,500,001.00	R 13,000,000.00	R 582,999.52	7.60%	R 6,500,001.00
7	R 13,000,001.00	R 40,000,000.00	R 1,076,999.44	7.20%	R 13,000,001.00
8	R 40,000,001.00	R 130,000,000.00	R 3,020,999.37	6.80%	R 40,000,001.00
9	R 130,000,001.00	R 260,000,000.00	R 9,140,999.30	6.60%	R 130,000,001.00
10	R 260,000,001.00	R 520,000,000.00	R 17,720,999.24	6.40%	R 260,000,001.00
11	R 520,000,001.00	R 1,040,000,000.00	R 34,360,999.17	6.20%	R 520,000,001.00
12	R 1,040,000,001.00	+	R 66,600,999.11	6.00%	R 1,040,000,001.00

Medium Complexity

COST BRACKET	VALUE OF WORKS		PRIMARY FEE	PLUS SECONDARY FEE	
	FROM	TO		ADD %	ON BALANCE OVER
	A	B	C	D	E
1	R 1.00	R 200,000.00	R 18,173.66	14.14%	R 1.00
2	R 200,001.00	R 650,000.00	R 46,443.65	13.63%	R 200,001.00
3	R 650,001.00	R 2,000,000.00	R 107,779.60	12.12%	R 650,001.00
4	R 2,000,001.00	R 4,000,000.00	R 271,342.39	10.60%	R 2,000,001.00
5	R 4,000,001.00	R 6,500,000.00	R 483,368.27	10.10%	R 4,000,001.00
6	R 6,500,001.00	R 13,000,000.00	R 735,780.06	9.59%	R 6,500,001.00
7	R 13,000,001.00	R 40,000,000.00	R 1,359,237.34	9.09%	R 13,000,001.00
8	R 40,000,001.00	R 130,000,000.00	R 3,812,680.86	8.58%	R 40,000,001.00
9	R 130,000,001.00	R 260,000,000.00	R 11,536,484.71	8.33%	R 130,000,001.00
10	R 260,000,001.00	R 520,000,000.00	R 22,364,954.85	8.08%	R 260,000,001.00
11	R 520,000,001.00	R 1,040,000,000.00	R 43,365,624.30	7.82%	R 520,000,001.00
12	R 1,040,000,001.00	+	R 84,054,421.44	7.57%	R 1,040,000,001.00

COST BRACKET	VALUE OF WORKS		PRIMARY FEE	PLUS SECONDARY FEE	
	FROM	TO		ADD %	ON BALANCE OVER
	A	B	C	D	E
1	R 1.00	R 200,000.00	R 21,600.00	16.80%	R 1.00
2	R 200,001.00	R 650,000.00	R 55,199.83	16.20%	R 200,001.00
3	R 650,001.00	R 2,000,000.00	R 128,099.67	14.40%	R 650,001.00
4	R 2,000,001.00	R 4,000,000.00	R 322,499.53	12.60%	R 2,000,001.00
5	R 4,000,001.00	R 6,500,000.00	R 574,499.40	12.00%	R 4,000,001.00
6	R 6,500,001.00	R 13,000,000.00	R 874,499.28	11.40%	R 6,500,001.00
7	R 13,000,001.00	R 40,000,000.00	R 1,615,499.17	10.80%	R 13,000,001.00
8	R 40,000,001.00	R 130,000,000.00	R 4,531,499.06	10.20%	R 40,000,001.00
9	R 130,000,001.00	R 260,000,000.00	R 13,711,498.96	9.90%	R 130,000,001.00
10	R 260,000,001.00	R 520,000,000.00	R 26,581,498.86	9.60%	R 260,000,001.00
11	R 520,000,001.00	R 1,040,000,000.00	R 51,541,498.76	9.30%	R 520,000,001.00
12	R 1,040,000,001.00	+	R 99,901,498.67	9.00%	R 1,040,000,001.00

TABLE A2. Architect – Apportionment of fees between work stages and interim payments

Project Stage	Description	Percentage of Total Fee- (A2-Fee)	Offered Fee (Excl. VAT)
1	Initiation	5%	R _____
2	Concept and Viability	5 %	R _____
3	Design Development	15%	R _____
4.1	Documentation for Local Authority Submission	5 %	R _____
4.2	Documentation and Procurement	10%	R _____
5	Construction	40%	R _____
6	Close out	20%	R _____

Fee Scale for Registered Quantity Surveyor Professionals the Quantity Surveying Profession Act, 2000 (Act 49 of 2000) Government Gazette No. 39134, Board Notice 170 of 2015, 28 August 2015

Value for Fee Purposes		Basic Fee	
		Primary Charge	Marginal Rate
1		2	3
Up to R 1,000,000		R 19,000	8.00% on balance over R 0
R 1,000,000 - R 2,000,000		R 99,000	8.00% on balance over R 1,000,000
R 2,000,000 - R 4,000,000		R 179,000	7.95% on balance over R 2,000,000
R 4,000,000 - R 8,000,000		R 338,000	7.15% on balance over R 4,000,000
R 8,000,000 - R 16,000,000		R 624,000	6.70% on balance over R 8,000,000
R 16,000,000 - R 32,000,000		R 1,160,000	5.90% on balance over R 16,000,000
R 32,000,000 - R 64,000,000		R 2,104,000	5.27% on balance over R 32,000,000
R 64,000,000 - R 128,000,000		R 3,790,400	5.15% on balance over R 64,000,000
R 128,000,000 - R 256,000,000		R 7,086,400	4.10% on balance over R 128,000,000
R 256,000,000 - R 500,000,000		R 12,334,400	3.96% on balance over R 256,000,000
R 500,000,000 - R 1,500,000,000		R 21,996,800	3.50% on balance over R 500,000,000
R 1,500,000,000 - R 3,000,000,000		R 56,969,800	3.12% on balance over R 1,500,000,000
R 3,000,000,000 And Over		R 103,769,800	2.44% on balance over R 3,000,000,000

SECTION 1

Based on construction value of R 673,498,159.74
 Less: Electrical/Mechanical R 127,964,650.35
 Value For Fee Purpose R 545,533,509.39
 Primary Fee (Prototype)

R 21,996,800.00
<u>R 1,593,672.83</u>
R 23,590,472.83
R 5,897,618.21
<u>R29,488,091.04</u>

Secondary Fees for value over

Sub-Total

Alteration Multiple (20%)

Sub-Total Quantity Surveying

Less Discount %
(Maximum allowable discount is 20%)

Total Quantity Surveying Fees (A3)

R

TABLE A3. Quantity Surveyor – Basic Professional Fees

Project Stage	Description	Percentage of Total Fee (A3 Fee)	Offered Fee (Excl. VAT)
1	Initiation	5%	R _____
2	Concept and Viability	5%	R _____
3	Design Development	15%	R _____
4	Documentation and Procurement	15%	R _____
5	Construction	40%	R _____
6	Close out	20%	R _____

Recommended Fee Scale for Registered Electrical, Mechanical, Structural/Civil and Electronic Engineer Professionals
The Engineering Profession Act, 2000 (Act 46 of 2000)
Government Gazette 44333, Vol 669, 26 March 2021 Tariff of Professional Fees Schedule

Civil/Structural Engineering services pertaining to building projects

Cost of the Works		Basis of Fee Calculation	
For projects up to R850,000		Lump Sum or Time Basis	
Where the cost of the works:		Primary Fee	Secondary Fee
Exceeds	But does not exceeds		
R850 000	R1 899 000	R106 300	15.0%
R1 899 000	R9 347 000	R237 400	12.0%
R9 347 000	R19 066 000	R982 400	10.5%
R19 066 000	R47 372 000	R1 857 000	10.0%
R47 372 000	R94 960 000	R4 121 400	9.5%
R94 960 000	R572 000000	R7 454 400	9.0%
R572 000000		R40 840 800	9.0%

Additional design fee on reinforced concrete and structural steel

Cost of the Works		Basis of Fee Calculation	
For projects up to R850,000		Lump Sum or Time Basis	
Where the cost of the works:		Primary Fee	Secondary Fee
Exceeds	But does not exceeds		
R850 000	R1 899 000	R42 500	6.0%
R1 899 000	R9 347 000	R95 000	5.5%
R9 347 000	R19 066 000	R430 000	5.0%
R19 066 000	R47 372 000	R818 000	3.5%
R47 372 000	R94 960 000	R1 667 500	3.0%
R94 960 000	R572 000000	R2 620 900	2.5%
R572 000000		R9 781 200	2.5%

Typical factor by which basic fee is multiplied

Description of the works	Typical factor by which basic fee is multiplied
Alterations to existing works. (Only applicable to the fees on the portion or section of works affected.)	1.25
Water supply and drainage systems, inside the buildings.	1.25
Duplication of works. (Only applicable to the design portion of the fees on duplicated works.)	0.25

Fee Scale for Structural/Civil Engineer Professionals

- (a) Construction Work : R 673,498,159.74
 (b) Civil/Structural Work : R 114,494,678,16
 (c) Guideline Fee : R 33,233,200.00 + 6% * R101,498,159.74
 : R 39,323,089.58

(d) Plus (Civil/Structural) : R2,620,900 + 2.5%* R19,534,678.16
: R2,620,900 + R488,366.95
: R3,109,266.95
(e) Total : R3,109,266.95 + R39,323,089.58
: R42,432,356.53
(f) Alt to existing work : 1.25 * R42,432,356.53
: R53,040,445.66
(g) Percentage fee : R53,040,445.66/R673,498,159.74
: 7.88%

Civil/Structural R 114,494,678.16
Refurbishment Cost R 60,614,834.38
TOTAL R 175,109,512.54
Primary Remaining

7.88% X R175,109,512.54

Sub-Total

Sub-Total (Gazetted Fees)

7.88%
R13,798,629.59
R13,798,629.59
R13,798,629.59

Less Discount %
(Maximum allowable discount is 20%)

Total Structural/Civil Fees(A4)

R _____

TABLE A4. Typical Percentage points for each stage

Project Stage	Description	Percentage of Total Fee (A4 Fee)	Offered Fee (Excl. VAT)
1	Initiation	5%	R _____
2	Concept and Viability	5%	R _____
3	Design Development	15%	R _____
4	Documentation and Procurement	15%	R _____
5	Construction	40%	R _____
6	Close out	20%	R _____

Mechanical/Electrical Engineering services pertaining to building projects

Cost of the Works		Basis of Fee Calculation	
For projects up to R850,000		Lump Sum or Time Basis	
Where the cost of the works:		Primary Fee	Secondary Fee
Exceeds	But does not exceeds		
R850 000	R1 899 000	R127 500	18.0%
R1 899 000	R9 347 000	R284 900	15.0%
R9 347 000	R19 066 000	R1 224 500	12.5%
R19 066 000	R47 372 000	R2 236 400	11.5%
R47 372 000	R94 960 000	R4 926 700	11.0%
R94 960 000	R572 000 000	R9 201 700	10.0%
R572 000 000		R49 764 000	10.0%

Mechanical Engineers - Typical factor by which basic fee is multiplied

Description of the works	Typical factor by which basic fee is multiplied
Multi-tenant installations	1.25
Alterations to existing works. (Only applicable to the fees on the portion or section of works affected.)	1.25
Water supply and drainage systems and fire water systems..	1.25
Duplication of works. (Only applicable to the design portion of the fees on duplicated works.)	0.25
For projects where the cost of the works exceeds R300 000 and where bills of quantities are not required from the consulting engineers and all financial, tender and contractual matters are dealt with by the quantity surveyor or other parties	0.75
As above, but bill of quantities are required from consulting engineers and all financial, tender and contractual matters are dealt with by the consulting engineers (e.g lump sum, nominated or selected sub-contracts etc.	0.90

Electrical Engineers - Typical factor by which basic fee is multiplied

Description of the works	Typical factor by which basic fee is multiplied
Multi-tenant installations	1.25
Alterations to existing works. (Only applicable to the fees on the portion or section of works affected.)	1.25
Duplication of works. (Only applicable to the design portion of the fees on duplicated works.)	0.25
For projects where the cost of the works exceeds R300 000 and where bills of quantities are not required from the consulting engineers and all financial, tender and contractual matters are dealt with by the quantity surveyor or other parties	0.75
As above, but bill of quantities are required from consulting engineers and all financial, tender and contractual matters are dealt with by the consulting engineers (e.g lump sum, nominated or selected sub-contracts etc.	0.90

Fee Scale for Mechanical/Electrical Engineer Professionals

- (a) Electrical/Mechanical Eng. Works : R 127,964,650.35
- (b) Guideline Fee : R 9,201,700.00 + 10.0% * R33,004,650.35
: R 12,502,165.04
- (c) Alteration factor for existing work : 1.25 * R12,502,165.04
: R15,627,706.29
- (g) Percentage fee : R15,627,706.29/R127,964,650.35
: 12.21%

Electrical/Mechanical Works	R 127,964,650.35	
Refurbishment Cost	R 60,614,834.38	
TOTAL	R 188,579,484.73	
Primary Remaining		12.21%
	12.21% X R188,579,484.73	R23,025,555.09
Sub-Total		R23,025,555.09
Sub-Total (Gazetted Fees)		R23,025,555.09
<u>Less Discount</u>	%	_____
<u>(Maximum allowable discount is 20%)</u>		
Total Mechanical/Electrical Fees(A5)		R _____

TABLE A5. Typical Percentage points for each stage

Project Stage	Description	Percentage of Total Fee (A5 Fee)	Offered Fee (Excl. VAT)
1	Initiation	5%	R _____
2	Concept and Viability	5%	R _____
3	Design Development	15%	R _____
4	Documentation and Procurement	15%	R _____
5	Construction	40%	R _____
6	Close out	20%	R _____

Table A6. Approximate ad hoc hours per each discipline

Type of service	Hours Work	Rate Per Hour	Amount
Project /Programme Manager	1200		R
Professional Architect	1200		R
Professional Quantity Surveyor	1200		R
Professional Mechanical Engineer	1200		R
Professional Civil Engineer	1200		R
Professional Electrical Engineer	1200		R
Professional Structural Engineer	1200		R
Occupational Health Safety Agent	1200		R
TOTAL			R

Table A7. Other Professional Services

Other professional services to be offered by the successful bidders for the following services

Type of service	Hours Work	Rate Per Hour	Amount
Professional Landscape Architect	1200		R
Professional Land Surveyor	1200		R
Telecommunication Specialist	1200		R
Geotechnical Specialist	1200		R
Town and Regional Planner	1200		R
Environmental Specialist	1200		R
Electronic Engineer	1200		R
Land/Property Economist	1200		R
Clerk of Works	1200		R
Fire Engineer	1200		R
Traffic Engineer	1200		R
Facilities Management Strategist	1200		R
Hydrologist	1200		R
Business Planning and Analysis/Economist	1200		R
Social Facilitator	R1200		R
TOTAL			R

In all cases where these specialists are required which are not construction related, the project manager will act as lead consultant at his applicable fees.

NB: ALL HOURLY RATES WOULD BE LIMITED AS PER THE LATEST GAZETTED HOURLY RATE FOR EACH DISCIPLINE IF APPLICABLE.

Table A8. Offered Fee Summary

Service	
Total statutory Fee for Project/Program manager(A1)	R
Total Statutory Fee for Architectural Services(A2)	R
Total Statutory Fee for Quantity Surveying Services(A3)	R
Total Statutory Fee for Structural/Civil Engineering Services(A4)	R
Total Statutory Fee for Electrical/Mechanical Engineering Services(A5)	R
Total for Time Based Fee-Ad hoc(A6)	R
Total for Time Based Fee for Other Professional Services(A7)	R
Sub-Total for Above Items	R
All disbursements are included in the fees/ rate-When giving discounts take note that the disbursements are included in the fees and the rates submitted.	R0.00
Add 15% VAT	R
Total Professional Fees offered for Project as based by bidder (VAT and discount included) Carried over to Bid Offer	R

Part C3. SCOPE OF WORK, DELIVERABLES AND EVALUATION

CONTEXT

The Independent Development Trust is an Implementing Agent Public works, manages the implementation of social infrastructure projects including the construction, renovations, upgrading and maintenance of infrastructure facilities such as schools' clinics and hospitals, correctional services facilities amongst others. The provision and maintenance of these facilities enable the IDT through relevant government departments, to achieve the progressive realisation of many of the country socio-economic infrastructure targets.

To this end, the IDT commits to create an environment that enables successful implementation of projects and programs to ensure that country's infrastructure delivery vision is attained. The IDT aims to realize the objectives of this mandate through an intensive due diligence planning processes for the promotion of effective and efficient delivery and good governance. It is expected that the IDT would conduct a thorough assessment of the country's short and long term demands on the social infrastructure developmental needs, in order to respond and plan adequately and create capacity to deliver according to the envisaged targets.

To ensure effective and uninterrupted delivery of infrastructure and in line with the National Infrastructure Plan 2050 (NIP 2050), the IDT sought to establish a term service panel agreement of professional services. The main aim is to award a contract to a panel of technical multi-disciplinary professional team to render full built environment consulting services on an as and when required basis for IDT on behalf of the client departments in the following disciplines (Architect, Construction Project Manager, OHS, Quantity Surveyors, Electrical, Mechanical, Structural and Civil Engineers). The intention is to award all qualifying bidders with the capacity and expertise in all the mentioned disciplines as single entity or consortium were the allocations of projects or work orders will be based on an as and when required basis. The processes to award will follow through the normal request for proposal (RFP) with three stages of evaluation (i.e., the general compliance, functionality, the pricing and the specific goals.).

The purpose of this bid is to ensure that the IDT can intervene in the project blockages with technical expert consultants in key Infrastructure disciplines that the IDT on behalf of client departments can call upon on an as and when required basis for the execution of infrastructure projects. The main aim is to respond to a myriad of challenges summarized as follows which are key hinderance to the slow delivery of projects:

- The underspending or slow expenditure due to unavailability or contracts or delays in the procurement process.
- When current consultants' contracts have come to an end and cannot be further extended.

- Due to unforeseen circumstances, provision has not been made in the procurement timelines to appoint specialist consultants.
- When the current contract has been terminated and no enough time to issue RFQ or initiate a new tender process.
- When specialist consultants are required for specific stages of the project cycle and provision has not been made in existing contract.
- When technical expertise is required for improvements and corrective action at project level due to non-performance and other circumstances.
- Ensure continuity and no interruption to service delivery and eradication of the culture of underspending on allocated budget
- The IDT is operating with a minimal / lean resource structure in terms of manpower, it becomes too expensive and time consuming to respond adequately to the never-ending procurement processes every time a new project is initiated or a contract is terminated.
- The IDT is unable to respond timeously to client department requests, and always encounters procurement delays which ultimately results in the failure to meet commitments.
- The RFQ processes is not a solution given the current constrains in terms of manpower and the high demands/volumes of projects from the client departments.
- Due to poor planning and pressure of high-volume projects demands and requests from clients the regions are exposed to the risk of irregular procurement and or transactions.
- In many cases, funding is made available however the normal processes of appointing consultants or making use of the existing panels is impractical or impossible.

BENEFITS

The IDT will realize the following benefits:

- Reducing the number of procurement events (i.e., number of bidding processes) would be vastly reduced, enabling quicker and more cost-effective procurement;
- Reducing the duplication of efforts to the already stretched manpower
- More time will be spent on managing the actual implementation of projects thus effective contracts management and efficient performance.
- Reduction in variations to contracts and irregular expenditure;
- Total eradication of irregular procurement and or irregular contracting
- Service delivery will be expedited;
- Collaborative relationships can be developed over time, in order to get better value and better project outcomes, e.g., better outcomes with regards to contractor development;
- Lessons learnt in one task / work order may be taken to the next task / work order as well as for the renewal of the framework agreement; and
- Contractors can participate in work for longer periods of time, resulting in more sustainable contractor development.
- Effective and efficient delivery of projects.
- Reduced PO adjustments
- Overall reduction of procurement events in the IDT

It must be noted that this panel of service providers is not meant to replace already established panel or contracts. But it complements the contracts to ensure that the technical capacity expertise is readily available to respond timeously to new requests, or to projects where there are challenges of poor performance and where the current consultants' contracts have been terminated or there is the need for technical expertise in a specific discipline due to unforeseen circumstances/poor planning.

EXTENT OF THE WORKS.

The work to be carried out by the Service Provider under this contract comprises *inter alia* of the following:

- The preliminary investigations and detailed design of various projects on the 2023/2024; 2024/2025 and 2025/2026 Multi Year Budget
- The compiling of subsequent bid documentation (Stage 4) including specification according to IDT guidelines/ requirements
- Undertake duties falling under the OH&S on behalf of the IDT on the project
- Provide construction administration, supervision and monitoring of the respective projects.
- The successful completion and finalising of project/s
- Completing the projects in stages subject to availability of funds
- Submission of final reports.

SERVICE LEVEL AGREEMENT

The ***Standard Professional Services Contract Standard Professional Services Contract (Third Edition, 3rd edition of CIDB document 1015 of September 2009)*** published by the Construction Industry Development Board plus a signed full bid document will act as a full legal document and serve as a Service Level Agreement, where applicable the provisions of Public Finance Management Act (PFMA) shall prevail.

THE STRUCTURE OF PROFESSIONAL TEAM IN A PROJECT:

The IDT requires professional services of qualified specialist bidders to provide skills for infrastructure development, refurbishments, upgrades, new builds of social infrastructure projects as well as operationally funded maintenance projects, on an as and when required basis.

- The bidding entity can be a single or consortium entity that is able to provide all the multi-disciplinary professional team to render full built environment consulting in the following disciplines; Architect, Construction Project Manager, OHS Agent, Quantity Surveyors, Electrical, Mechanical, Structural and Civil Engineers) including the additional specialists services as stated in the contract data.
- The IDT will assess the needs of individual project, the skills needed to complete the project successfully based on the project requirements and the scope of work.
- The PA shall be responsible for the appointment of all additional specialist not mentioned above. The appointment of additional specialist shall be as per the tendered or offered rate of this bid.
- The selection and appointment of additional specialists will be the prerogative of the principal agent/Lead consultant as per the appointed rate for the respective discipline.

- The IDT will not have direct contractual relationship with the additional specialists, performance and the overall administration of the additional specialist work will be the responsibility of the lead consultant or PA. Thus, in the event of non-performance on the part of the additional specialist will be on the account of the lead/PA.
- The additional specialist consultants will be remunerated by the lead consultants or PA.
- Proof of payments of monies paid to the additional specialists by the lead/PA shall be submitted to the IDT within 7 working days of PA receiving payment from the IDT account. This is to ensure that the additional specialists are fairly remunerated and paid on time to avoid poor performance and work stoppages as a results of non-payments
- In the event that the lead /PA fails to make payment due to the additional specialist consultants within the stipulated time, the IDT may terminate the PA/ lead contract
- The projects will be executed as per the guidelines of the relevant project and construction management profession read in conjunction with the project specification in line with all applicable legislated frameworks.
- The projects are funded by IDT client departments and the required progress reports must be submitted monthly.

ALLOCATION OF CONSULTANTS TO PROJECTS

This is a panel of professional services consultants to render the full built environment consulting services on an as and when required basis for IDT client departments (national and provincial)

- It is the intention of IDT to award more than one bidder per region/Province for a period of 36 months.
- The bidders will be scored and ranked according to the highest scoring bidder to the lowest scoring bidder in the region they bided or applied for. Thus, the highest scoring bidder will rank number one in the respective province and the lowest scoring bidder will rank the last.
- The rates of the highest scoring bidder per province may be offered to the second, third, and furthest highest scoring bidders.
- The appointment letters of the consultants should not create expectations and is not a guarantee that the consultants will be offered work during the contract term period, the allocation of work packages or project will be as an when the projects or demand for the services becomes available.
- If the rates of the highest scoring bidder are deemed to be below the market, all acceptable bidders below the market will be offered their own rates and all acceptable bidders above the market may be offered uniform rates which are deemed to be market related as defined by the industry.
- The panel will be utilized in such a manner that is fair, transparent and ensures equitable allocations of projects to the awarded bidders
- First work package or project will be issued to the highest scoring bidder sequentially until the last scoring bidder per region/province.
- The selection/allocation of consultants for the first round of allocations from the panel will be on a rotational basis or be guided by the specific motivation outlined in the service request from the Program Managers and or client department.
- This motivation will be reviewed and be subject to approval by the responsible IDT official.
- The second round of allocation will be based on performance of consultants from the first round as well as continuity of projects.
- Consultants' performance evaluations will be conducted at the end of each work stages or completed scope of the work packages by the IDT Project managers, which will have an impact on the PSPs participation on the panel.
- For every work package or project the IDT will prepare letter of concurrence for client approval and confirmation of budget.

- No work order or instruction to perform work will be issued by the IDT without the approved concurrence letter and budget confirmation from the client department for each individual project.
- Each work package will be based on discount percentage (%) and time-based rates as submitted by the bidder in the pricing schedule.
- The applicable conditions of the contract are the Standard Professional Services Contract (July 2009).
- All bidders will sign a copy of the contract within 14 working days of accepting the appointments.
- Project specific work orders or instructions to perform will be issued and make reference of this conditions and will tailor some clauses to suit the project needs, shall be binding and will be accepted by the consultant/Service provide before commencing with the provision of the services.
- Non-performance by consultants on issued work packages will be taken into consideration and may negatively affect the allocation of further work to such service
- Bidders MUST ensure that their professional membership registration with relevant professional bodies is active throughout the contract period
- The IDT reserves the right to terminate the appointment at any stage, and the consultant will be entitled to be remunerated only for the work completed before receiving the notice of termination.

TERMS OF REFERENCE

ITEM	DESCRIPTION																		
1.1 Quotation Issue Date	Friday , 05 May 2023																		
1.1.1 Compulsory Briefing	Not Applicable / No briefing will be undertaken																		
1.2 Quotation Closing Date	Thursday, 15 June 2023, 12:00am – No late submissions will be received and/or considered.																		
1.3 Quote Reference No.	IDTNATIONAL – PSPs 2023/24																		
1.4 Enquiries	Any queries shall be directed in writing to the IDT and shall be addressed to the contact person/s in the addresses indicated below; Email: IDTPspTender@idt.org.za (08h30 – 17h00 weekdays only)																		
1.5 Compulsory Requirements	1.5.1 A bidder to provide Central Supplier Database (CSD) report 1.5.2 A fully completed and signed Invitation to Bid document (SBD 1) 1.5.3 A fully completed and signed Bidder's Disclosure (SBD 4) 1.5.4 A fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1) 1.5.5 Fully Completed Fee Proposal in line with the Pricing Instruction as indicated in the bid document 1.5.6 Completed Form of Offer, fully signed and witnessed 1.5.7 Proof of Professional Registration with the relevant professional body in the built environment for any of the company director. FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION																		
1.6 Evaluation Criteria	1.6.1 Three-point evaluation, i.e. Stage 1 – Administrative Compliance Stage 2- Functionality Stage 3- The 80/20 and/or 90/10 pricing and specific goals																		
1.7 Functionality Criteria	<table border="1"> <thead> <tr> <th>Evaluation Criteria</th> <th>Evaluation Element</th> <th>Unit of measure/ Evidence</th> <th>Sub Weight</th> <th>Min. Weight</th> <th>Max. Weight</th> </tr> </thead> <tbody> <tr> <td>Company Director professionally registered in any of the built environment discipline (Architect, Quantity Surveyor, Mechanical, Electrical, Structural, Civil, OHS, Land Surveyor, Landscape Architect and Town Planner.</td> <td>2 years Post experience</td> <td>Proof of Company director professional registration documents in the built environment. If more than one director, at least one must be professional registered. If joint venture or consortium, at least one company director of the joint venture of consortium must be Pr. If subcontractor only the main contractor Pr. will be considered for scoring.</td> <td>20</td> <td>20</td> <td>20</td> </tr> <tr> <td>Company Geographical Location</td> <td>The bidder/Company address is</td> <td>Proof of company office rental contract with the entity physical office address or Title deed or</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table>	Evaluation Criteria	Evaluation Element	Unit of measure/ Evidence	Sub Weight	Min. Weight	Max. Weight	Company Director professionally registered in any of the built environment discipline (Architect, Quantity Surveyor, Mechanical, Electrical, Structural, Civil, OHS, Land Surveyor, Landscape Architect and Town Planner.	2 years Post experience	Proof of Company director professional registration documents in the built environment. If more than one director, at least one must be professional registered. If joint venture or consortium, at least one company director of the joint venture of consortium must be Pr. If subcontractor only the main contractor Pr. will be considered for scoring.	20	20	20	Company Geographical Location	The bidder/Company address is	Proof of company office rental contract with the entity physical office address or Title deed or	20	20	20
Evaluation Criteria	Evaluation Element	Unit of measure/ Evidence	Sub Weight	Min. Weight	Max. Weight														
Company Director professionally registered in any of the built environment discipline (Architect, Quantity Surveyor, Mechanical, Electrical, Structural, Civil, OHS, Land Surveyor, Landscape Architect and Town Planner.	2 years Post experience	Proof of Company director professional registration documents in the built environment. If more than one director, at least one must be professional registered. If joint venture or consortium, at least one company director of the joint venture of consortium must be Pr. If subcontractor only the main contractor Pr. will be considered for scoring.	20	20	20														
Company Geographical Location	The bidder/Company address is	Proof of company office rental contract with the entity physical office address or Title deed or	20	20	20														

ITEM	DESCRIPTION					
		registered in South Africa and is based in the region/Province they are bidding for OR the bidder's physical address is 650km radius to IDT's nearest regional /provincial office .	Municipal bill account in the company name. If the bidder's foot print is on more than one province, they must provide evidence of office location for each province they are bidding for.			
	No of state institutions/agencies - Infrastructure projects completed by the entity in the last 5 years	4-8 Projects-over R5m completed in the past 5 years 9 or more Projects over R10m completed in the past 5 years	Appointment Letters OR Reference letter from the client OR Completion certificates	10 30	10	30
	Staffing (bidder must have a team of all the discipline outlined on the below table) Experience of key staff assigned to project (5 years post professional registration experience)	Professional Registration of the project team as outlined below this table 5 years' experience post registration in the relevant discipline.	Curriculum Vitae with copies of qualifications and professional registration certificates in the relevant field of study/discipline, certified copies within three months. Curriculum Vitae+ ID Copy+ qualification+ Professional registration certificate = 30 points. Missing any of the mentioned documents will results to no points scored for this criterion. NB: the requirement is (1) professional in each discipline as listed below this table.	30	30	30
	TOTAL SCORE			80	100	
	<p style="text-align: center;">MINIMUM THRESHOLD (80/100)</p> <p>In order to be accepted for further evaluation, Bidders must meet minimum requirements in respect of EACH of the above-mentioned criteria AND MUST receive a minimum total of 80 POINTS.</p> <p>NB: Key staff registered as Candidates and technician will not be considered for scoring. All listed documents as per the table above must be submitted for bidders to claim the minimum points.</p> <p>The following is the acceptable professional registration bodies/institution to be considered for the bidding company</p> <ul style="list-style-type: none"> - Construction Project Manager (Pr. CPM-SACPCMP) - Occupational Health and safety agent- (Pr.CHSA- SACPCMP) - Quantity Surveyors (Pr.QS)-SACQSP. - Architecture (Pr.Arch)- SACAP - Civil Engineering (Pr.Eng/ Technologist)-ECSA - Structural Engineering (Pr.Eng/ Technologist)-ECSA - Electrical Engineering (Pr.Eng/ Technologist)-ECSA - Mechanical Engineering (Pr.Eng/ Technologist)-ECSA 					

ITEM	DESCRIPTION
<p>1.8 Staffing profile</p>	<p>Construction Project Manager Professionally Registered Construction Project Manager with SACPCMP B Degree/National Diploma in any of the following Built Environment qualifications:</p> <ul style="list-style-type: none"> a) Construction Management, b) Civil Engineering, c) Electrical Engineering, d) Mechanical Engineering, e) Quantity Surveying f) Architectural Studies <p>Minimum of 5 Years' post professional registration experience as a registered professional with SACPCMP</p> <p>Architect.</p> <p>Professionally Registered Architect/Technologist with SACAP B degree/National Diploma in Architecture Minimum of 5 Years' post professional registration experience as a registered professional with SACAP</p> <p>Quantity Surveyor Professionally Registered as a Quantity Surveyor with SACQSP. B degree/Diploma in Quantity Surveying</p> <p>Minimum of 5 years' experience post professional registration.</p> <p>Electrical Engineering Technologist or Engineer Professionally Registered as an Electrical Engineering Technologist or Engineer with ECSA.</p> <hr/> <p>B Degree in Electrical Engineering Minimum of 5 years' experience post professional registration. Experience as a registered professional with ECSA</p> <p>Mechanical Engineering Technologist or Engineer</p> <p>Professionally Registered as a Mechanical Engineering Technologist or Engineer with ECSA</p> <p>B Degree in Mechanical Engineering Minimum of 5 years' experience post professional registration</p> <p>Structural/Civil Engineering Technologist or Engineer</p> <p>Professionally Registered as a Structural/Civil Technologist or Engineer with ECSA</p> <p>B Degree in Structural/Civil Engineering Minimum of 5 years' experience post professional registration</p> <p>Occupational Health and Safety Agent</p>

ITEM	DESCRIPTION																				
	<p>B Degree/ National Diploma in Safety Management or National Diploma Environmental</p> <p>Professional Registration with South African Council for the Project and Construction Management Professions (SACPCMP) as an OHS Agent.</p> <p>Minimum of 5 years' experience post registration</p> <p>NB: ONE PROFESSIONAL/ PERSONNEL CAN ONLY BE CONSIDERED OR SCORED UNDER ONE DISCIPLINE.</p>																				
<p>1.9 Geographical Location</p>	<p>The bidder must tick the province they are bidding for as per the below table. The bidder will only be evaluated for the region they have ticked and must meet the geographical location qualifying requirement for the selected region/province.</p> <table border="1" data-bbox="568 725 1533 1061"> <thead> <tr> <th>Provinces/Region</th> <th>Tick the Regions (√)</th> </tr> </thead> <tbody> <tr><td>Eastern Cape</td><td></td></tr> <tr><td>Free State</td><td></td></tr> <tr><td>Gauteng</td><td></td></tr> <tr><td>Kwa Zulu Natal</td><td></td></tr> <tr><td>Limpopo</td><td></td></tr> <tr><td>Mpumalanga</td><td></td></tr> <tr><td>North West</td><td></td></tr> <tr><td>Northern Cape</td><td></td></tr> <tr><td>Western Cape</td><td></td></tr> </tbody> </table> <p>NB: Only one bid document will suffice for evaluation and scoring for more than one region/province.</p>	Provinces/Region	Tick the Regions (√)	Eastern Cape		Free State		Gauteng		Kwa Zulu Natal		Limpopo		Mpumalanga		North West		Northern Cape		Western Cape	
Provinces/Region	Tick the Regions (√)																				
Eastern Cape																					
Free State																					
Gauteng																					
Kwa Zulu Natal																					
Limpopo																					
Mpumalanga																					
North West																					
Northern Cape																					
Western Cape																					
<p>1.10 Bid Award Criteria</p>	<p>1.10.1 The bidder submits proof of CSD registration and /or CSD number with Compliant Tax Status</p> <p>1.10.2 Note: The IDT reserves the right not to award the bid to the highest point's scorer, after carrying out a risk assessment process. IDT reserves the right to conduct a capacity assessment if the recommended bidder is the responsive bidder and has already been awarded projects previously.</p>																				
<p>1.11 Conditions of the contract</p>	<p>1.11.1 The conditions of contract are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement, Board Notice 136 Government Gazette No 38960 dated 10 July 2016.</p>																				
<p>1.13 Submission of Quotation documents</p>	<p>Quotation documents shall be hand delivered in 1 combined pack (<i>i.e Bid document and its accompanying Annexures</i>) to the <i>Implementing Agent (IDT)</i>, and shall be marked as follows:</p> <p>REQUEST FOR QUOTATIONS FOR THE PROVISION OF PROFESSIONAL SERVICES TO RENDER THE FULL BUILT ENVIRONMENT CONSULTING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR IDT CLIENT DEPARTMENTS (NATIONAL AND PROVINCIAL) FROM THE DATE OF AWARD FOR 36 MONTHS.</p> <p>BID NO: IDTNATIONAL – PSPs 2023/24</p>																				

ITEM	DESCRIPTION
	<p>CLOSING DATE AND TIME: 15 June 2023 @ 12:00pm</p> <p>The Independent Development Trust (IDT)</p> <p>Block B, Glenwood Office Park, 294 Sprite Ave, Faerie Glen, Pretoria, 0043</p>
<p>1.14 Pricing / Fee Proposal / Quotation & Disbursements</p>	<p>1.14.1 The rates shall be carried out in line with the pricing schedule attached in this document.</p> <p>1.14.2 The rates shall be inclusive of VAT (Where Applicable - VAT Vendors)</p> <p>1.14.3 Quotations shall be valid for 120 calendar days.</p> <p>1.14.4 All costs related to the service to be provided shall be included in the quotation.</p> <p>1.14.5 Work stages as indicated on section 4 Fee Proposal table 4.1 for the project shall be quoted for in full.</p> <p>1.14.6 The quotation shall be inclusive of all work expenses as there shall be no additional monies that will be paid by the Employer for this project. As such all work-related risks shall be factored in the bidder's quotation that is including disbursements fees.</p> <p>1.14.7 Discounts will be capped at 20% as per the IDT policy. Any discount submitted/offered exceeding this cap will lead to automatic disqualification.</p> <p>1.14.8 That estimated quantities are for evaluation purposes only.</p> <p>1.14.9 It is the intention of IDT to appoint more than one bidder per region or province.</p> <p>1.14.10 That the statutory fee scales prescribed by the most recent published government notices in terms of the guidelines for professional services fees should be taken into consideration when calculating appointed price.</p> <p>1.14.11 All disbursement items must be included in the rate offered</p> <p>1.14.12 Allocation of projects or work orders will be made on a rotational basis on as an when required basis</p> <p>1.14.13 There is no guarantee that bidder on the panel will be contracted for specific work assignments and or project during the period of this contract. Instructions to Perform Work (IPWs) will be issued on an As and When required basis.</p> <p>1.14.14 The rates of the highest scoring bidder per region may be offered to the second, third, and furthest highest scoring bidders.</p> <p>1.14.15 If the rates of the highest scoring bidder are deemed to be below the market, all acceptable bidders below the market will be offered their own rates and all acceptable bidders above the market may be offered uniform rates which are deemed to be market related as defined by the industry.</p>

ITEM	DESCRIPTION
<p style="text-align: center;">2. Cost Price Adjustments</p>	<p>2.2.1 ESCALATION: Consumer Price Index will be used. Primary Urban Areas will be used for the escalation as reflected below:</p> <p>2.2.2 PERIOD ONE (01): Bid price(s) must be fixed for the first 12 months after the base month with base month being one month prior to closing of bid</p> <p>2.2.3 PERIOD TWO (02): Bid price(s) is/are subject to escalation equal to cpi for the following 12 months with the base month for this period being the 12th month of period one (01). the escalation will therefore be based upon the change in the cpi between the base month for period one (1) and the base month for period two (2).</p> <p>2.2.4 PERIOD THREE (03): Bid price(s) is/are subject to escalation equal to cpi for the remaining period with the base month for this period being the 12th month of period two (02). the escalation will therefore be based upon the change in the cpi between the base month for period one (1) and the base month for period three (3).</p>
<p style="text-align: center;">4. Amendments</p>	<p>4.1.1 Any amendments to the rates offered or description given must be signed by an authorized person (i.e who signed the original quotation)</p>
<p style="text-align: center;">5. Scope of Works</p>	<p>5.1.1 Refer Part C3</p>
<p style="text-align: center;">6. Project Staff</p>	<p>6.1.1 The Service provider to provide details of the personnel to be used in the project and attach proof of their professional registration.</p> <p>6.1.2 Such personnel shall be available at all times for project / site related matters. Should this personnel be changed for some or other reason, he/she should be replaced by a person/s of equivalent or higher qualification and registration status.</p>
<p style="text-align: center;">7. IDT's Reservation of Rights</p>	<p>7.1.1 The Service Providers attention is specifically drawn to the fact that a contract in respect of the services requested herein will not necessarily result from the proposals received.</p> <p>7.1.2 IDT's reservation of rights: IDT reserves the right to cancel or withdraw this request for quotations without prior notice and without furnishing any reasons whatsoever.</p> <p>7.1.3 IDT reserves the right not to award to the lowest bidder.</p> <p>7.1.4 IDT reserves the right to award all or part of the works. If not all works is awarded, the IDT reserves the right to re-calculate the bid price in accordance to the adjusted works (i.e. adjusted construction value). IDT shall only pay for work done / carried out on site. No monies will be paid to the service provider for work stoppages / or when the project is placed on hold. As such the service provider shall only be paid for work carried out on site (refer to clause 1.16.1).</p>
<p style="text-align: center;">8. Cancellation Cost</p>	<p>8.1.1 Should the project be cancelled by the Client Department, for funding and/or other reasons, the IDT and the Client Department shall not be liable</p>

ITEM	DESCRIPTION
	<p>to remunerate the service provider for any potential loss of business and/or profit. The service provider shall only be remunerated for work done prior to the cancellation.</p> <p>8.1.2 Note: No time-based fees shall be applicable for any work on hold.</p>
<p>9. Contract</p>	<p>9.1.1 The service provider will be expected to enter into the CIDB Standard Professional Services Contract 3rd Edition with the IDT on behalf of all IDT client departments.</p>
<p>10. Bid Document and Contract</p>	<p>10.1.1 The Bidder is advised to ensure that they familiarise themselves with all the contents of the bid documents as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the bid submission date stipulated in this bid document.</p> <p>10.1.2 Conditions of Contract are the CIDB Standard Professional Services Contract 3rd Edition of the CIDB Document 1015 with addendum IDT addendum provided</p> <p>10.1.3 The successful Bidder will be expected to have and maintain a professional indemnity insurance of at least five Million Rands (R 5 000 000.00) (NB: adequacy or inadequacy of such an insurance will only be re-looked prior to appointment of a successful service provider and upon conclusion of specific risk assessment)</p>
<p>11. CONTRACT SKILLS DEVELOPMENT GOAL (CSDG)</p>	<p>11.1.1 The consultants shall attain or exceed the contract skills development goal in the performance of the contract or the execution of an order.</p> <p>11.1.2 The consultants shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using the following methods related to the contract or order:</p> <p>Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;</p> <p>Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 above.</p> <p>11.1.3 Employed learners may not account for more than 33 percent of the contract skills development goal.</p> <p>11.1.4 Not more than one method may be applied to any individual concurrently in the calculation of the contract skills development goal.</p> <p>11.1.5 Contract skills development credits will not be awarded for learners enrolled as beneficiaries of other funded or subsidized programmes.</p> <p>11.1.6 The consultant may source beneficiaries of the contract skills development goal from the cidb Skills Development Agency (SDA).</p> <p>11.1.7 All beneficiaries of the Standard must be registered with the cidb SDA.</p>

ITEM	DESCRIPTION
<p>12. COMPLIANCE WITH CSDG REQUIREMENTS</p>	<p>12.1.1 within 30 days of the contract coming into effect or the issuing of an order, a contract compliance baseline training plan taking into account the skills mix and type of workers that are to be engaged;</p> <p>12.1.2 interim contract compliance training reports at intervals which do not exceed 3 months; and</p> <p>12.1.3 a final contract compliance training report within 15 days of reaching completion, end of the service, the delivery date for all work required or practical.</p> <p>12.1.4 The consultant shall keep records of the hours worked and registration particulars towards compliance with this standard. The contractor shall allow the employer's representative to inspect or audit such training records at any time.</p> <p>12.1.5 The employer's representative shall undertake suitable random audits on records to confirm compliance with requirements.</p> <p>12.1.6 The learners shall be directly employed by the consultants.</p> <p>12.1.7 The contractor shall enter into a contract agreement with the cidb SDAs, training provider or skills development facilitator of their choice participating in the implementation of the CSDG standard to:</p> <ul style="list-style-type: none"> a) prepare training plans for registered learners, including details of the scope of experiential work to be covered and expected outcomes; b) register learners with the appropriate Sector Education and Training Authority established in terms of the Skills Development Act of 2008 (Act 37 of 2008); c) manage learner registration with appropriate trade testing authorities as well as preparation for the trade test; d) liaise with the supervisor to monitor onsite training progress of learners; e) liaise with the supervisor to arrange for summative assessments at appropriate stages of the training; and f) liaise with the supervisor to prepare reports for the employer or employer's representative.

EXTENT OF THE WORKS

The work to be carried out by the Service Provider under this contract comprises *inter alia* of the following:

1. The preliminary investigations and detailed design of various projects on the 2023/2024; 2024/2025 and 2025/2026 Multi Year Budget
2. The compiling of subsequent bid documentation including specification according to IDT guidelines/ requirements
3. Undertake duties falling under the OH&S on behalf of the IDT on the project
4. Provide construction administration, supervision and monitoring of the respective project.
5. The successful completion and finalizing of project/s
6. Completing the projects in stages subject to availability of funds
7. Submission of final reports.

BUILDING PROJECTS

SCOPE AND SPECIFICATION OF PROFESSIONAL SERVICES

The required Professional Services as referenced is provided below:

The project entails full range of professional services for the feasibility, planning, design and construction of various property development, upgrading, refurbishment and maintenance related works for all social infrastructure projects IDT client departments as well as the rendering of whole range of supplementary services on an as and when needed basis. The scope of this contract will cover all national projects and programs including the nine (9) provincial programs and projects.

The bidding entity must be able to demonstrate that it has all of the required disciplines readily available as part of the contract. Bidders must also provide proof of relevant qualifications for each discipline and each discipline must be registered with their respective professional body council. The Principal Agent (Lead consultant) sourced from any professional discipline for a specific project, will be responsible for full coordination and management of the professional team. The Principal Agent will:

- Manage other sub-consultancy professionals,
- Appoint and co-ordinate with the sub-consultant,
- Manage the procurement of contractors and
- Administer the construction contracts for the specific project.
- Produce project progress reports periodically in line with the IDT and client departments reporting requirements.
- Responsible for the overall management, administration and coordination of the project,

NATURE OF SERVICE REQUIRED

The Professional Team shall strictly ensure that the implementation of projects are carried out in line with the Infrastructure delivery management system (IDMS) and the deliverables per stage shall be as per the IDMS including the gazetted guidelines scope of work per discipline.

PROJECT STAGE	DESCRIPTION
1	INITIATION
2	CONCEPT AND VIABILITY
3	DESIGN DEVELOPMENT
4	DESIGN DOCUMENTATION AND PROCEDUREMENT
5	CONSTRUCTION/WORKS
6	HANDOVER
7	CLOSE-OUT

NB: IT SHOULD BE NOTED THAT IN SOME PROJECTS STAGES COULD HAVE BEEN COMPLETED BY PREVIOUS CONSULTANTS. IN THIS CASE THIS TENDER WILL ONLY BE APPLICABLE TO THE REMAINING STAGES. THAT IS ONLY IF THE PRIOR STAGES WERE COMPLETED AND APPROVED BY THE IDT AND THE CLIENT. IN THE EVENT THAT THE SCOPE OF THE PRIOR STAGES WERE NOT COMPLETED, THE CONSULTANT WILL BE APPOINTED TO REVIEW AND COMPLETE THE STAGES.THE DISCOUNT IN THE PRICING SCHEDULE WOULD STILL BE APPLICABLE AS SUBMITTED FOR THE SPECIFIC STAGES.

HOURLY RATE TO SCRUTINIZE THE DESIGN WILL BE APPLICABLE.

PRINCIPAL AGENT OR LEAD CONSULTANT

STAGE1-INCEPTION

Definition

Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing projects brief, objectives, priorities, constraints, assumptions and strategies in consultation with the client.

Scope of Services

1. Facilitate the development of a Clear Project Brief
2. Establish the client's Procurement Policy for the Projects
3. Assist the client in the procurements of any specialist consultants including the clear definition of their roles, responsibilities and liabilities
4. Establish in conjunction with the client, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended projects
5. Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project
6. Prepare, co-ordinate and monitor a Project initiation Programme
7. Facilitates the preparation of the Preliminary Viability Assessment of the project
8. Facilitates client approval of all Stage 1 documentation

Project Management Deliverables

1. Project Brief
2. Project Procurement Policy
3. Signed Consultant /Client Agreements
4. Project Initiation Programme
5. Record of all meetings
6. Approval by Client to proceed to Stage 2

STAGE 2-CONCEPT AND VIABILITY

Definition

Finalization of the project concept and feasibility

Scope of Services

1. Assist the client in the procurements of any specialist consultants including the clear definition of their roles, responsibilities and liabilities
2. Advise the client on the requirement to appoint a Health and Safety Consultant
3. Communicate the project brief to the consultants and monitor the development of the concept and Feasibility within the agreed brief
4. Agree the format and procedures for the cost control reporting by the cost consultants on the project.
5. Co-ordinate and integrate the income stream requirements of the clients in to the concept design and feasibility
6. Manage and monitor the preparation of the projects costing by other consultants
7. Prepare and co-ordinate an Indicative Project Documentation and Construction Programme
8. Manage and integrate the concept and feasibility documentation for presentation to the client for approval
9. Facilitate client approval of all Stage 2 documentation.

C2.1 Project Management Deliverables

1. Signed Consultant/Client Agreements
2. Indicative Project Documentation and Construction Programme.
3. Approval by Client to proceed to Stage 3

STAGE 3- DESIGN DEVELOPMENT

Definition

Management, co- ordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.

Scope of Services

- 3.1 Assist the client in the procurements of any specialist consultants including the clear definition of their roles, responsibilities and liabilities
- 3.2 Prepare, co-ordinate and agree a detailed Design and Documentation Programme, based on an updated Indicative Construction Programme, with all consultants
- 3.3 Establish and co-ordinate the formal and informal communication structure, processes and procedures for the design development of the project.
- 3.4 Manage, co-ordinate and integrate the design by the consultants in a sequence to suit the project design, documentation programme and quality requirements.

- 3.5 Conduct and record the appropriate planning, co-ordination and management meetings
- 3.6 Facilitate any input from the design consultants required by Construction Manager on constructability
- 3.7 Facilitate any input from the design consultants required by Health and Safety Consultant
- 3.8 Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals
- 3.9 Establish responsibilities and monitor the information flow between the design team, including the cost consultants.
- 3.10 Monitor the preparation by the cost consultants of cost estimates, budgets, and cost reports
- 3.11 Monitor the cost control by the cost consultants to verify progressive design compliance with approved budget, including necessary design reviews to achieve budget compliance
- 3.12 Facilitate and monitor the timeous technical co-ordination of the design by the design team
- 3.13 Facilities client approval of all Stage 3 documentation

Project Management Deliverables

- Signed Consultant/Client Agreements
- Detailed design & Documentation Programme
- Updated indicative Construction Programme
- Record of all meeting
- Approval by Client to Proceed to Stage 4

STAGE4 - DOCUMENTATION AND PROCUREMENT

Definition

The process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation, for effective and timeous execution of the project.

Scope of Services

- 4.1 Select, recommend and agree the Procurement Strategy for contractors, sub-contractors and suppliers with the client and consultants
- 4.2 Prepare and agree the Project Procurement Programme.
- 4.3 Co-ordinate and monitor the preparation of the tender documentation by the consultants in accordance with the Project Procurement Programme.
- 4.5 Advise the client, in conjunction with other consultants on the appropriate insurances required for the implementation of the project.
- 4.6 Monitor the reconciliation by the cost consultants of the tender prices with the project budget.

4.7 Agree the format and procedure for monitoring and control by the cost consultants of the cost of the works.

4.8 Facilitate client approval of the tender recommendation(s).

Project Management Deliverables

- Contractors, subcontractors, and suppliers Procurement Strategy
- Project Procurement Programme
- Project Tender /Contract Conditions
- Site specific Health and Safety Plan
- Record of all meetings;

STAGE 5 – CONSTRUCTION

Definition

The Management and administration of the construction contracts and processes, Including the preparation and co-ordination of the necessary documentation to facilitate effective execution of the works.

Scope of Services

5.1 Appoint contractor (s) on behalf of the client including the finalization of all agreements.

5.2 Instruct the contractor on behalf of the client to appoint subcontractors.

5.3 Receive, co-ordinate, review and obtain approval of all contract documentation provided by the contractor, subcontractors, and suppliers for compliance with all of the contract requirements.

5.4 Monitor the ongoing projects insurance requirements.

5.5 Facilitate the handover of the site to the contractor.

5.6 Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.

5.7 Regularly conduct and record the necessary site meetings

5.8 Monitor, review and approve the preparation of the Contract Programme by the contractor.

5.9 Regularly monitor the performance of the Contractor against the contractor programme.

5.10 Review and adjudicate circumstances and entitlements that may arise from any changes required to the Contract Programme.

5.11 Monitor the presentation of the contractor's Health and Safety Plan and approval thereof by the Health and Safety Consultant

5.12 Monitor the auditing of the contractor's Health and Safety Plan by the Health and Safety Consultant

5.13 Monitor the compliance by the contractors of the requirements of the Health and Safety Consultant and contractors

5.14 Monitor the production of the Health and Safety File by the Health and Safety Consultant and contractors

- 5.15 Monitor the preparation by the Environment Consultants of the Environmental Management Plan
- 5.16 Establish the construction information distribution procedures.
- 5.17 Agree and monitors the Construction Documentation Schedule for timeous delivery of required information to the contractors.
- 5.18 Expedite, review and monitor the timeous issue of construction information to the contractors.
- 5.19 Manage the review of all approval of all necessary shop details and product propriety information by the design consultants.
- 5.20 Establish procedures for monitoring, controlling and agreeing all scope and cost variations
- 5.21 Agree the quality assurance procedures and monitor the implementation thereof by the consultants and contractors.
- 5.22 Monitor, review, approve and certify monthly progress payments.
- 5.23 Receive, review and adjudicate any contractual claims.
- 5.24 Monitor the preparation of monthly cost reports by the cost consultants.
- 5.25 Monitor long lead items and off- site production by the contractors and suppliers.
- 5.26 Prepare monthly project reports including submission to the client.
- 5.27 Manage, co- ordinate and monitor all necessary testing and commissioning by consultants and contractors.
- 5.28 Co- ordinate, monitor and issue the Practical Completion Lists and the Certificate of Practical Completion.
- 5.29 Co-ordinate and monitor the preparation and issue of the Works Completion List by the consultants to the contractors.
- 5.30 Monitor the execution by the contractors of the defect items to achieve Works Completion
- 5.31 Facilitate and co-ordinate adequate access with the occupant for the rectification of defects by the contractors
- 5.32 Co-ordinate the submission of any special project related monthly progress report in line with IDT reporting requirement.

Projects Management Deliverables

- Signed Contractors Agreements
- Agreed Contract Programme

- Adjudication and award of contractual claims
- Construction Documentation Schedule
- Monthly progress payment certificates
- Monthly project progress reports
- Record of all meetings
- Certificates of Practical Completion.

STAGE 6 AND 7– HANDOVER & CLOSE OUT

Definition

The process on managing and administering the project closeout, including preparation and co-ordination of the necessary documentation to facilitate the effective operation of the project

Scope of Services

6.1 Issue the Works Completion Certificate

6.2 Manage, Co-ordinate and expedite the preparation by the design consultants of all as-built drawings and design documentation.

6.3 Manage and expedite the procurement of all statutory compliance certificate and documentation.

6.4 Manage the finalization of the health and Safety File for submission to the client.

6.6 Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.

6.7 Manage, co-ordinate and expedite the preparation and agreement of the final account by the cost consultants with the relevant contractors.

6.8 Co-ordinate, monitor and issue the Final Completion Defects list and Certificate of Final Completion

6.9 Prepare and present Project Closeout Report in line with IDT special requirement.

Project Management Deliverables

- Works Completion Certificate
- Certificate of Final Completion
- Record of all meetings
- Project closeout report

ARCHITECT

Stages

The scope of works is based on the South African Institute of Architects (SAIA) Work Plan (Architectural

Profession Act No. 44 of 2000). The appointment is for the following Six stages:

1. Stage 1: Initiation – already partially conducted by others and not fully applicable;
2. Stage 2: Concept and viability;
3. Stage 3: Design development;
4. Stage 4: Design Documentation and procurement
5. Stage 4.1: Local authority approval plans; and
6. Stage 4.2: Construction drawings and specifications.
7. Stage 5: Contract administration and construction monitoring during the construction phase;
8. Stage 6: Close out phase.

STAGE 1: INITIATION

Scope of work

- This phase will only address the following aspects, and NOT the FULL Stage 1:
- Study the accommodation requirements to create a formal brief
- As-built drawings of existing structures and site features.
- Survey of existing street furniture, site conditions, services, etc, all aspects of site survey.
- Project program/ Overall WBS (work breakdown structure)
- Evaluation and recommendations of existing structure

Deliverables

- Understanding and formalization of the brief, ie Draft copy.
- As-built drawings of the relevant area of intervention.

STAGE 2: CONCEPT AND VIABILITY

Scope of work

- The architect will prepare design concept layouts based on the approved Space Planning Norms and other design criteria applicable to the building typology and in accordance with the current National Building Standards and regulations.
- Clarify and confirm the project space norms to optimize functional and operational efficiency in terms of scale, circulation and relationships of areas
- Co-ordinate design interfaces with the other consultants where applicable to fully integrates design, services and technology required.
- Provide information to the quantity surveyor for suitable estimates of construction costs
- Prepare and submit presentation of the design concept to the client for approval

Deliverables

- A written report: to include any possible variations from the original scope and expected changes due to potential variations.
- The Architect should also provide drawings to show layouts; Layout plans, scale 1:200 / 1:500 on A1; 1:100 / 1:200 scale plans on A1;
- sections to indicate heights and levels in a typical station/area
- Zoning diagrams – colour coded for ease of reference.
- Overall external works concept for site.
- Full extents of concept structure and placement of all ancillary buildings required.
- Final and Approved Brief.
- Approved Concept Layout

STAGE 3: DESIGN DEVELOPMENT

Scope of work

- The Architect will develop the design in detail, including:
- Finalize the client's detailed requirements into building design
- Develop the design into more detail, develops a construction system, materials and components
- Incorporate building services and coordinate with the work of consultants
- Review the design, costing and programme together with the consultants
- Review the documentation programme with the principal consultant and the other consultants
- Attend design and consultants' co-ordination meetings
- Incorporate and co-ordinate the other consultants' designs into building design
- Prepare design development drawings including draft technical details and outline specifications
- Review budget in conjunction with the quantity surveyor
- Liaise, co-operate and provide necessary information to the client, consultant and other sub-consultant
- Submit drawings to local authorities at the end of this stage, including the SDP for municipal approval

Deliverables

- The deliverables for this phase are:
- All final design drawings (size A1), submitted to and approved by the Client, Planning Review Committee.
- Full L. A Submission to relevant Building Control Section in area of proposed development, through to the final approval thereof.
- A written report (Stage 3 Design Report) on the design development work stage

STAGE 4: DOCUMENTATION AND PROCUREMENT

Scope of work

- Local authority building plans and rational designs for approval;
- Complete technical documentation and complete primary co-ordination with other consultants
- Confirm material specifications and extent of works for implementation
- Prepare specifications for the works and agree preambles with the quantity surveyor
- Review the costing and programme with the consultants
- Obtain the client's authority
- Recommend and agree procurement strategy for contractors, sub-contractors and suppliers with the client and the other consultants
- Prepare and agree the procurement programme
- Provide working drawings to the quantity surveyor for preparation of procurement documentation
- Liaise, co-operate and provide necessary information to the principal consultant and the other consultants
- Obtain the client's authority for the execution of the works
- Assist with the preparation of contract documentation for signature
- Assess samples and products for compliance and design intent
- Finalize documentation for the execution of the works (working drawings)
- Attend all design and consultants' meetings
- Co-ordinate services and prepare necessary services co-ordination drawings
- Check cost estimate with the quantity surveyor and adjust documents if necessary to remain within budget
- Advise the client, in conjunction with the other consultants on the appropriate insurances
- Co-ordinate and monitor preparation of procurement documentation by consultants in accordance with the project procurement programme
- Manage procurement process and recommended contractors for approval by the client
- Agree the format and procedures for monitoring and control by the quantity surveyor of the cost of the works
- Co-ordinate and assemble the contract documentation for signature

Deliverables

- A complete set of construction drawings of all disciplines in either A1 or A0 format;
- An A4 or A3 detailed specification document inclusive of all disciplines;
- A completed priced Bill of Quantities and un-priced Bill of Quantities for construction and tender purposes;
- Request written instruction from client to proceed with Construction phase.
- Procurement programme
- Contract documentation for signature

STAGE 5: CONTRACT ADMINISTRATION AND CONSTRUCTION MONITORING DURING THE CONSTRUCTION PHASE

Scope of work

- Arrange and attend the site handover as Principal Agent from IDT to Contractor.
- Issue construction documentation in accordance with the documentation program
- Carry out contract administration procedures delegated by the principal agent in terms of the contract
- Attend regular site, technical and progress meetings
- Inspect the works for conformity to contract documentation
- Clarify details and descriptions during construction as required
- Receive, comment and approve interim payment valuations
- Witness and review all tests and mock-ups carried out both on and off site
- Check and approve subcontract shop drawings for design intent
- Update and issue the drawings register
- Issue contract instructions as and when required
- Review and comment on operations and maintenance manuals, guarantees, certificates and warranties
- Inspect the works and issue practical completion and defects lists
- Assist in obtaining statutory certificates Agree and monitor issue and distribution of construction documentation
- Instruct the contractor on behalf of the client to appoint subcontractors
- Conduct and record regular site meetings
- Review, approve and monitor the preparation of the construction programme by the contractor
- Regularly monitor performance of the contractor against the construction programme
- Adjudicate entitlements that arise from charges required to the construction programme
- Receive, co-ordinate and monitor approval of all contract documentation provided by contractor(s)
- Agree quality assurance procedures and monitor implementation thereof by the other consultants and the contractors
- Monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the health and safety consultant
- Monitor preparation of the environmental management plan by the environmental consultant
- Establish procedures for monitoring scope and cost variations
- Monitor, review, approve and issue certificates
- Receive, review and adjudicate any contractual claims
- Monitor preparation of financial control reports by the other consultants
- Prepare and submit progress report
- Co-ordinate, monitor and issue practical completion lists and the certificate of practical completion

Deliverables

- Progress meetings and meeting minutes on a monthly basis, with minutes in approved format;
- Progress reports at each monthly Progress meeting;
- Quality reports supported with photographs at each monthly progress meeting;
- Payment certificates signature and submission to client on monthly basis;
- Completion Certificates including final completion and Final account as per definition of the contract to be signed

Signed contracts

- Approved construction programme
- Construction documentation
- Payment certificates
- Progress reports
- Record of meetings
- Certificate(s) of practical and Works Completion
- Facilitate and expedite receipt of occupation certificates

STAGE 6 & 7: HANDOVER AND CLOSE OUT PHASE

Scope of work

- The primary scope to be covered in this work stage is the completion of the following:
- Inspect and verify rectification of defects
- Receive, comment and approve relevant payment valuations and completion certificates
- Prepare and/or procure operations and maintenance manuals, guarantees and warranties
- Prepare and/or procure as-built drawings and documentation
- Co-ordinate and monitor rectification of defects
- Manage procurement of operations and maintenance manuals, guarantees and warranties
- Manage preparation of as-built drawings and documentation
- Manage procurement of outstanding statutory certificates
- Monitor, review and issue payment certificates
- Issue completion certificates
- Manage agreement of final account(s)
- Prepare and present the project close-out report

Deliverables

The deliverables will include:

- As Built drawings;
- Final Completion Certificate;
- Occupation Certificate and all regulatory requirements;
- Final Account;
- Project review meeting and minutes, and
- Close out report and letter of closure.
- Completion certificates
- Record of necessary meetings
- All guarantees, warranties, commissioning certificates, etc.

STRUCTURAL/CIVIL ENGINEER

Defined as: Establish client requirements and preferences, refine user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies

STAGE 1: INITIATION

- Assist in developing a clear project brief.

- Attend project initiation meetings.
- Advice on procurement policy for the project.
- Advice on the rights, constraints, consent and approvals.
- Define the service and scope of work required.
- 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 specific own scope of work that could influence the project life cycle cost significantly.
- Provide necessary information within the agreed scope of the project to other consultants involved.

Deliverables will typically include:

- Agreed service and scope of work.
- Signed agreement.
- Report on project, site and functional requirements
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals and related lead times.

STAGE 2: CONCEPT VIABILITY (PRELIMINARY DESIGN)

Defined as: Prepare and finalize the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

- Agreed documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise client for further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into design.
- Refine and assess the concept design to ensure conformance with regulatory with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Co-ordinate design interfaces with other consultants involved.
- Prepare preliminary processes designs, preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimate and comment on life cycle costs as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

Typical deliverables will include:

- **Concept design**
- Schedule of required surveys, tests, and other investigations and related reports.
- Process Design.
- Preliminary Design
- Cost estimates as required.

STAGE 3: DESIGN DEVELOPMENT

Defined as: Develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project.

- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate 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 cost.
- 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

Typical deliverables will include:

- Design development drawings.
- Outline specifications.
- Local and other authority submission drawings and reports.
- Detail estimates of construction costs.

STAGE 4: DOCUMENTATION AND PROCUREMENT

Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the work.
- Accommodates services design.
- Check cost estimate and adjust designs and documents if necessary to remain within budget.
- Formulate the procurement strategies for contractors or assist the principal consultant were relevant.
- Review designs, drawings and schedules for compliance with approved budget.
- Prepare contract documentation for signature
- Assess samples and products for compliance and design intent.

Typical deliverables will include:

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget construction costs.
- Price contract documentation

STAGE 5: CONTRACT ADMINISTRATION AND INSPECTION

Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- Attend site hand over.
- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of contract.
- Prepare schedules of predicted cash flows.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Review the contractor's quality control programme and advise and agree a quality assurance plan.
- Inspect the works for quality and conformity to contract documentation, on average once every two weeks during course of the works as described in more detail in 3.3.2 for Level 1: periodic construction monitoring.
- Review the outputs quality assurance procedures and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims 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 certificate to be issued by the principal agent.
- Instruct, witness and review all tests 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 operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arrange for delivery of all tests certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals.

Typical deliverables will include:

- Schedules of predicted cash flows.
- Construction documentation.
- Drawings register.
- Estimate for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuation for payment certificates.
- Progressive and draft final account(s).
- Practical completion and defects list.
- All statutory certification and certificates of compliance as required by Local and other Statutory Authority.

STAGE 6 & 7: HAND OVER AND CLOSE-OUT

Defined as: Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project.

- Inspect and verify the rectification of defects.
- Receive, comment and approve relevant payment valuations and completion certificates.
- Facilitates and/or procure final operations and maintenance manuals, guarantees and warranties.
- Prepare and/or procure as built drawings and documentation.
- Conclude the final accounts where relevant.
- Typical deliverables will include:
- Valuations for payment certificates.
- Works and final completion lists.
- Operations and maintenance manuals, guarantees and warranties.
- As built drawings and documentation.
- Final Accounts.

ELECTRICAL/MECHANICAL ENGINEER

Defined as: Establish client requirements and preferences, refine user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies.

STAGE 1: INITIATION

- Assist in developing a clear project brief.
- Attend project initiation meetings.
- Advice on procurement policy for the project.
- Advice on the rights, constraints, consent and approvals.
- Define the service and scope of work required.
- 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 specific own scope of work that could influence the project life cycle cost significantly.
- Provide necessary information within the agreed scope of the project to other consultants involved.

Deliverables will typically include:

- Agreed service and scope of work.
- Signed agreement.
- Report on project, site and functional requirements
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals and related lead times.

STAGE 2: CONCEPT VIABILITY (PRELIMINARY DESIGN)

Defined as: Prepare and finalize the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

- Agreed documentation programme with principal consultant and other consultants involved.
- Attend design and consultants meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise client for further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into design.
- Refine and assess the concept design to ensure conformance with regulatory with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Co-ordinate design interfaces with other consultants involved.
- Prepare preliminary processes designs, preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimate and comment on life cycle costs as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

Typical deliverables will include:

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

STAGE 3: DESIGN DEVELOPMENT

Defined as: Develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project.

- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate 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 cost.
- 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
- Typical deliverables will include:
 - Design development drawings.
 - Outline specifications.
 - Local and other authority submission drawings and reports.
 - Detail estimates of construction costs.

STAGE 4: DOCUMENTATION AND PROCUREMENT

Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

Attend design and consultants' meetings.

- Prepare specifications and preambles for the work.
- Accommodates services design.
- Check cost estimate and adjust designs and documents if necessary to remain within budget.
- Formulate the procurement strategies for contractors or assist the principal consultant were relevant.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Prepare contract documentation for signature
- Assess samples and products for compliance and design intent.

Typical deliverables will include:

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget construction costs.
- Price contract documentation

STAGE 5: CONTRACT ADMINISTRATION AND INSPECTION

Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- Attend site hand over.
- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of contract.
- Prepare schedules of predicted cash flows.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Review the contractor's quality control programme and advise and agree a quality assurance plan.
- Inspect the works for quality and conformity to contract documentation, on average once every two weeks during course of the works as described in more detail in 3.3.2 for Level 1: periodic construction monitoring.
- Review the outputs quality assurance procedures and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims 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 certificate to be issued by the principal agent.
- Instruct, witness and review all tests 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 operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arrange for delivery of all tests certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals.

Typical deliverables will include:

- Schedules of predicted cash flows.
- Construction documentation.
- Drawings register.
- Estimate for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuation for payment certificates.
- Progressive and draft final account(s).
- Practical completion and defects list.
- All statutory certification and certificates of compliance as required by Local and other Statutory Authority.

STAGE 6 & 7: HANDOVER & CLOSE-OUT

Defined as: Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project.

- Inspect and verify the rectification of defects.
- Receive, comment and approve relevant payment valuations and completion certificates.
- Facilitates and/or procure final operations and maintenance manuals, guarantees and warranties.
- Prepare and/or procure as built drawings and documentation.
- Conclude the final accounts where relevant.
- Typical deliverables will include:
- Valuations for payment certificates.
- Works and final completion lists.
- Operations and maintenance manuals, guarantees and warranties.
- As built drawings and documentation.
- Final Accounts.

QUANTITY SURVEYOR

STAGE 1: INITIATION

- Assisting in developing a clear project brief.
- Attending project initiation meetings.
- Advising on the procurement policy for the project.
- Advising on other professional consultants and service required.
- Defining the quantity surveyor's scope of work and services.
- Concluding the terms of the client/quantity surveyor professional services agreement with the client.
- Advising on economic factors affecting the project.
- Advising on appropriate financial design criteria.
- Providing necessary information within the agreed scope of the project to the other professional consultants and for which the following deliverables are applicable:
 - Agreed scope of work.
 - Agreed services.
 - Signed client/quantity surveyor professional service agreement.

STAGE 2: CONCEPT AND VIABILITY

- Agreeing the documentation programme with the principal consultant and other professional consultants.
- Attending design and consultant's meetings.
- Reviewing and evaluating design concepts and advising on viability in conjunction with the other professional consultants.
- Receiving relevant data and cost estimates from the other professional consultants.
- Preparing preliminary and elementary or equivalent estimates of the construction cost.
- Assisting the client in preparing a financial viability report.
- Audit space allocation against the initial brief.
- Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants and for which the following deliverables are applicable:
 - Preliminary estimate(s) of construction cost.
 - Elementary or equivalent estimate(s) of construction cost.
 - Space allocation audit for the project.

STAGE 3: DESIGN DEVELOPMENT

- Reviewing the documentation programme with the principal consultant and other professional consultants.
- Attending design and consultants' meetings.
- Reviewing and evaluating design and outline specifications and exercising cost control in conjunction with the other professional consultants.
- Receiving relevant data and cost estimates from the other professional consultants.
- Preparing detail estimates construction cost.
- Assisting the client in reviewing the financial viability report.
- Commenting on space and accommodation allowances and preparing an area schedule.
- Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants and for which the following deliverables are applicable:
 - Detail estimate(s) of construction cost.
 - Area schedule

STAGE 4: DOCUMENTATION AND PROCUREMENT

- Attending design and consultants meetings.
- Assisting the principal consultant in the formulation of the procurement strategy for contractors, sub-contractors and suppliers.
- Reviewing working drawings for compliance with the approved budget construction cost and/or financial viability.
- Preparing documentation for both principal and subcontract procurement.
- Assisting with preparation of contract documentation for signature and for which the following deliverables are applicable:
 - Budget of construction cost.
 - Priced contract documentation.

STAGE 5: CONSTRUCTION

- Attending site handover.
- Preparing schedules of predicted cash flow.
- Preparing pro-active estimates for proposed variations for client decision-making.
- Attending regular site, technical and progress meetings.
- Adjudicating and resolving financial claims by the contractor(s).
- Assisting in the resolution of contractual claims by the contractor(s).
- Establishing and maintaining financial control system.
- Preparing valuations for payment certificates to be issued by the principal agent.
- Preparing final account(s) including re-measurement(s) as required for the works on a progressive basis and for which the following deliverables are applicable:
 - Schedule(s) of predicted cash flow.

- Estimates for proposed variations.
- Financial control reports.
- Valuations for payment certificates.
- Progressive and draft final account(s).

STAGE 6: CLOSE-OUT

- Preparing valuations for payment certificates to be issued by the principal agent.
- Concluding final account(s)
- And for which the following deliverables are applicable:
 - Valuations for payment certificates.
 - Final account(s).
 - General Notes
- As these stages might overlap, the Standard Services stated hereunder may be required to be undertaken during any one of the project work Stages
- The order of the Standard Services does not necessarily reflect the actual sequence of implementation

Time Frame

The total estimated duration of the CONTRACT period is from date of award for 36 months, The IDT reserves the right, by giving written notice to the Consultant, to stop the progress of a particular project/stage at any time. Should the client exercise this right, the IDT will pay the Consultant for work done and expenses incurred only up to the time that the notice was given.

TENDER / QUOTATION DATA

<p>Clause number</p>	<p>REQUEST FOR QUOTATION FOR THE PROVISION OF PROFESSIONAL SERVICES TO RENDER THE FULL BUILT ENVIRONMENT CONSULTING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR IDT CLIENT DEPARTMENTS (NATIONAL AND PROVINCIAL) FROM THE DATE OF AWARD FOR 36 MONTHS</p> <p>IDTNATIONAL – PSPs 2023/24</p>
<p>1</p>	<p>The Employer is Independent Development Trust (IDT) on behalf of the CLIENT DEPARTMENTS</p>
<p>2</p>	<p>Inspections, Tests and Analysis</p> <p>Access shall be provided for inspections, tests and analysis as may be required by the employer.</p>
<p>3</p>	<p>Contract period:]</p> <p>The contract period will be from the date of acceptance of appointment for 36 Months.</p> <p>.</p>
<p>4</p>	<p>Central Supplier Database (CSD) on Tax Compliance</p> <p>No contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service (“SARS”) certifying the taxes of that person to be in order or that suitable arrangement have been made with SARS”</p>
<p>5</p>	<p>Opening of Quotation Submissions</p> <p>Quotations will be opened in public.</p>
<p>6</p>	<p>Evaluation of Tender Offers</p> <p>The bidders will be evaluated on specific goals point scoring and the price as per the IDT 90/10 score card.</p> <p>A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of aggregate points where the IDT is managing risk, i.e. where the bidder has underpriced such that, the project may be compromised by such underpricing or in spreading of work to other bidders in case where the highest points scorer has already been awarded work.</p>

<p>Clause number</p>	<p>REQUEST FOR QUOTATION FOR THE PROVISION OF PROFESSIONAL SERVICES TO RENDER THE FULL BUILT ENVIRONMENT CONSULTING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR IDT CLIENT DEPARTMENTS (NATIONAL AND PROVINCIAL) FROM THE DATE OF AWARD FOR 36 MONTHS</p> <p>IDTNATIONAL – PSPs 2023/24</p>
<p>7</p>	<p>Acceptance of Tender Offers</p> <p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) Central Supplier Database (CSD) on Tax Compliance no contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service (“SARS”) certifying the taxes of that person to be in order or that suitable arrangement have been made with SARS” b) the tenderer has completed the Declaration of Interest (SBD 4)and there are no conflicts of interest which may impact on the tenderer’s ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are not permitted to submit tenders or participate in the contract; c) Fully completed and signed ALL SBD Forms d) the tenderer completed in full, signed and witnessed form of offer;
<p>8</p>	<p>See clarification Request clarification of the tender documents (if necessary) by notifying the employer at least two working days before the Closing Date stated in the terms of reference.</p>
<p>9</p>	<p>The additional conditions of tender are: The employer is not obliged to accept the lowest bidder.</p>
<p>10</p>	<p>Notice to Unsuccessful Bidders</p> <p>Should the bidders not hear from IDT within 30 days from the quotation closure day i.e. submission date of the quotation they should consider their submission unsuccessful. No written notification will be issued by the Employer to unsuccessful bidders.</p>
<p>11</p>	<p>The Contract:</p> <p>The Quotation Document is the contract document for this RFQ and the copy to be submitted to the successful bidder.</p>

Clause number	REQUEST FOR QUOTATION FOR THE PROVISION OF PROFESSIONAL SERVICES TO RENDER THE FULL BUILT ENVIRONMENT CONSULTING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR IDT CLIENT DEPARTMENTS (NATIONAL AND PROVINCIAL) FROM THE DATE OF AWARD FOR 36 MONTHS IDTNATIONAL – PSPs 2023/24
12	Disbursements The disbursements fees are included in the rates and the fees and shall be paid and claimed with the work done as per the agreed program of work.