



## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES**

CLOSING DATE: **26 April 2019**

CLOSING TIME: **12H00**

BID NUMBER:  **Civil Engineer: JDA SMI LC - CN001**

BID DESCRIPTION: **STORMWATER MASTERPLAN IMPLEMENTATION: EMPIRE PERTH CORRIDOR (Phase 3)**

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg, 2000

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below)

<sup>1</sup> \* MSCM Regulations: "in the service of the state" means to be –

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

### ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

**Department:** Procurement  
**Contact Person:** Ms Lerato Ntuli  
**Tel:** 011 688 7800 **Fax:** 011 688 7899 **E-mail:** [Lntuli@jda.org.za](mailto:Lntuli@jda.org.za)

### ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

**Department:** Developments  
**Contact Person:** Sithandile Xhanti  
**Tel:** 011 688 7801 **Fax:** 011 688 7899 **E-mail:** [sxhanti@jda.org.za](mailto:sxhanti@jda.org.za)

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

**OFFER**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER CODE ..... NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER .....

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE ..... Excluding Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

DATE .....

## **SUPPLIERS DATABASE REGISTRATION**

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website [www.csd.gov.za](http://www.csd.gov.za)

### **Transitional Period (1 September 2015 to 30 June 2016)**

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, and Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
  - Supplier Number and;
  - Supplier Registration Security Code so we can print your real time information;
  - Banking details with bank Stamp and;
  - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate.

### **After Transitional Period 1 July 2016**

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

### **For more information on registration, please:**

Ms. Kgadi Mphela on 011 688 7813  
Mr. Mike Mabunda on 011 688 7811

**To all our stakeholder**

**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

**Anyone can report fraudulent and corrupt activities through one of the following channels:**

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.

# **STORMWATER MASTERPLAN IMPLEMENTATION: EMPIRE PERTH (Phase 3)**

**Project Design & Implementation  
2019/20, 2020/21 2021/22**

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**REQUEST FOR PROPOSAL FOR:**

**1. Civil Engineer**

Contract Number: JDA SMI LC - CN001

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**March 2019**

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### ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Form of Agreement for Appointment of Consultants – For information only, NOT for completion
- G : Appendices to contract
- H : Demo Tax Compliance Status Pin Letter
- I : Declaration on State Of Municipal Accounts

### COPY OF ADVERT

## **TENDERING PROCEDURES**

### **Tender Notice and Invitation to Tender**

#### **Civil Engineer**

Contract Number: JDA SMI LC – CN001

#### **For the Stormwater Masterplan Implementation: Empire Perth Corridor (Phase 3).**

The Johannesburg Development Agency invites tenders from specified consultant companies to design and implement Stormwater Masterplan within Empire Perth corridor. The project will require professional services of Civil engineer. There is a requirement for the successful bidders to liaise with various City of Joburg departments, municipal entities and affected stakeholders in the process of the project implementation. The prospective consultant will be required to be registered with their industry professional bodies and have up to date membership from the date of tender submissions

**A compulsory Site Clarification Meeting with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on 1 April 2019 starting from 11h00 to 12h00.**

**Queries relating to the issue of these documents may be addressed to Claudia Mahlaule, tel 011 688-7851, fax: 011 688 7899, or email: [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za) or Lerato Ntuli, tel 011 688 7851, fax 011 688 7899, or email: [lnntuli@jda.org.za](mailto:lnntuli@jda.org.za)**

**Technical queries or queries relating to the project may be addressed to, Mr Sithandile Xhanti, Tel (011) 688 7801, Fax: (011) 688 7899 email [sxhanti@jda.org.za](mailto:sxhanti@jda.org.za)**

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from 25 March 2019. 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.

**The closing time for receipt of tenders is 12:00pm on Friday 26 April 2019. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.**

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

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

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587”**

## 1. INTRODUCTION

The “Corridors of Freedom” is a project to transform the settlement patterns in the City of Johannesburg. This will strive to create an environment that is denser, has access to services, transport and optimises opportunities to the residents. This unfortunately also increases the vulnerability of urban flooding, and an increased impact on social and economic structures. This means that a greater emphasis should be placed on stormwater management planning (SMP) to ensure integration of stormwater management with the future town planning and road infrastructure thereby ensuring a sustainable and resilient development.

The JDA is requesting proposals from Civil Engineer to design and implement Stormwater Masterplan within Empire Perth corridor.

Bids from experienced companies including joint ventures are hereby invited to serve as the professional team. The proposals for this contract are here-by invited by public tender

## 2. PROJECT INFORMATION

### 2.1 Project Location

The project is located in Westbury between Steytler road and Magaliesburg road.

## 3 Appointment

The JDA is requesting proposals from Civil Engineers, to provide the full consulting services required for the design and implementation of the stormwater masterplan within the Empire Perth Corridor in the 2019/20, 2020/21 and 2021/22 financial years i.e. June 2019 to June 2022. The bidder is to ensure that he or she has the relevant skills (proposed key personnel), experience and capacity to deliver the scope of work within the required timelines. The JDA reserves the right to request the bidder to replace any member of the proposed project team if they do not satisfy the JDA requirements.

### 3.1 Civil Engineer

The JDA requests proposals from registered Civil Engineering firms to provide the requisite services for conducting full scope of services for the implementation of the stormwater masterplan within the Empire Perth Corridor. The proposal must include for all the Civil Engineering services required to deliver the implementation of the stormwater project, meeting all the JDA specification and requirements. The Civil Engineer is expected to provide the full scope of services from stages **1 to 6, as per latest ECSA guidelines** and is expected to play a role of a Principal Agent. Above this, it is required that the Civil Engineer must provide full time site supervision during all construction works.

The following will be required as additional services:

- Making arrangements for way leaves, servitudes and expropriations (if any)
- Obtaining relevant authority approvals as applicable to the scope of work (including building control approvals).



- Making necessary arrangements including land diagrams for any land acquisitions required for the development.
- Attending stakeholder meeting and making presentation, over and above the expected scope of works.
- Assist in preparing and issuing traffic reports and update during the construction stage.
- Attend client progress meetings and other ad hoc meetings
- Prepare detailed cost estimates for the proposed work.
- Compilation and approval of tender documentation including working drawings and elemental bill of quantities.
- Production of copies of the required number of tender documents for distribution to the prospective tenderers.
- Prepare for and attend briefing meeting
- Assist with responses to technical questions during tender stage.
- Full time construction monitoring & project administration.
- Submission of all required JDA project management control reports (i.e. quarterly reports)
- Close out documentation.

### **3.1 Notes**

- 3.1.1 **Appointments for the 2020/21 and 2021/22 financial years will be dependent on satisfactory performance and budget availability. New contracts will be issued at the commencement of the new financial year.**
- 3.1.2 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.1.3 Tenderers are required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.
- 3.1.4 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 3.1.5 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices which are attached as Annexure F for information purposes.
- 3.1.6 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.1.7 Tenderers must also note that revisions to the feasibility studies and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.1.8 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

3.1.9 No tender will be awarded to a bidder who is not registered on CSD.

**4. PRICING**

Tables below list all the estimated construction cost per disciplines and all bidders are to base their fees on the estimated construction costs Bearing in mind the competitive bidding process that should have discounts clearly stipulated if provided.

The bidder is to indicate the resources and corresponding cost that he/she proposes for the delivery on the project requirements.

The bidder is expected to include on the pricing for all the reasonable stakeholder meetings and presentations in meetings, which are deemed to be over and above the bidder’s scope of works. Approximately **40 meetings** and **10 presentations** shall be expected.

4.1 Table 1: The following table indicates fee breakdown for Civil Engineers

**Estimated Construction cost = R 60 000 000.00**

<b>CIVIL ENGINEERING SERVICES</b>	
<b>Stages</b>	<b>% fee per stage</b>
Stage 1	
Stage 2	
Stage 3	
Stage 4	
Stage 5	
Stage 6	
<b>Construction monitoring – 10 months construction period</b>	
R.....rate per month x 10 months	
<b>Wayleave Application</b>	
<b>Meetings and Presentations</b>	
<b>Underground services detection</b>	<b>R 150 000.00</b>
<b>Land Surveyor</b>	<b>R 200 000.00</b>
<b>Geotechnical and materials investigation</b>	<b>R 350 000.00</b>
<b>Total fee carried to offer page</b>	

**A provisional sum has been allocated for the Civil engineers for specialised studies and will be managed by the client and it must be included to the total offer.**

#### **4.2 Notes**

- 4.2.1 **Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required will result in the tender being disqualified.**
- 4.2.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 4.2.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 4.2.4 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 4.2.5 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 4.2.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure G for information purposes.
- 4.2.7 Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation

## 5. INDICATIVE PROGRAM

The table overleaf outlines the completion dates of certain milestones for the project:

Milestone	Date
1. Professional team tender publication	March 2019
2. Professional team tender closure	April 2019
3. Professional team appointments completed	June 2019
4. Contractors Tender Publication	September 2019
8. Tender Award	November 2019
9. Site Hand Over	December 2019
10. Construction Stage	January 2019

## 6. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below.**

The following minimum documentation must be provided in the following numbered sequence:

- 6.1 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.2 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 6.3 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**OR**

**An EME must submit a sworn affidavit confirming the following:**

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

**Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.**

- 6.4 Company registration documents & certified copies of directors / partners identity documents
- 6.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R5m is required for this project.
- 6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 6.7 Audited financial statements for the past three financial years.
- 6.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 6.9 The bidding entity's certificates of membership/s to industry bodies.
- 6.10 A detailed approach and methodology statement wherein the approach to be followed in each stage of the design and construction process is outlined with clear identification of the deliverables in each stage. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
- 6.11 The forms A to F annexed, must be scrutinized, completed in full and submitted together with your quotation.
- 6.12 A corporate brochure alternatively a brief summary of the entity's background.
- 6.13 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed :
  - organogram
  - role/s and responsibility/ies on this project.
  - relevant qualifications and attach proof hereof.
  - number of years of relevant experience in the industry **and** in the proposed role
  - detailed CV's for each member of the team noting their specific relevant project experience **[project description, role and responsibilities, project value]**
  - individual memberships to professional associations and attach proof hereof
- 6.14 A schedule of completed contracts of a **similar** nature to this project ie. Design and implementation projects valued at a minimum of R20m. The following details **must** be included on the schedule :
  - Description of the project
  - Service rendered
  - Name of employer / client and their representative's contact details
  - Cost of the works
  - Fee obtained for services
  - Date of completion

- Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value

***NOTE** :Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*

6.15 A schedule of **current** contracts. The following details **must** be included on the schedule :

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the works
- Fee to be obtained for services
- Expected date of completion
- a percentage estimate of the time planned to be dedicated to this project by each person

6.16 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

6.17 A copy of a valid Tax Compliance Status (Pin) Letter obtainable from SARS.

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

#### **Note for consortium and joint ventures**

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.4-6.9, 6.11-6.12, and 6.14-6.15)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

**Failure to comply with these conditions may invalidate your offer.**

## **7. ASSESSMENT CRITERIA**

Submissions (responses to item 6 above) will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

## 7.1 Compliance

Bidder's will be disqualified for the following cases:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA;
- Who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed);
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who failed to price as required i.e as stipulated in item 4 herein;
- Who did not comply with any other requirement as set out in the tender specifications;
- Who failed to attend the compulsory tender briefing session;
- Who is in the employment of the state.

## 7.2 Technical

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional associations per Item 6.13 above) and (iii) the experience of the company (ie. Contract administration projects, minimum R20m, and references per Item 6.14 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

The minimum points required for the **Civil Engineers is 180 points (70%)** [out of a possible 260] as 2 resources are required ie. A Contracts Manager, design Engineer, and Resident Engineer.

The responsiveness criteria will be assessed on as per the table below for all the disciplines.

### Civil Engineer: Evaluation Criteria

The minimum points for the Civil Engineer is 180 out of a possible 260 (70%)

	Total Points	Criteria	Description of Criteria	Points
<b>A</b> <b>Key Returnable Documents</b>	<b>40</b>	Detailed CVs	Points will only be allocated for the key returnable documents submitted	<b>N/A</b>
		Proposed project organogram		<b>N/A</b>
		Detailed approach and methodology statement		<b>20</b>
		Current municipal account		<b>N/A</b>
		Proof of Professional Indemnity to the value of R 5 million		<b>10</b>
		Forms A-E and Form I completed and signed		<b>10</b>

	Total Points	Criteria	Description of Criteria	Points
<b>A</b> <b>Capability of proposed key personnel</b>	<b>120</b> <b>Civil engineering team</b>	<b>Contracts Manager:</b> The Contracts Manager must have a minimum of 10 years of experience in civil engineering projects minimum R 20m in construction value. ECSA (Pr Eng; Pr Tech Eng;) or SACPCMP	Points will only be allocated for experience in contracts administration minimum R 20m in construction value in their specified role.  <b>If any of the following information is not provided, zero points will be awarded:</b> <ul style="list-style-type: none"> <li>CV' provided must be as per the resources recorded in the organogram</li> <li>CV's must clearly show experience in contracts administration</li> <li>CV's must clearly show the values of the said similar projects executed</li> </ul>	<b>30</b>
		<b>Design Engineer:</b> The Design Engineer must have a minimum of 8 years of experience in civil engineering projects minimum R 20m in construction value. ECSA (Pr Eng; Pr Tech Eng;)		<b>30</b>
		<b>Resident Engineer:</b> Must have a minimum of 10 years of experience as a resident engineer in civil engineering projects minimum R 20m in		<b>60</b>
Detailed CVs indicating track record of proposed key team members are required				



		construction value.		
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	Total Points	Criteria	Description of Criteria	Points
<b>B</b> <b>Company experience as per item 6.11</b>  B1 Experience on managing civil engineering projects minimum R 20m	<b>50</b>  <b>Completed relevant projects</b>	Five or more projects completed	Points will only be allocated for related similar projects as listed in the schedule requested in item 6.11	<b>50</b>
		Three to four projects completed		<b>30</b>
		One to two projects completed		<b>20</b>
B2 Contactable references on civil engineering projects minimum R 20m	<b>50</b>	Three or more satisfactory references	Points will only be allocated for references as listed in the schedule requested in item 6.11 References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered and values in order to obtain the points	<b>50</b>
		Two satisfactory references		<b>30</b>
		One satisfactory references		<b>10</b>

### 7.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

➤ For tenders up to R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 7.3.1

- Points scored will be rounded off to the nearest 2 decimal places

### 7.3.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-Compliant contributor</b>	<b>0</b>

Notes:

- 7.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
- 7.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 7.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

### 7.3.2 Formula for scoring tender price

The following formula will be used to calculate the points for price.

$$P_s = X \left[ 1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

$P_{min}$  = Comparative price of lowest acceptable tender

$X$  = **Points** assigned to price

### 7.3.3 The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

**PP** is the total number of preference points scored by the tenderer

$P_s$  is the points scored for the comparative price of the tenderer, and

$P_{bee}$  is the number of points awarded to the tenderer based on his certified B-BBEE status level

## 7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either:

1. The greater of R8 million or four contracts / projects in the current financial year or

2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for **multi-disciplinary** professional service providers (eg. more than one discipline / service is provided by the same bidder) is either:

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

## **8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

The completed tender document shall be placed in a sealed envelope. The words:

**“Civil Engineer: Stormwater Masterplan Implementation: JDA SMI LC - CN001”**

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

**The Tender closes at 12h00 on Friday 26 April 2019.**

Envelopes will be stamped on receipt. There will be a public opening of tenders.

**NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within twenty-one (21) calendar days from the day of notification.

The tender offer validity period for this tender is 90 days.

Queries can be addressed in writing to:

Sithandile Xhanti

E-mail: [sxhanti@jda.org.za](mailto:sxhanti@jda.org.za)

**ANNEXURE A : BUSINESS DECLARATION**

**Tender/RFP Number** : .....

**Tender/RFP Description** : .....

**Name of Company** : .....

**Contact Person** : .....

**Postal Address** : .....

.....

**Physical Address** : .....

.....

**Telephone Number** : .....

**Fax Number** : .....

**Cell Number** : .....

**E-mail Address** : .....

**Company/enterprise Income**

**Tax Reference Number** : .....

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number** : .....

**Company Registration Number** : .....

**1. Type of firm**

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick one box)

**2. Principal business activities**

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

**3. Total number of years company has been in business: .....**

**4. Detail all trade associations/professional bodies in which you have membership**

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

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

**If yes, what was its previous name? .....**

**6. How many permanent staff members are employed by the firm:**

**Full Time** : .....

**Part Time** : .....

**7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:**

**Full Time** : .....

**Part Time** : .....

**8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2016 to 30 June 2018 (excl. VAT):**

R ..... Year .....

R ..... Year .....

R ..... Year .....

R ..... Year .....

**9. List all contracts which your company is engaged in and have not yet completed:**

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION ( MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days’** notice in writing.



**BANK** : .....

**BRANCH** : .....

**BRANCH CODE** : .....

**ACCOUNT NUMBER** : .....

**ACCOUNT HOLDER** : .....

**TYPE OF ACCOUNT** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

***PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.***

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....

**DATE** : .....

**COMPANY STAMP**

**ANNEXURE B: DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state\* **YES / NO**  
  
If yes, furnish particulars  
  
.....  
  
.....
  - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**  
  
If yes, furnish particulars  
  
.....  
  
.....
  - 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**  
If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....  
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

- \* MSCM Regulations: "in the service of the state" means to be –
  - (a) a member of –
    - (i) Any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.

\*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business

and exercises control over the company.

**ANNEXURE C: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
 Signature

.....  
 Position

.....  
 Name of Bidder

.....  
 Date



**10. ANNEXURE E : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.**

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

**\*\*\* Organ of State means-**

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....  
 Signature  
*(of person authorised to sign on behalf of the organisation)*

.....  
 Position

.....  
 Name of Bidder

.....  
 Date



---

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

*for*  
*ITS (Fibre Optic and CCTV)*

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);

- (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE F : FORM OF AGREEMENT**

**ANNEXURE G: APPENDICES TO CONTRACT**

## **APPENDIX 2**

### **SCOPE OF SERVICES**

The **Civil Engineers** shall provide the following the services which are to be read in conjunction with items 3.6 and 4.2 in the request for proposal:

#### **STAGE 1: APPRAISAL & DEFINITION OF THE PROJECT**

- 1.1 Receive, appraise and report on the client's requirements with particular regard to site information, planning and statutory regulations and budget.
- 1.2 Advise the client on procedures to meet the requirements.

#### **STAGE 2: DESIGN CONCEPT**

- 2.1 Advised by any consultants appointed, prepare a design concept in broad outline showing space provisions, planning relationships, materials and services intended to be used.
- 2.2 Advise the client on the technical and functional characteristics of the project as proposed, the estimated costs in relation to the budget and the anticipated project programme.

#### **STAGE 3: DESIGN DEVELOPMENT**

- 3.1 Develop the design concept in sufficient detail to define the construction of the works, spatially co-ordinate the work designed by consultants and specialists and review the design with the relevant authorities.

#### **STAGE 4: TECHNICAL DOCUMENTATION**

- 4.1 Prepare construction documentation (including detailed working drawings and specifications) and co-ordinate the documentation with the work designed by consultants and specialists.
- 4.2 Obtain all approvals (including building plan approval) from the relevant authorities prior to giving possession of the site to the contractor.
- 4.3 Review the estimated cost of the works in relation to the budget.
- 4.4 Prepare and compile documents to procure offers for the execution of the works, as required by the client.

#### **STAGE 5: CONTRACT ADMINISTRATION AND INSPECTION**

- 5.1 Monitor construction and the adherence to the drawings and specifications on a continuous basis.

#### **STAGE 6: PROJECT CLOSE OUT**

- 6.1 Provide the client with the updated design plan based on as-built information [including before and after photographic record], as-built drawings, certificates, maintenance and operating manuals, relevant technical data and guarantees from suppliers on completion of the works.

## APPENDIX 2 SCOPE OF SERVICES

The **Civil Engineer** shall provide the following services which are to be read in conjunction with items 3.3, 3.8, 4.3 and 4.8 of the request for proposal:

### Stage 1

- 1.1 Assisting in developing a clear project brief
- 1.2 Attending project initiation meetings
- 1.3 Advising on the procurement policy for the project
- 1.4 Advising on other professional consultants and services required
- 1.5 Defining the quantity surveyor's **scope of work** and **services**
- 1.6 Concluding the terms of the client/quantity surveyor professional services agreement with the client
- 1.7 Advising on economic factors affecting the project
- 1.8 Advising on appropriate financial design criteria
- 1.9 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 services agreement

### Stage 2

- 2.1 Agreeing the documentation programme with the principal consultant and other professional consultants
- 2.2 Attending design and consultants' meetings
- 2.3 Reviewing and evaluating design concepts and advising on viability in conjunction with the other professional consultants
- 2.4 Receiving relevant data and cost estimates from the other professional consultants
- 2.5 Preparing preliminary and elemental or equivalent estimates of construction cost
- 2.6 Assisting the client in preparing a financial viability report
- 2.7 Auditing space allocation against the initial brief
- 2.8 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
  - Elemental or equivalent estimate(s) of construction cost
  - Space allocation audit for the project

### Stage 3

- 3.1 Reviewing the documentation programme with the principal consultant and other professional consultants
- 3.2 Attending design and consultants' meetings
- 3.3 Reviewing and evaluating design and outline specifications and exercising cost control in conjunction with the other professional/ consultants
- 3.4 Receiving relevant data and cost estimates from the other professional consultants
- 3.5 Preparing detailed estimates of construction cost
- 3.6 Assisting the client in reviewing the financial viability report

3.7 Commenting on space and accommodation allowances and preparing an area schedule

3.8 Liaising, co-operating and providing necessary information to the client, **principal consultant** and other professional consultants and for which the following deliverables are applicable:

- Detailed estimate(s) of construction cost
- Area schedule

#### **Stage 4**

4.1 Attending design and consultants' meetings

4.2 Assisting the **principal consultant** in the formulation of the procurement strategy for contractors, subcontractors and suppliers

4.3 Reviewing working drawings for compliance with the approved budget of construction cost and/or financial viability

4.4 Preparing documentation for both principal and subcontract procurement

4.5 Assisting the **principal consultant** with calling of tenders and/or negotiation of prices

4.6 Assisting with financial evaluation of tenders

4.7 Assisting with preparation of contract documentation for signature and for which the following deliverables are applicable:

- Budget of construction cost
- Tender documentation
- Financial evaluation of tenders
- Priced contract documentation

#### **Stage 5**

5.1 Attending the site handover

5.2 Preparing schedules of predicted cash flow

5.3 Preparing pro-active estimates for proposed variations for client decision-making

5.4 Attending regular site, technical and progress meetings

5.5 Adjudicating and resolving financial claims by the contractor(s)

5.6 Assisting in the resolution of contractual claims by the contractor(s)

5.7 Establishing and maintaining a financial control system

5.8 Preparing valuations for payment certificates to be issued by the **principal agent**

5.9 Preparing final account(s) 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**

6.1 Preparing valuations for payment certificates to be issued by the principal agent

6.2 Concluding final account(s) and for which the following deliverables are applicable:

- Valuations for payment certificates
- Final account(s)

## **APPENDIX 2 SCOPE OF SERVICES**

The **CIVIL ENGINEERS** shall provide the following services which are to be read in conjunction with items 3.3, 3.8, 4.3, and 4.8 in the request for proposal:

### **STAGE 1: INCEPTION**

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

- 1.1 Assist in developing a clear project brief.
- 1.2 Attend project initiation meetings.
- 1.3 Advise on procurement policy for the project,
- 1.4 Advise on the rights, constraints, consents and approvals.
- 1.5 Define the scope of services and scope of work required.
- 1.6 Conclude the terms of the agreement with the client.
- 1.7 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.
- 1.8 Determine the availability of data, drawings and plans relating to the project.
- 1.9 Advise on criteria that could influence the project life cycle cost significantly.
- 1.10 Provide necessary information within the agreed scope of the project to other consultants involved.

### **Deliverables will typically include:**

- Agreed scope of services 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.

### **STAGE2: CONCEPT AND VIABILITY**

(Defined as: Prepare and finalise the project concept in accordance with the brief, Including project scope, scale, character, form and function, plus preliminary programme and viability of the project)

- 2.1 Agree documentation programme with principal consultant and other consultants involved.
- 2.2 Attend design and consultants' meetings.
- 2.3 Establish the concept design criteria.
- 2.4 Prepare initial concept design and related documentation.
- 2.5 Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- 2.6 Establish regulatory authorities' requirements and incorporate into the design.
- 2.7 Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- 2.8 Establish access, utilities, services and connections required for the design.
- 2.9 Coordinate design interfaces with other consultants involved.
- 2.10 Prepare preliminary process designs, preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- 2.11 Provide cost estimates and comment on life cycle costs as required.



2.12 Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

Typical deliverables will include:

- Concept design report.
- 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 finalise the design, outline specifications, cost plan, financial viability and programme for the project)

- 3.1 Review documentation programme with principal consultant and other consultants involved.
- 3.2 Attend design and consultants1 meetings.
- 3.3 Incorporate client's and authorities' detailed requirements into the design.
- 3.4 Incorporate other consultant's designs and requirements into the design.
- 3.5 Prepare design development drawings including draft technical details and specifications.
- 3.6 Review and evaluate design and outline specification and exercise cost control.
- 3.7 Prepare detailed estimates of construction cost.
- 3.8 Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- 3.9 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.
- Detailed 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.)

- 4.1 Attend design and consultants' meetings.
- 4.2 Prepare specifications and preambles for the works.
- 4.3 Accommodate services design.
- 4.4 Check cost estimates and adjust designs and documents if necessary to remain within budget.
- 4.5 Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- 4.6 Prepare documentation for contractor procurement
- 4.7 Review designs, drawings and schedules for compliance with approved budget.
- 4.8 Calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant.
- 4.9 Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- 4.10 Evaluation offenders.
- 4.11 Preparation of contract documentation for signature

4.12 Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.

4.13 Assess samples and products for compliance and design intent.

Typical deliverables will include:

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget construction cost.
- Tender documentation.
- Tender evaluation report.
- Tender recommendations.
- Priced 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)

5.1 Attend site handover.

5.2 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.

5.3 Carry out contract administration procedures in terms of the contract.

5.4 Prepare schedules of predicted cash flow.

5.5 Prepare pro-active estimates of proposed variations for client decision making.

5.6 Attend regular site, technical and progress meetings.

5.7 Inspect works for conformity to contract documentation

5.8 Adjudicate and resolve financial claims by contractor(s).

5.9 Assist in the resolution of contractual claims by the contractor.

5.10 Establish and maintain a financial control system.

5.11 Clarify details and descriptions during construction as required.

5.12 Prepare valuations for payment certificates to be issued by the principal agent.

5.13 Witness and review of all tests and mock ups carried out both on and off site.

5.14 Check and approve contractor drawings for design intent.

5.15 Update and issue drawings register.

5.16 Issue contract instructions as and when required.

5.17 Review and comment on operation and maintenance manuals, guarantee certificates and warranties.

5.18 Inspect the works and issue practical completion and defects lists.

5.19 Arranging for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals

Typical deliverables will include:

- Schedules of predicted cash flow.
- Construction documentation.
- Drawing register.
- Estimates for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuations for payment certificates.

- Progressive and draft final account(s)
- Practical completion and defects list
- Electrical Certificate of Compliance

### **LEVEL 3: CIVIL ENGINEER**

The construction monitoring staff shall:-

1. Maintain a full time presence on site to constantly review – Work procedures Construction materials for compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion and include in as-built records and drawings as appropriate.
2. Where the consulting engineer is the sole consultant or principal agent, carry out such administration of the project as is necessary on behalf of the client.
3. be available to provide the contractor with technical interpretation of the plans and specifications.

### **STAGE 6: CLOSE OUT**

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

- 6.1 Inspect and verify the rectification of defects
- 6.2 Receive, comment and approve relevant payment valuations and completion certificates
- 6.3 Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties.
- 6.4 Prepare and/or procure as-built drawings and documentation.
- 6.5 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

**ANNEXURE H: DEMO TAX COMPLIANCE STATUS PIN LETTER**



**TAX COMPLIANCE STATUS**  
**PIN Issued**

**Enquiries should be addressed to SARS:**

**Contact Detail**

SARS  
Alberton  
1528

Contact Centre Tel: 0800 00 SARS (7277)  
SARS online: [www.sars.gov.za](http://www.sars.gov.za)

**Details**

Taxpayer Reference Number:  
Case Number:  
Issue Date:

2016/10/25

Always quote this reference number when contacting SARS

Dear Taxpayer

**TAX COMPLIANCE STATUS PIN ISSUED**

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

<b>TCS Details:</b>	
Taxpayer Name	
Trading Name	
Tax Reference Number(s)	
Purpose of Request	Good Standing
Request Reference Number	
PIN	
PIN Expiry Date	25/10/2017

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

**ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE**



2016-12-5 2013.01.01 TCR00\_RO

Name  
Tax reference No.  
Form ID: RFDTC  
Content Version: v2013.01.01  
Timestamp: 29404291  
Year: 2016  
Page of Page: 01/01  
Template version: v2013.01.01

Page: 01/01

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**ANNEXURE I: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder: .....

ii. Registration Number: .....

iii. Municipality where business is situated

.....

iv. Municipal account number for rates: .....

v. Municipal account number for water and electricity: .....

vi. Names of all directors, their ID numbers and municipal account number.

1. ....

2. ....

3. ....

4. ....

5. ....

C Documents to be attached.

i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)

ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)

iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form: .....

.....

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**