

EMALAHLENI LOCAL MUNICIPALITY



TENDER DOCUMENT

BID NO.: ELM 19/2023

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

CONTACT PERSON: _____

ISSUED BY;

THE MUNICIPAL MANAGER

Emalahleni Local Municipality
P O Box 3
Emalahleni
1035.
Tel: (013) 690 6911

PREPARED BY;

PROJECT MANAGEMENT UNIT

Emalahleni Local Municipality
P O Box 3
Emalahleni
1035.
Tel. (013) 690 6300

EMALAHLENI LOCAL MUNICIPALITY

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	T1.2	Tender Data	White
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VOLUME 1: Tendering procedures

- T1.1 Tender Notice and Invitation to Tender**
- T1.2 Tender Data**

T1.1 Tender Notice and Invitation to Tender

EMALAHLENI LOCAL MUNICIPALITY

**REQUEST FOR PROPOSALS**

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

Emalahleni Local Municipality invites tenders from suitably qualified and accredited professional service providers who are registered with the Engineering Council of South Africa and who meet the prescribed minimum requirements, are registered on Central Supplier Database (CSD) and are compliant with relevant prescribed legislation to be listed in the panel of professionals for a period of three years for the compilation of technical, business plans and implementation of infrastructure projects.

The tender document will be available on www.etenders.gov.za and can also be downloaded from www.emalahleni.gov.za.

A **NON-COMPULSORY** tender briefing with the representatives of the Employer will be held virtually on **MIROSOFT TEAMS** on Monday, 24 July 2023 at 11:00 (Link will be shared on the municipal website: www.emalahleni.gov.za)

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed with “**APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS**” and must be placed in the bid box at the Municipality office in Mandela Street not later than 11:00 on **18 August 2023**. Bids will be opened in public at the Municipal offices. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Regulations, 2022 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Emalahleni Local Municipality where **80** points will be allocated in respect of price and **20** points in respect of Specific goals.

The specific goals allocated points in terms of this tender:

A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -

- for 100% black person or people owned enterprise 5 points
- for at least 30% woman or women shareholding or owned enterprise 5 points
- For at least 30% youth shareholding or owned enterprise 2.5 points
- for at least 30% people living with disability shareholding or owned enterprise 2.5 points

A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP –

- for enterprise regarded as EME located within the local area of jurisdiction. 5 points

(The Municipality will utilize the CSD report to verify the above-mentioned information)

No awards will be made to a person:

- Who is not registered on the **Central Supplier Database (CSD)**;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. Tenders will be evaluated in terms of the Supply Chain Management policy of the Emalahleni Local Municipality. The lowest or any tender will not necessarily be accepted, and Emalahleni Local Municipality reserves the right not to consider any tender **not suitably endorsed or comprehensively completed**, as well as the right to accept the tender in whole or part. The panel to be appointed will be limited to Emalahleni Local Municipality's budget availability and also at the discretion of the Accounting Officer.

The **SCM Enquiries**: Tel: (013) 690 6497/6483/6484 Email: masangonz@emalahleni.gov.za. **Technical Enquiries** Mr. ME Sedupane Tel: 013 690 6298 Email: sedupaneme@emalahleni.gov.za.

CLOSING DATE: 18 August 2023

**MR. S MATLEBJOANE
ACTING MUNICIPAL MANAGER**

Civic Centre
Mandela Street
eMalahleni

P.O Box 3
eMalahleni
1035

www.emalahleni.gov.za

EMALAHLENI LOCAL MUNICIPALITY

TENDER NO: ELM 19/2023

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

T1.2 Tender Data

The Conditions of Tender are the Standard Conditions of Tender as contained in Annex C of the Construction Industry Development Board of SA (Cidb) Standard for Uniformity (SFU) in Engineering and Construction Works Contracts, August 2019. Refer <https://www.cidb.org.za/resource-centre/downloads-2/#47-100-wpfd-procurement-documents-templates-and-guidelines>)

The Tender Data which follow, and any other additional requirements set down in the tender schedules included in the returnable documents as described in this document, are in amplification of the Standard Conditions of Tender and form part of and must be read in conjunction with the Standard Conditions of Tender.

The Tender Data set down in T 1.2.2 below shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Clause	Tender Data
F 1	General
F 1.1	<p>The Employer is:</p> <p>Emalahleni Local Municipality P O Box 3 Emalahleni 1035.</p> <p>The employer's representative is;</p> <p>The Municipal Manager Emalahleni Local Municipality P O Box 3 Emalahleni 1035.</p>
F 1.2	<p>Tender Documents</p> <p>The tender documents issued by the employer Comprises three Volumes as follows;</p> <p>Volume 1: Tendering Procedures T1.1 Tender notice and invitation to tender T1.2 Tender Data</p> <p>Volume 2: Returnable Documents and Schedules T 2.1 List of Returnable Documents T 2.2 Returnable schedules</p> <p>Volume 3: The Contract Part C1: Agreement and Contract Data C 1.1 Form of offer and acceptance</p>

Clause	Tender Data			
	C 1.2 Contract data C 1.3. Supply Chain Management Policy Part C2: Pricing Data C 2.1 Pricing Assumptions C 2.2. Bills of Quantities Part C3: Scope of Work C 3.1 Scope of Work C 3.2 Project Specifications C 3.3 Health and Safety Specifications C 3.4 Labour Intensive Specifications Part C4: Site information C 4.1 Site Information			
F.1.3	Interpretation			
F.1.3.1	The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.			
F.1.3.2	These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.			
F 1.4	Communication.			
	The Employer's Representative is;			
	<table border="0"> <tr> <td style="vertical-align: top;"> <u>Accounting Officer;</u> Mr H S Mayisela P O Box 3 EMALAHLENI 1035 Tel : 013 690 6911 </td> <td style="vertical-align: top; padding-left: 20px;"> <u>Procurement Enquiries</u> Mr O Mthimkhulu P O Box 3 EMALAHLENI 1035 Tel: 013 690 6483/6497/6484 </td> <td style="vertical-align: top; padding-left: 20px;"> <u>Technical Enquiries.</u> Mr. M E Sedupane P O Box 3 EMALAHLENI 1035 Tel : 013 6906300 </td> </tr> </table>	<u>Accounting Officer;</u> Mr H S Mayisela P O Box 3 EMALAHLENI 1035 Tel : 013 690 6911	<u>Procurement Enquiries</u> Mr O Mthimkhulu P O Box 3 EMALAHLENI 1035 Tel: 013 690 6483/6497/6484	<u>Technical Enquiries.</u> Mr. M E Sedupane P O Box 3 EMALAHLENI 1035 Tel : 013 6906300
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F 1.5	The Employer's right to accept or reject any tender offer			
F.1.5.1	<p>The Employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such a cancellation and rejection, but will give written reasons for such action upon written request to do so.</p> <p>Furthermore Emalahleni Local Municipality fully Reserves the right not accept the lowest tender or accept the whole or part of any tender or not to consider any tender submitted.</p>			
F1.6	Procurement Procedure			
	Two envelope procedure will not be followed. Bidders are advised to submit two documents which will be the tender document and the attachments or annexures document			

Clause	Tender Data
F 2	Tenderer's obligation
F.2.1	Eligibility
F2.1.1	Only those tenderers who have in their management and employment suitably registered Professional Persons in accordance with relevant South African legislature for Professionally Registered Persons and in terms of relevant professional bodies may submit tenders.
F 2.1.2	Support Resources
	Tenders must indicate resources they intend allocating to this assignment when requested to do so by the employer at any time.
F 2.1.3	Professional indemnity insurance
	Tenderers are required to provide valid professional indemnity (PI) insurance.
F.2.2	Cost of Tendering
	The Tenderer must Accept that the Employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
F.2.3	Check Documents
	The Tenderer must Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission in writing before tender closure.
F 2.4	Confidentiality and Copyright of Documents
	“ Emalahleni Local Municipality retains all and/or any rights to any patents or copyright or intellectual rights to all and any documents in whatever format, inventions, designs, discoveries, improvements as made, discovered or conceived by the Consultants/Contractors in respect of any appointment whether wholly or partly, in connection with, or incidental, to any appointment and which may relate to, or be in connection with, or be useful to the business carried out by the Emalahleni Local Municipality . Such patents or copyrights are not limited to any particular area or country and the Emalahleni Local Municipality reserves the right to alter, modify, adapt or change and use any designs, processes or methods or any such patents or copyrights. All such documents in whatever format, inventions, designs, discoveries, improvements as made, discovered or conceived by the Consultants/Contractors shall be handed over to the Emalahleni Local Municipality on completion of any assignment or project. The Consultant/Contractors may not include any company logo or other company details on or in any documents prepared for and on behalf of the Emalahleni Local Municipality ”
F.2.5.	Reference Documents
	The Tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.
F.2.6	Acknowledgement of Addenda
	The Tenderer shall Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension of the closing time stated in the tender data, in order to take the addenda into account.

Clause	Tender Data
F 2.7	<p>Clarification Meeting</p> <p>A compulsory clarification meeting is scheduled to be held as follows; Date: 24 July 2023 Starting time: 11:00 Location: MICROSOFT TEAMS (Link will be shared on the municipal website: www.emalaheni.gov.za)</p>
F 2.8	<p>Seek Clarification</p> <p>In case the tenderer seek clarification regarding tender document, the tenderer is requested to do so in writing at least 3 working days before tender closure.</p>
F 2.11	<p>Alterations to the Tender Documents</p> <p>The Tenderer must take note of the following;</p> <ul style="list-style-type: none"> a) “No alterations, additions and reductions must be made to the tender document issued by the employer. b) The tender document issued by the employer must not be unbounded or unbundled and other documents which were not part of the tender document added. c) All additional documents not requested by the employer and the tenderer deem necessary that they might be important, they must be placed in a separate enveloped and be clearly marked “Optional Additional Documents” d) All signatories to the tender offer shall initial all such alterations. e) Erasures and the use of masking fluid are prohibited. f) The tender document must be completed with Black Ink
F 2.12	<p>Alternative tender offer</p> <p>No alternative tender offers will be considered or accepted.</p>
F 2.13	<p>Submitting tender offer</p>
F.2.13.1	<p>Only Tender offer communicated on paper shall be submitted as an original.</p> <p>All tender documents must be completed in black ink and in case a mistake or error is made by the tenderer, a diagonal line must be drawn across the error or mistake and an authorised full signature and date be attached next to error or mistake</p>
F.2.13.2	<p>Return all three Volumes documents banded together after completing them entirely in a sealed envelope together with the requested attachments.</p> <p>All attachments required and requested must be ring banded together separately and submitted as such together with the tender documents clearly marked “TENDER: ELM 19/2023”</p>
F.2.13.4	<p>Tender and contract documents must be signed by a person duly Authorised to do so.</p>

Clause	Tender Data
F 2.15	<p data-bbox="225 215 384 248">Closing Time</p> <p data-bbox="225 282 1337 338">The closing time for submission of tender offers is at 11:00 and will be opened in public at the same time.</p> <p data-bbox="225 371 1158 405">Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.</p>
F 2.16	<p data-bbox="225 439 488 472">Tender Offer Validity</p> <p data-bbox="225 506 1158 533">The Tender offer validity period is 90 calendar days from the tender closure date.</p>
F 2.17	<p data-bbox="225 566 683 600">Tender clarification after submission</p> <p data-bbox="225 633 1337 696">A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>
F 2.18	<p data-bbox="225 730 1337 875">The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the EPWP eligibility requirements.</p>
F 2.20	<p data-bbox="225 898 1337 999">The employer will request the tenderer to submit for the employer's acceptance before formation of the contract, all Professional indemnities, securities, Bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.</p>
F.3.2	<p data-bbox="225 1032 456 1066">Addenda to tender</p> <p data-bbox="225 1099 1337 1162">Tenderers are requested to comply with all addendum issued by the employer within the period stipulated in those addenda.</p>
F.3.3	<p data-bbox="225 1196 379 1229">Late tenders</p> <p data-bbox="225 1263 1337 1319">No late tender will be received; the employer will return all tenders received after closing time unopened.</p>
F.3.8	<p data-bbox="225 1352 1337 1413">The Tenderer is required to submit with these tender forms under VOLUME 2: SECTION A: FORMS TO BE COMPLETED FOR EVALUATION AND COMPLIANCE PURPOSES.</p> <p data-bbox="225 1447 1337 1503">THESE FORMS MAY CARRY AUTOMATIC DIQUALIFICATION IF NOT FULLY COMPLETED BY THE TENDERER</p>
F 3.11.1	<p data-bbox="225 1603 501 1637">Evaluation Of Tenders</p> <p data-bbox="225 1671 1337 1733">Evaluation of tender offers will be conducted in accordance with Supply Chain Management Policy of Emalahleni Local Municipality.</p>
F.3.11.5	<p data-bbox="225 1778 1054 1805">Evaluation Quality Based Selection which entails technical proposal only</p> <p data-bbox="225 1839 900 1872">The following steps will be followed during evaluation;</p> <ol data-bbox="225 1906 1134 2049" style="list-style-type: none"> <li data-bbox="225 1906 963 1933">1. Determination of whether or not tender offers are complete. <li data-bbox="225 1933 983 1960">2. Determination of whether or not tender offers are responsive. <li data-bbox="225 1960 775 1986">3. Determination of functionality of tenderers. <li data-bbox="225 1986 884 2013">4. Determination of the reasonableness of tender offers. <li data-bbox="225 2013 1134 2049">5. Performance of risk analysis by checking the credit record of the tenderers.

Clause

Tender Data

Evaluation of Tenders will be conducted in the following three stages as follows;

(a) Stage 1: Compliance

This stage determines on whether or not Tenders received are compliant and responsive

(b) Stage 2: Functionality

Secondly, the assessment of functionality will be done in terms of the functionality evaluation criteria and the minimum threshold be set at 70 points. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation and functionality points will be allocated as follows;

No	Description	No Required	Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
1	Specific Project Expertise within the Employ of the Tenderer.	No Required	25		
1.1	Registered Professional Engineer/Technologist (Civil &/ Electrical) (Minimum 10 years of experience after registration)	1	10		
1.2	Engineer's Representative (Civil&/Electrical Engineering Qualification+ Minimum 3-5 years of experience qualifying)	No Required	10	3 to 5 years experience = 5 points	6 to 10 years experience = 10 points
1.2.1	Engineering Technician: (Minimum 0- to 3 years of experience after qualification)	1	5		
2.	Support Staff	No Required	15	0 to 3 Years experience = 2.5 points	4 to 6 years experience = 5 points
2.2	Qualified Draughts Person/CAD Operator (Minimum 0- to 3 years experience after qualification)	1	5		
2.3.	Qualified Safety Officer (Minimum 0- to 3 years experience after qualification)	1	5		
2.5	Qualified Office Administrative Staff (Secretariat or Admin Staff) (Minimum 0- to 3 years experience after qualification)	1	5		
3.	Infrastructure and Technology	No Required	25		
3.1.	Fully Operational Office	1	5	No Office = 0 points	1 X office= 5 points
3.2.	Complete computer hardware (Minimum of 5 computers)	5	5	0 to 4 = 1 point	5 and above = 5 points
3.2.	Required Design and Draughting Softwares for and Engineering Projects.	1	10	No required design software = 0 points	Required software = 10 points
3.3	Drawing Plotter (Minimum to print A2 drawings)	1	5	Zero required plotter = 0 points	Required Plotter = 5 points
4.	Professionalism of the Tendering Firm i.e ECSA,SAACE, SAEEC,SAICE & WISA	No Required	10		
4.1	Registration with a recognized Professional Body	1	5	No registration with Pro-Body = 0 points	Registration with Pro-Body = 5 points
4.2.	Proof of Professional indemnity Insurance	1	5	No Pro-Indemty = 0 points	Pro- Indemty = 5 points
5.	Labour Intensive Design and Construction Methods and SMME Development	No Required	5		
5.1	Proof of NQF Level 7 accreditation: Develop and Promote Labour-Based Construction Strategies after this qualification.	1	3	0 to 3 years experience = 1.5 points	4 to 6 years experience = 3 points
5.2	Proof of NQF Level 5 Accreditation: Manage Labour intensive Construction Projects after this qualification.	1	2	0 to 3 years experience = 1 point	4 to 6 years experience = 2 points

Clause	Tender Data			
6. Track Record, Experience and understanding Municipal Environment	No Required	10		
6.1. Experience in Similar Municipal Infrastructure/projects as firm	5 years	5	0 to 4 Years experience = 0 points	5 and above years experience = 5 points
6.2 Total number of projects involved with.	5 projects	5	0 to 4 Projects = 0 points	5 and above projects = 3 points
	Total	90		
	Minimum Threshold	70		

F. 3.13 Acceptance of Tender Offers

The employer will accept the tender offer, if it is in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer;

- a) Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) Can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) Has the legal capacity to enter into the contract,
- d) Is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) Complies with the legal requirements, if any, stated in the tender data, and
- f) Is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

EMALAHLENI LOCAL MUNICIPALITY

TENDER NO: ELM 19/2023

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

VOLUME 2: Returnable Documents and Schedules

- T2.1 List of Returnable documents**
- T2.2 Returnable Documents**

TENDERERS ARE REQUESTED TO RING BIND ALL ATTACHEMENTS REQUESTED IN THIS VOLUME AND SUBMIT THEM SEPERATELY BOUND TOGETHER WITH THIS VOLUME BY A RUBBER BAND.

THE ATTACHMENTS MUST BE ARRANGED IN THE SAME ORDER AS THE RETURNABLE SCHEDULE WITH A COVER PAGE FOLLOWED BY THE CONTENT PAGE AND EACH ATTACHEMENT MUST BE SEPERATED BY THE YELLOW PAGE CLEARLY INDICATING THE NAME OF THE FORM AND THE DESRIPTION OF THE ATTACHEMENT.

THE RING BINDED ATTACHEMENTS DOCUMENT MUST BE CLEARLY MARKED
“TENDER: ELM 19/2023 - APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS”

T 2.1 List of Returnable Documents and Schedule

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T2.2 RETURNABLE DOCUMENTS

SECTION A: FORMS TO BE COMPLETED FOR EVALUATION AND COMPLIANCE PURPOSES AND MAY CARRY AUTOMATIC DIQUALIFICATION IF NOT FULLY COMPLETED.

**EMALAHLENI LOCAL MUNICIPALITY
TENDER NO: ELM 19/2023**

1. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:	ELM 19/2023	CLOSING DATE:	18 AUGUST 2023
		CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

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

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	<input type="checkbox"/> CODE	NUMBER	<input type="checkbox"/>
E-MAIL ADDRESS	<input type="checkbox"/>		<input type="checkbox"/>
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes <input type="checkbox"/> No <input type="checkbox"/>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	Yes <input type="checkbox"/> No <input type="checkbox"/>
[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]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER PART B:3]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	MR ME SEDUPANE
CONTACT PERSON	MS Z MOROKU	TELEPHONE NUMBER	013 690 6300
TELEPHONE NUMBER	013 690 6497	FACSIMILE NUMBER	013 690 6207
FACSIMILE NUMBER	013 690 6207	E-MAIL ADDRESS	scdupaneme@emalahleni.gov.za
E-MAIL ADDRESS	masangonz@emalahleni.gov.za		

2. PART B

3. TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
2. TAX COMPLIANCE REQUIREMENTS										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>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 ABOVE.</p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

MBD 4**DECLARATION OF INTEREST**

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

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

.....

2.4 Company Registration Number :

2.5 Tax Reference Number :

2.6 VAT Registration Number:

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

¹"State" means –

(a) 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);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

4 DECLARATION

I THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME

IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF

CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

MBD 6.1**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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	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:

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

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:

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

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

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
7.	for enterprise regarded as EME located within the local area of jurisdiction.	5 points	
The Municipality will utilize the CSD report for the above-mentioned information.			

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:

.....

.....

MBD 8**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 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 companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was Applied).	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za , 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of 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	Was any contract between the bidder and any 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"/>
4.4.1	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

.....
Date

.....
Position

.....
Name of Bidder

MBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not

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

MBD 9

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

.....

Date

.....

Position

.....

Name of Bidder

EMALAHLENI LOCAL MUNICIPALITY

TENDER NO: ELM 19/2023

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENT REQUIRED FOR TENDER EVALUATION AND COMPLIANCE PURPOSES AND MAY CARRY AUTOMATIC DISQUALIFICATION IF NOT FULLY COMPLETED

FORM E: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Table with 2 columns: Label (Name, Contact number, Office address) and empty input field.

Signatories for Tendering Entity shall confirm their authority to do so by attaching a duly signed and dated original or certified copy on the Company Letterhead of the relevant resolution of their members or their board of directors, as the case may be.

TENDERERS ARE REQUESTED NOT TO COMPLETE THE PRO-FORMAS BELOW

1. PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date)

Mr.....;

has been duly authorized to sign all documents in connection with the Tender for Contract Number

.....and any Contract which may arise there from on behalf of

..... Pro-Forma (BLOCK CAPITALS)

SIGNED ON BEHALF OF THE COMPANY :..... IN HIS CAPACITY AS :.....

DATE :.....

FULL NAMES OF SIGNATORY:

AS WITNESSES: 1.
2.

2. PRO-FORMA FOR JOINT VENTURES:

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer an any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Member 1: CIDB Reg No:		Signature: Name: Designation:
Member 2: CIDB Reg No:		Signature: Name: Designation:
Member 3: CIDB Reg No:		Signature: Name: Designation:
Member 4: CIDB Reg No:		Signature: Name: Designation:

Pro-Forma

Name of Tenderer :Date:

Signature :Position:

Full name of signatory:

.....

EMALAHLENI LOCAL MUNICIPALITY**TENDER NO: ELM 19/2023**

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENT REQUIRED FOR TENDER EVALUATION AND COMPLIANCE PURPOSES AND MAY CARRY AUTOMATIC DISQUALIFICATION IF NOT FULLY COMPLETED

FORM F: FINANCIAL REFERENCES

1. DETAILS OF TENDERERS BANKING INFORMATION

I/We hereby authorise the Employer to approach all or any of the following banks for the purposes of obtaining a financial reference:

BANK NAME:									
ACCOUNT NAME: <i>(e.g. ABC Civil Consulting)</i>									
ACCOUNT TYPE: <i>(e.g. Savings, Cheque etc)</i>									
ACCOUNT NO:									
ADDRESS OF BANK:									
CONTACT PERSON:									
TEL. NO. OF BANK / CONTACT:									
How long has this account been in existence:	<table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td style="width: 150px;">0-6 months</td> <td style="width: 50px; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>7-12 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>13-24 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>More than 24 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> (Tick which is appropriate)	0-6 months	<input type="checkbox"/>	7-12 months	<input type="checkbox"/>	13-24 months	<input type="checkbox"/>	More than 24 months	<input type="checkbox"/>
0-6 months	<input type="checkbox"/>								
7-12 months	<input type="checkbox"/>								
13-24 months	<input type="checkbox"/>								
More than 24 months	<input type="checkbox"/>								

2. Authorised bank account details

I/We hereby authorise the Employer to process all payments due to us through EFT direct to the banking details provided above.

Name of Tenderer:Date:

Signature : Full name of signatory:.....

EMALAHLENI LOCAL MUNICIPALITY

TENDER NO: ELM 19/2023

APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENT REQUIRED FOR TENDER EVALUATION AND COMPLIANCE PURPOSES AND MAY CARRY AUTOMATIC DISQUALIFICATION IF NOT FULLY COMPLETED

FORM G: MUNICIPAL ACCOUNT OR LEASE AGREEMENT

- a) Tenderers are required to submit a municipal account bearing the Tenderer’s Entity’s as well as that in the directors name as proof of payment of municipal services which is not older than 3 months at tender closure date (and in case of a lease agreement should not have expired).
- b) **For Joint Ventures**, Tenderers are requested to submit Municipal Statement Account for each member of the JV and conditions of Lease agreement are stipulated below (c)
- c) Conditions for Lease agreement;
 - (i) In case tenderers lease office space from the landlord via the estate agency, tenderers are requested to submit the said lease agreement together with the Municipal Statement Account bearing the Name of the Lessor.
 - (ii) The Same Lessor’s Company name and the must appear on both the Lease Agreement and Municipal Statement Account.
 - (iii) The Lessee’s Entity name must appear on the Lease Agreement.

Name of Tenderer:Date:

Signature : Full name of signatory:.....

**SECTION B: OTHER RETURNABLE DOCUMENTS
REQUIRED FOR EVALUATION AND SCORING
PURPOSES**

EMALAHLENI LOCAL MUNICIPALITY

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EMALAHLENI LOCAL MUNICIPALITY

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T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENT REQUIRED FOR TENDER EVALUATION AND SCORING PURPOSES

FORM B: SCHEDULE OF PROPOSED PERSONELL (CVs and qualifications must be attached)
--

No	Description	Name and Surname	Name of Professional Body	Professional Registration Number	Total number of years' experience
1	Specific Project Expertise within the Employ of the Tenderer.				
1.1	Registered Professional Engineer/Technologist (Civil) (Minimum 10 years' experience after registration)				
1.2	Engineer's Representative				
1.2.1	Engineer's Representative (minimum 3-5 experience after qualification)				

No	Description	Name and Surname	Name of Professional Body	Professional Registration Number	Total number of years' experience
1.2.1	Engineering Technician: Civil as minimum (Minimum 0- to 3 years' experience after qualification)				
2.	Support Staff				
2.2	Qualified Draughts Person/CAD Operator (Minimum 0 to 3 years' experience after qualification)				
2.3.	Qualified Safety Officer (Minimum 0 to 3 years' experience after qualification)				
2.5	Qualified Office Administrative Staff (Secretariat or Admin Staff) (Minimum 0 to 3 years' experience after qualification)				

Tenderers are requested to attach brief 2 page CV's, Proof of Professional Registration for 1.1: Professionally Registered Engineer or Technologist and Proof of Qualification for all the staff referred to above.

Name of Tenderer:.....

Date:

Signature.....Position:

Full name of signatory:

EMALAHLENI LOCAL MUNICIPALITY**TENDER NO: ELM 19/2023****APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS****T2.2 RETURNABLE DOCUMENTS****RETURNABLE DOCUMENT REQUIRED FOR TENDER EVALUATION AND SCORING PURPOSES****FORM C: INFRASTRUCTURE AND TECHNOLOGY**

As part of Functionality Requirements, Tenderers must demonstrate their functional ability to carry out this assignment successfully by completing the following table;

Evaluation Criteria	Minimum Required	Points obtainable	Points Claimed	
Firm's Office Building location (Note 18)	Firm's offices outside the provincial boundaries	1.5		
	Firm's offices within the provincial boundaries	2		
Sub-Total		2		
Hardware Resources (Note 19)	Laptop/ Computers x 3	1		
	Plotter x 1	0.5		
	Printers (able to print A4 and A3) X 1	0.5		
Sub-Total		2		
Software Resources (Note 20)	Design Software (i.e. Geometric Roads, Storm Water, Water Reticulation, Structures)	1		
	Technical Drawing Software	0.5		
	Wastewater modelling Software	1		
	Sub-Total		2.5	
		Quality Control Procedures In-House	1.5	

	Quality Management System	Quality Management System ISO-9001	2	
Sub-Total			2	
Company's vehicles (Note 21)	Vehicles x 2 (1.5 point per vehicle)		1.5	
Total			10	

Note 18: Firm's Office building location

Company needs to submit a proof of municipal rates not older than 3 months for their offices. Failure to attach the municipal rates shall warrant for scoring zero (0) in this category.

Note 19: Hardware Resources

Proof of company's asset register with the required listed resources in the form of certified copies must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

Note 20: Software Resources

Proof of company's asset register with the required listed resources in the form of certified copies must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

Note 21: Company's Vehicles

Provide proof of ownership, such a certified copy of the company's register of assets and vehicles ownership copies either in the name of the company or director's names must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

3.	Infrastructure and Technology	No Required	No Owned	Name
1.	Fully Operational Office	1		Physical Address of the operational office
2.	Complete computer hardware	5		Brand Name of hard drive 1. 2. 3. 4. 5.
3.	Required Design and Draughting Softwares for Civil Engineering Projects. (Roads and Stormwater, Bulk Water supply, reticulation , Treatment plants and Bulk Sewer supply, reticulation including WWTW	1		Brand Name and Model of the software; 1. 2. 3. 4. 5.
4	Drawing Plotter (Minimum to print A2 drawings)	1		Brand Name and Model:

Name of Tenderer :Date:

Signature :Position:

Full name of signatory:

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T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENT REQUIRED FOR TENDER EVALUATION AND SCORING PURPOSES

FORM D: PROFESSIONAL ASSOCIATIONS/BODIES

Tenderers are requested to indicate that they are registered with professional body as a firm by completing the following table;

No	Name of the professional body	Date of Registration
1		
2		
3		
4		
5		
6		
7		
8		

Attach Proof of membership of your **Entity** with Professional Bodies

(Kindly take note not attach membership of individuals within the employ or ownership of your Entity)

Name of Tenderer :Date:

Signature :Position:

Full name of signatory:

EMALAHLENI LOCAL MUNICIPALITY

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FORM E: PROFESSIONAL INDEMNITY

Tenderers are requested to provide professional indemnity insurance from an accredited and registered financial institution for evaluation purposes and to be included in the contract by completing the table below;

Description	Name of the Institution	Amount in Rands	Expiry date

Tenderers must also attach proof of professional indemnity

Name of Tenderer:Date:

Signature:

Full name of signatory:

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FORM F: LABOUR INTENSIVE DESIGN AND CONSTRUCTION METHODS

No	Name and Surname	Qualification	Year Achieved
1		NQF Level 7 accreditation: Develop and Promote Labour-Based Construction Strategies	
2		NQF Level 5 Accreditation: Manage Labour intensive Construction Projects	

Tenderers are required to attach proof of qualifications for the above persons

Name of Tenderer:Date:

Full name of signatory:

Signature:Position:

EMALAHLENI LOCAL MUNICIPALITY

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FORM G: TRACK RECORD, EXPERIENCE AND UNDERSTANDING MUNICIPAL ENVIRONMENT

1. Years of Experience

Tenderers must indicate the total number of years of experience in a Municipal Environment by completion the table below;

<i>Description</i>	<i>Number of years</i>
Total Number of Years' experience as a firm in a Municipal Environment	

2. Completed Projects

Tenderers are requested to provide 5 projects previously involved with in a municipal environment by completing the table below (completion certificates must be attached)

No	Name and Description of the Project	Value in Rands R'000	Date		Employer		
			Assigned	Completed	Name of employer	Contact Person	
						Name and Surname	Tel. No
1.							
2.							
3.							

No	Name and Description of the Project	Value in Rands R'000	Date		Employer		
			Assigned	Completed	Name of employer	Contact Person	
						Name and Surname	Tel. No
4.							
5.							

Tenderers are requested to attach copies of completion certificates or appointment letter or any proof of technical reports, business plans compiled or any document to proof they executed that project.

Name of Tenderer :Date:

Full name of signatory:.....

Signature :Position:

**SECTION C: OTHER RETURNABLES REQUIRED FOR
EVALUATION PURPOSES**

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T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

FORM A: SCHEDULE OF PROPOSED SUB-CONSULTANTS

Tenderers are requested to Provide Name of Proposed sub-consultants to be used on this assignment and the nature of work

No	Name of sub-consultant	Nature and type of Work
1		Topographical Survey
2		Geotechnical Investigation
3		EIA
4		Geo-hydrological Investigations
5		Other: Name;
6		Other: Name;
7		Other: Name;
8		Other: Name;
9		Other: Name;
10		Other: Name;
11		Other: Name;
12		Other: Name;

Name of Tenderer :Date:

Signature :Position:

Full name of signatory:

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T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

FORM B: RECORD OF ADDENDA TO TENDER

We confirm that the following communication received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title of Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Name of Tenderer:Date:

Signature :Position:

Full name of signatory:

EMALAHLENI LOCAL MUNICIPALITY**TENDER NO: ELM 19/2023**

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VOLUME 3: The Contract

VOLUME	CONTENTS		
	Number	Heading	Colour
Volume 3	The Contract		
	Part C 1	Agreement and Contract Data	
	C 1.1	Contract Data	White
	Part C 2	Scope of Work	
	C 2.1	Scope of Work	White
	C 2.2	Project Specifications	White
	C 2.3	Health and Safety Specifications	White
	C 2.4	Labour Intensive Specifications	White
	Part C 3	Site Information	
C 3.1	Site Information	White	

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VOLUME 3: The Contract

Part C1 **Agreement and Contract Data**

C 1.1 Contract Data

C 1.2 Supply Chain Management Policy

EMALAHLENI LOCAL MUNICIPALITY**TENDER NO: ELM 19/2023****APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS****4. C 1.1 CONTRACT DATA**

The General Conditions of Contract are the *Standard Professional Services Contract (July 2009)* published by the Construction Industry Development Board and this document is not bounded in this tender and is available free of charge form the CIDB website www.cidb.co.za

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

PART 1: DATA PROVIDED BY THE EMPLOYER

CLAUSE	DATA				
3.4	<p>The Employer is Emalahleni Local Municipality;</p> <table border="1"> <thead> <tr> <th>Physical Address;</th> <th>Postal Address;</th> </tr> </thead> <tbody> <tr> <td> Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911 </td> <td> P.O. Box 3 EMALAHLENI 1035 </td> </tr> </tbody> </table>	Physical Address;	Postal Address;	Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911	P.O. Box 3 EMALAHLENI 1035
Physical Address;	Postal Address;				
Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911	P.O. Box 3 EMALAHLENI 1035				

CLAUSE	DATA								
<p>4.3.2.</p>	<p>The authorized and designated representative of the Employer is:</p> <p>Name: Mr S Mayisela</p> <p>The address for receipt of communications is:</p> <table border="1" data-bbox="392 495 1206 781"> <thead> <tr> <th data-bbox="392 495 844 546">Physical Address;</th> <th data-bbox="844 495 1206 546">Postal Address;</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 546 844 781"> Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911 </td> <td data-bbox="844 546 1206 781"> P.O. Box 3 EMALAHLENI 1035 </td> </tr> </tbody> </table> <p>The Nominee is;</p> <p>Name: Mr M Sedupane</p> <p>The address for receipt of communications is:</p> <table border="1" data-bbox="392 1234 1206 1520"> <thead> <tr> <th data-bbox="392 1234 844 1285">Physical Address;</th> <th data-bbox="844 1234 1206 1285">Postal Address;</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 1285 844 1520"> Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911 </td> <td data-bbox="844 1285 1206 1520"> P.O. Box 3 EMALAHLENI 1035 </td> </tr> </tbody> </table>	Physical Address;	Postal Address;	Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911	P.O. Box 3 EMALAHLENI 1035	Physical Address;	Postal Address;	Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911	P.O. Box 3 EMALAHLENI 1035
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Physical Address;	Postal Address;								
Corner Mandela and Arras EMALAHLENI 1035 Tel: 011 690 6911	P.O. Box 3 EMALAHLENI 1035								
<p>1</p> <p>1</p>	<p>The Project is the APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS</p>								
<p>3.5</p>	<p>The location for the performance of this assignment or project is the area of jurisdiction of Emalahleni Local Municipality and locations to be advised by the Municipal Manager or His Nomine</p>								

CLAUSE	DATA
3.6	The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.
3.9.2.	The time-based fees used to determine changes to the Contract Price are negotiable between the employer and the Professional Service Provider.
3.11	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.
3.12	The penalty payable is to be determined in the Service level agreement per calendar day.
3.15.1	The project programme shall be submitted when required by the employer.
3.15.2.	The Service Provider shall update the programme at intervals not exceeding 4 weeks after the appointment to a specific project.
4.3.1(d)	The Employer is not required to assist in the obtaining of approvals, licenses and permits from the state, regional and municipal authorities having jurisdiction over the Project.
5.4.1	The Service Provider is required to provide professional indemnity cover equivalent to the value of the project.
5.5	<p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> (a) The issuing of Variation Orders. (b) Rulings, in terms of Clause 48(5) on claims submitted by the Contractor, with the exception of claims relating to Clause 42.3.2 (Abnormal weather conditions) (c) Rulings, in terms of Clause 57 (Disagreements) and Clause 58 (Disputes). <p>The clauses in (b) and (c) above refer to clauses in the General Conditions of Contract for Construction Works, First Edition (2004) as amended, which conditions of contract shall govern the Contract between the Employer and the Contractor.</p>

CLAUSE	DATA
7.2	The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 by completing Form B: Proposed Personnel Schedule found in Volume 2 of this document.
8.1	The Service Provider is to commence the performance of the Services within one day of the date of an appointment to a specific project
8.2.1	<p>(a) This contract will be concluded when 36 months expire after the date of notification to the service provider by the employer into the panel of consultants.</p> <p>(b) For a specific project the Contract is concluded when the certificate of final approval for construction works is issued and approved by the employer</p>
8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed 2 month.
9.1	<p>“Emalahleni Local Municipality retains all and/or any rights to any patents or copyright or intellectual rights to all and any documents in whatever format, inventions, designs, discoveries, improvements as made, discovered or conceived by the Consultants/Contractors in respect of this contract, whether wholly or partly, in connection with, or incidental, to this contract and which may relate to, or be in connection with, or be useful to the business carried out by the Emalahleni Local Municipality. Such patents or copyrights are not limited to any particular area or country and the Emalahleni Local Municipality reserves the right to alter, modify, adapt or change any designs, processes or methods or any such patents or copyrights. All such documents in whatever format, inventions, designs, discoveries, improvements as made, discovered or conceived by the Consultants/Contractors shall be handed over to the Emalahleni Local Municipality on completion of the project. The Consultant/Contractors may not include any company logo or other company details on or in any documents prepared for and on behalf of the Emalahleni Local Municipality”</p>
11.1.	A service provider may only sub-consult minor works upon the approval of the employer.
12.1	Interim settlement of disputes is to be by mediation/adjudication
12.2	Final settlement is by arbitration/litigation
12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by the President of South African Institution of Civil Engineering
12.3.3	The provisions of 12.3 do not apply to this Contract

CLAUSE	DATA
12.4.1	In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by the President of the South African Institution of Civil Engineering
13.1.3	All persons in a joint venture or consortium shall carry a minimum professional indemnity insurance of R 8 000 000.00
13.6	The provisions of 13.6 do not apply to this Contract
15	The interest rate will be prime interest rate of the Employers bank at the time that the amount is due.

Part 2: Data provided by the Service Provider (Tenderer)

Clause	Data
<p>1.</p>	<p>The Name of Service Provider is:</p> <p>.....</p> <p>Physical Address:</p> <p>.....</p> <p>Postal Address:</p> <p>.....</p> <p>Tel:</p> <p>Fax:</p>
<p>1.</p>	<p>The Period of Performance is</p>
<p>5.3.</p>	<p>The authorized and designed representative of the Service Provider is:</p> <p>Name:</p> <p>The address for receipt of communications is;</p> <p>Physical Address:</p> <p>.....</p> <p>.....</p> <p>Postal Address:</p> <p>.....</p> <p>.....</p> <p>Tel:</p> <p>Fax:</p>

7.1.2 The Key Persons and their functions in relation to this assignment are;

No	Name and Surname	Specific Function
1		
2		
3		
4		
5		
6		
7		

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5. C1.2 SUPPLY CHAIN MANAGEMENT POLICY
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This document is available free of charge from the Emalahleni Local Municipality's Website;

www.emalahleni.gov.za

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2.PART C 2 SCOPE OF WORK

C 2.1. Scope of Work

C 2.2. Project Specifications

C 2.3 Health and Safety Specifications

C2.4. Labour Intensive Specifications

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2.C 3.1 SCOPE OF WORK

C 2.1.1 Employer's Objective

The objective of the employer is to create a panel professional service provider to render professional services on an as and when required basis covering all built environment aspects in order to improve service delivery by providing expected municipal services to meet its Constitutional Mandate.

C 2.1.2 Overview of the Works

The scope of services will be subjected Guideline Scope of Services and Tariff of fees for registered persons in respect to relevant professional bodies for e.g.

Engineering Council of South Africa Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act 46 of 2000

Professional service to be provided include all engineering services, Review of Designs, investigations, surveys and studies

The appointed professional service provider will be expected to provide professional services as and when required for a period of 36 months

C 2.1.3 Extend of the Works

The appointed Professional service Provider will be expected to provide the Professional Services covering the following aspects and disciplines;

(a) Engineering Services

- Civil (water supply, Sanitation, Transportation, Roads and Stormwater)
- Structural

(b) Construction Management (at a later stage when part of the panel)

- Project Management
- Site Supervision
- Contract Administration

C 2.1.3 Location of the Works

The Appointed Professional Service Provider will carry all assignments within the area of Jurisdiction of Emalahleni Local Municipality and in areas to be determined by the Municipal Manager.

C 2.1.4 Resources Required

Tenderers will be evaluated based on the available Resources human, infrastructure and Office Equipment for this assignment.

(a) Required Project Expertise and Human Resources

Tenderers must demonstrate their ability to carry out this exercise by having within their employ the following personnel

No	Description		Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
1	Specific Project Expertise within the Employ of the Tenderer.	No Required	20		
1.1	Registered Professional Engineer/Technologist (Civill and Structural) (Minimum 10 years' experience after registration)	1	10	No Pr. Reg. Person = 0 points	Required Pr. Reg. Person = 10 points
1.2	Engineer's Representative (minimum 3-5 years' experience after qualification)	No Required	10	3 to 5 years experience = 5 points	4 to 6 years experience = 10 points
1.2.1	Engineering Technicians: Civil as minimum (Minimum 0- to 3 years' experience after qualification)	2	5		
2.	Support Staff	No Required	15	0 to 3 Years experience = 2.5 points	4 to 6 years experience = 5 points
2.2	Qualified Draughts Person/CAD Operator (Minimum 0 to 3 years' experience after qualification)	1	5		
2.3.	Qualified Safety Officer(Minimum 0- to 3 years' experience after qualification)	1	5		
2.5	Qualified Office Administrative Staff (Secretariat or Admin Staff) (Minimum 0 to 3 years' experience after qualification)	1	5		

(b) Infrastructure, Office Equipment and Technology

Tenderers will be evaluated on the basis of available infrastructure and Office Resources required carrying out this exercise by meeting the following requirements;

No	Description	No Required	Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
3.	Infrastructure and Technology	No Required	25		
3.1.	Fully Operational Office	1	5	No Office = 0 points	1 office= 5 points
3.2.	Complete computer hardware	5	5	0 to 4 = 1 point	5 and above = 5 points
3.2.	Required Design and Draughting Softwares for Engineering Projects. (Roads and Stormwater, Bulk Water supply, reticulation , Treatment plants and Bulk Sewer supply, reticulation including WWTW	1	10	No required design software = 0 points	Required software = 10 points

(c) Professional Indemnity

Tenderers must be registered with a relevant professional body and must be in possession of a valid Professional Indemnity insurance issued by an accredited financial services provider.

No	Description		Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
4.2.	Proof of Professional indemnity Insurance	1	5	No Pro Indemnity = 0 points	Pro Indemnity = 5 points

(d) Labour Intensive Methods and SMME Development

Tenderers must demonstrate the ability to implement portion of project using labour intensive methods and the ability to develop SMME by identifying portion of works that can be sub-contracted.

No	Description		Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
5.	Labour Intensive Design and Construction Methods and SMME Development	No Required	5		
5.1	Proof of NQF Level 7 accreditation: Develop and Promote Labour-Based Construction Strategies	1	3	0 to 3 years experience = 1.5 points	4 to 6 years experience = 3 points
5.2	Proof of NQF Level 5 Accreditation: Manage Labour intensive Construction Projects	1	2	0 to 3 years experience = 1 point	4 to 6 years experience = 2 points

(e) Track Record and Understanding of Municipal Environment

Tenderers must demonstrate the capacity and capability that they will be able to carry out this assignment when appointed by proving that they have completed similar assignments before.

Tenderers must also demonstrate their understanding with regard to the Municipal Environment particularly the processes and procedures of project planning and implementation.

No	Description		Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
6.	Track Record, Experience and understanding Municipal Environment	No Required	10		
6.1.	Experience in Municipal Infrastructure as firm	5 years	5	0 to 4 Years experience = 0 points	5 and above years experience = 5 points
6.2	Total number of projects involved with.	5 projects	5	0 to 4 Projects = 0 points	5 and above projects = 3 points

(f) Registration with professional body

No	Description		Total Points allocated	Qualitative Indicator or Prompt for judgement for functionality	
4.	Professionalism of the Tendering Firm	No Required	10		
4.1	Registration with a recognized Professional Body	1	5	No registration with Pro-Body = 0 points	Registration with Pro-Body = 5 points

EMALAHLENI LOCAL MUNICIPALITY**TENDER NO: ELM 19/2023****APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS****2.C 2.2 PROJECT SPECIFICATIONS****3.2.1. SCOPE OF SERVICES AND PAYMENT OF PROFESSIONAL FEES**

The scope of services and professional fees will be subjected to the terms and conditions of the relevant Legislature with respect to relevant professional bodies.

Engineering Council of South Africa Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act 46 of 2000

Table 4-5: Guideline Fee for different Project Categories for a R10million cost of Works

Fee Category	Typical Lower Limit		Typical Upper Limit	
	Based on a R10 million Cost of Works			
A	6.0%	to	8.0%	
B	7.0%	to	9.0%	
C	8.0%	to	10.0%	
D	9.0%	to	11.0%	
E	10.0%	to	13.0%	
F	11.0%	to	14.0%	
G	12.0%	to	15.0%	
M	2.0%	to	4.0%	
N	Not appropriate to estimate fees based on cost of works			

3.2.2. DURATION OF DATABASE PANEL

The duration of works is 36 months

3.2.3. PROFESSIONAL FEES**3.2.3.1. Professional fees will be based on the following factors;**

N/A at this stage. Pricing will vary per project

Table 4-1: Work Types and Fee Categories for Civil and Structural Engineering Services

Project Type	Fee Category
Pipelines	
Pipelines - Water	A
Pipelines - hazardous substances, submarine pipelines	D
Transport Infrastructure	
Airport Runways, Taxiways and Aprons	A
New and Improved Urban Roads	C
New Paved Rural Roads	A
New Rural Freeways	B
New Urban Freeways	D
Railway Trackwork	A
Railways (Excluding Cost of Track)	A
Road Rehabilitation	A
Rural Road Expansion	B
Water	
Concrete Dams	A
Earth and Rockfill Dams	A
Stormwater Pipes (Pre-cast Units)	A
Municipal and Building Civils	
Building civils	C
Municipal Services	C
Parking lots	A
Water and Sewage Treatment Works	F
Geotechnical	
Underground Structures and Dredging	A
Reinforced Concrete and Structural Steel	
Complex Load Bearing Structures, Quay Walls and Jetties	F
Minor structures	C
Overpasses and Freeway Bridges	E
Powerstation Civil and Buildings	C
River Bridges	F
Stormwater structures, Breakwaters and canals (Designed)	C
Unique structures	E
Water Retaining Structures	D
Water Towers	E
Building Structural	
Iconic and Unique Buildings and Structural Alterations	G
Hospitals, Hotels, Airports, Stadia, Exhibition Halls and Retail Shopping Centres	F
Residential, Offices, Educational and Industrial	E
Warehouses	D

a) Effort = More

Table 4-7: Civil Projects - Influencing Factors

Project Type	Less Effort	More Effort
Airport Runways, Taxiways and Aprons	Extensive available clearways and simple geometry	Complex geometry and clearway assessments and designs
Bridges	Few load cases, uniform foundations, short, straight and rectangular spans	Many load cases, variable foundations and complex geometry
Building civils	Few interfaces and good project management and few uncertainties	Many interfaces and uncertainties that need to be resolved by the engineer
Building Structures	Uniform foundations, uniform and simple architecture and good project information	Variable foundations, complex architecture and many uncertainties
Dams	Uniform geology and terrain and simple spillway and outlet structures	Complex geology, terrain and spillway and complex outlet structure(s)
Minor structures	Uniform foundations, straight and rectangular	Variable foundations and complex geometry and load calculations
Municipal Services	Greenfield site with few interfaces	Complex existing site with many service interfaces
Parking lots	Few accesses, few stormwater options and few interfaces	Many accesses and routes, many stormwater paths and interfaces
Pipelines	Relatively straight and level pipelines with minimal requirements in respect of removal of air and silt	Complex pipe geometry with many thrust blocks and valves. High wave energy for submarine pipes.
Ports – Quays, Breakwaters etc	Uniform foundations, simple loading good information	Variable foundations, complex load cases and complex bathymetry
Power Stations Civil and Buildings	Uniform foundations, with repetitive layout and known loadings	Variable foundations and complex layouts and load calculations
Railways (Excluding Cost of Track)	Few turnouts and minimal rolling stock requirements	Many turnouts, extensive rolling stock requirements
Road Rehabilitation	Relatively uniform conditions and minimal road furniture and drainage improvements	Variable conditions with many requirements in respect of road furniture and drainage improvements
Roads	Flat topography, few intersections and minimal obstructions and interfaces.	Difficult topography with many accesses, intersections, interchanges and interfaces with existing infrastructure and utilities
Stormwater Pipes	Straight pipelines with minimal inlet and catchment designs	Complex pipe networks with extensive catchment modelling requirements
Stormwater structures and canals (Designed)	Uniform foundations, straight and rectangular	Variable foundations and complex geometry and load calculations
Underground Structures	Uniform geology and hard ground	Complex geology and soft ground
Unique structures	Uniform foundations, straight and rectangular	Variable foundations and complex geometry and load calculations
Water Retaining Structures	Uniform foundations and shape	Variable foundations and complex shapes

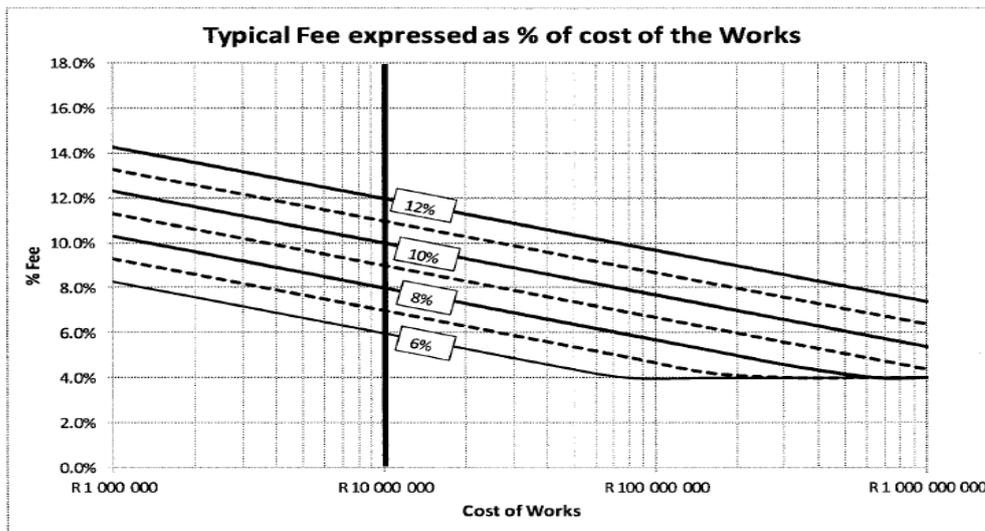
3.2.3.2. Municipal Services include;

- a) Bulk water Supply and Reticulation to Erf connections
- b) Bulk Sewer Supply and Reticulation to Erf connections
- c) All roads and stormwater control
- d) Water Purification works
- e) Waste water treatment works
- f) And any other works

The final professional fee amount will be determined after tender and documentation stage in terms of figure 4.3.4 of Engineering Council of South Africa Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act 46 of 2000

4.3.4 Adjustment for Cost of Works.

As the cost of **Works** decreases or increases the percentage fee should be adjusted up or down, generally in accordance with the guideline provided below in Figure 4-1.



3.2.4. ADDITIONAL SERVICES

Additional services are in accordance with 3.3 Additional Services of the Guide Engineering Council of South Africa Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act 46 of 2000 as amended.

3.2.4.1. Surveys and Studies

This include surveys and studies multiplied by 1.1. to cover the professional services handling costs as follows;

- Topographical Survey
- Geotechnical Survey
- Environmental Impact assessments
- Geo-Hydrological Investigations
- Any other Study to be ordered by the Employer.

Surveys and Studies are governed by MIG Unit Rate guidelines and other applicable guides

3.2.4.2. Construction Monitoring

In addition to 25% of Contract administration, tenderers will be required by the employer to render construction monitoring to Level 4.

3.2.4.3. Occupational Health and Safety

The employer will request tenderers to act as its agent with regard to Occupational Health and Safety issues in terms of OSH Act 93 of 1993.

3.2.4.4. Expenses And Costs

Expenses and Costs are costs the Consulting Engineer may recover from the employer. These costs will be governed by the Department of Public Works guide on disbursements.

The above mentioned costs include the following;

- a) Typing (Colour)
- b) Reproduction (Colour)
- c) Drawing Printing up to A1 Size (Colour)
- d) Travelling Time by the Engineer per Hour to site less 50 km
- e) Time spent on site is not compensated.
- f) Travelling by Air is not compensated.
- g) Accommodation by the Engineer is not Compensated

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C 3.3	HEALTH AND SAFETY SPECIFICATIONS
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The health and safety specifications is in accordance with OSH ACT 93 of 1993 and construction regulations.

EMALAHLENI LOCAL MUNICIPALITY

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APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

C 3.4 LABOUR INTENSIVE SPECIFICATIONS

The person responsible for the design and documentation of the labour intensive works, must have completed, or be registered on a skills programme for, the NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies".

The person who is responsible to the employer for the administration of the contract, must have completed, or be registered on a skills programme for, the NQF level 5 unit standard
"Manage Labour Intensive Construction Projects".

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APPOINTMENT OF THE PANEL OF CIVIL AND BUILDING CONSULTING ENGINEERING FIRMS FOR PROFESSIONAL SERVICES OF INFRASTRUCTURE PROJECTS AND PROGRAMES FOR EMALAHLENI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS)

VOLUME 3: The Contract

Part C 3 Site Information

The Appointed Professional Service Provider will carry all assignments within the area of Jurisdiction of Emalahleni Local Municipality and in areas to be determined by the Municipal Manager from time to time.

C2: PRICING DATA

C2.1: PRICING INSTRUCTIONS

- a) These pricing instructions provide the Tenderer with guidelines and requirements with regard to the completion of the Schedule of Fees. These pricing instructions also describe the criteria and assumptions which will be assumed in the Contract to have been taken into account by the Tenderer when developing his prices.
- b) The Schedule of Fees shall be read with all the documents which form part of this Contract.
- c) The following words have the meaning hereby assigned to them:

Unit	The Unit of measurement for each item of work in terms of the Scope of Work.
Quantity	The number of units for each item.
Rate	The payment per unit of work at which the tenderer tenders to do the work.
Amount	The product of the quantity and the rate tendered for an item.
Sum	An amount tendered for an item, the extend of which is described in the Pricing Instructions, Bill of Quantities or the Scope of Work but the quantity of work of which is not measured in any units.

- d) The quantities set out in the Schedule of Fees are the estimated quantities of the Works, and do not necessarily represent the actual amount of work to be done. The quantities certified for payment, and not the quantities given in the Schedule of Fees, shall be used for determining payments to the Contractor. The Contract Price for the completed contract shall be computed from the actual quantities of work done, valued at the relevant unit rates and prices.
- e) The rates to be inserted in the Schedule of Fees are to be full inclusive for the work described under the several items. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable rates shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.
- f) A rate is to be entered against each item in the Schedule of Fees, whether the quantities are stated or not. An item against which no rate is entered or where a word or phrase such as “included” or “provided elsewhere” will be accepted as a

rate of nil having been entered against such items and covered by the other prices or rates in the schedule. Any work executed to which such a pay item applies, shall be measured under the appropriate items in the Schedule of Fees and valued at a rate of nil. The rate of nil shall be valid irrespective of any change in the quantities during the execution of the Contract.

- g) The Tenderer shall fill in a rate against all items where the words “rate only” appears in the amount column. The intention is that, although no work is foreseen under such item and no quantities are consequently given in the quantity column, the tendered rate shall apply should work under this item be actually required.
- h) Except where rates only are required, the Tenderer shall insert all amounts to be included in his total tendered price in the “Amount” column and show the corresponding total tendered price.
- i) All rates and sums of money quoted in the Schedule of Fees shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- j) Provisional Amounts shall only be expended on the specific instruction of the Employer
- k) All prices and rates entered in the Schedule of Fees must be **inclusive of Value Added Tax (VAT)**.

C2.2: SCHEDULE OF FEES AND DISBURSEMENTS

The following Schedule will be the basis of the tender

PRICING SCHEDULE

(A)	(B)	(C)	Proposed Personnel		
			Name	Designation	Proposed Rate / hr ONLY for additional work
Cost of Works	% Fees Being Offered	Cost (R) NB: For evaluation purpose ONLY			
From R0.00 up to R1,280,000		R		Design / Planning Engineer (Minimum qualification: B. Eng. /BSc/B. Tech Eng.(Civil) Pr Eng / Pr Tech Eng)	R
From R1,280,000 up to R6,300,000		R		Asst. Design / Planning / Engineer's Rep (Minimum qualification: National Diploma/ B. Tech Eng.: (Civil)	R
From R6,300,000 up to R12,850,000		R		Project Manager: (Minimum qualification National Diploma (Civil)	R
From R 12,850,000 and above		R			R

TOTAL COST (A) (Excl VAT)	R
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NOTE:

The percentage of fees being offered shall be the total of the Primary and Secondary fees.

Column (C) must be equal to, Column (A) [Maximum value] multiply by Column (B) fees offered. NB: For Evaluation Purposes ONLY

eMalahleni will be assumed to be the location of the consultant's office for the calculation of travelling distances

1. The applicable travelling rate will be restricted to a vehicle with a maximum engine capacity of 1600 cc
2. Disbursement rates will be calculated in accordance with the latest Rates for Reimbursable Expenses, published by the Department of Public Works, Pretoria. Rates not indicated, shall be agreed beforehand with the Client
3. Period required for commencement with project after acceptance of bid: **7 days**

2.2.2 Construction Monitoring and Occupational Health and Safety

Table 2.2

DESCRIPTION	UNIT	RATE
Construction Monitoring, supervision, travelling, telephones and accommodation etc (Full time supervision)	Monthly	
Occupational Health and Safety	Monthly	
TOTAL COST (B) Excl VAT		

Table 2.3 Recoverable Expenses for additional services

Description of recoverable Expenses (To be performed by consultant)	Quantity	Unit of Measurement	Rate	Total
Disbursement	1	Lump Sum	R	R
EIA including Water Use Licence Application	1	Lump Sum	N/A	N/A
Occupational Health and safety	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Geotechnical Services/ investigation during design stages	1	Prov Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Survey including Cadastral	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Compilation and preparation of Technical Report and Business submitted to relevant authorities for approvals	1	Sum	R	R
Geohydrological Studies	1	Lump Sum	N/A	N/A
TOTAL COST (C) Excl VAT				R

SUMMARY		
		AMOUNT
A	Professional Fees (Table 2.1)	R
B	Construction Monitoring and Occupational Health and Safety (Table 2.2)	R
c	Recoverable Expenses for additional services (Table 2.3)	R
Sub Total (a + b + c)		R
Add 15% VAT		R
TOTAL AMOUNT (R) OFFERED TO BE CARRIED FORWARD TO THE FORM OF OFFER		R

The percentage indicated for VAT is reflective of the increased rate effective from 01 April 2018.

2.2 Stage of Service

Table 2.3

Stages No.	Design Stages	Typical Percentage for Each Stages
1.	Inception	5
2.	Concept and Viability	25
3.	Design Development	25
4.	Documentation and Procurement	15
5.	Contract Administration and Inspection	25
6.	Close Out	5

Note:

All rates quoted shall be held firm for the full period of the contract subject escalation. Thereafter professional fees percentage quoted on Table 2.1 and Table 2.2 will be applied on the actual construction amount.

Escalation will be based on CPI and the base month of the escalation will be the closing date of tender.

Therefore: Increase / Decrease % = $[(Lt / Lo) - 1] * 100$

Where:

- “L” is the “Labour Index” and shall be the Consumer Price Index” for the Mpumalanga Province as reflected in Table A of the Statistical Release P0141 as published by Statistics South Africa.
- Suffix “o” denotes the base index applicable to the month of the closing of the tender.
- Suffix “t” denotes the current index applicable to months 12 and 24 following the month of closing of the tender.

C2.2: SCHEDULE OF FEES AND DISBURSEMENTS

CATEGORY– CONSTRUCTION/REFURBISHMENT/UPGRADING OF BULK WATER SUPPLY: TREATMENT WORKS, RESERVOIRS/STORAGE TANKS, DISTRIBUTION NETWORKS AND PUMPSTATIONS:

The following Schedule will be the basis of the tender.

Bidder(s) are not permitted to change the basis upon which they have been asked to tender.

Any variation from the Pricing Instructions will invalidate this tender.

2.2.1 Professional Fees

The following Schedule will be the basis of the tender:

Table 2.1

(A)	(B)	(C)	Proposed Personnel		
			Name	Designation	Proposed Rate / hr ONLY for additional work
Cost of Works	% Fees Being Offered	Cost (R) NB: For evaluation purpose ONLY			
From R0.00 up to R1,280,000		R		Design / Planning Engineer (Minimum qualification: B.	R

				Eng. /BSc/B. Tech Eng.(Civil) Pr Eng / Pr Tech Eng)	
From R1,280,000 up to R6,300,000		R		Asst. Design / Planning / Engineer's Rep (Minimum qualification: National Diploma/ B. Tech Eng.: (Civil)	R
From R6,300,000 up to R12,850,000		R		Project Manager: (Minimum qualification National Diploma (Civil)	R
From R 12,850,000 and above		R			
TOTAL COST (A) (Excl VAT)	R				

NOTE:

The percentage of fees being offered shall be the total of the Primary and Secondary fees.

Column (C) must be equal to, Column (A) [Maximum value] multiply by Column (B) fees offered. NB: For Evaluation Purposes ONLY

4. eMalahleni will be assumed to be the location of the consultant's office for the calculation of travelling distances
5. The applicable travelling rate will be restricted to a vehicle with a maximum engine capacity of 1600 cc
6. Period required for commencement with project after acceptance of bid: **7 days**.

2.2.2 Construction Monitoring and Occupational Health and Safety

Table 2.2

DESCRIPTION	UNIT	RATE
Construction Monitoring, supervision, travelling, telephones and accommodation etc (Full time supervision)	Monthly	
Occupational Health and Safety	Monthly	
TOTAL COST (B) Excl VAT		

Table 2.3 Recoverable Expenses for additional services

Description of recoverable Expenses (To be performed by consultant)	Quantity	Unit of Measurement	Rate	Total
Disbursement	1	Lump Sum	R	R
EIA including Water Use Licence Application	1	Lump Sum	R	R
Occupational Health and safety	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Geotechnical Services/ investigation during design stages	1	Prov Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Survey including Cadastral	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Compilation and preparation of Technical Report and Business submitted to relevant authorities for approvals	1	Sum	R	R
Geohydrological Studies	1	Lump Sum	R	R
TOTAL COST (C) Excl VAT				R

SUMMARY		
		AMOUNT
A	Professional Fees (Table 2.1)	R
B	Construction Monitoring and Occupational Health and Safety (Table 2.2)	R
c	Recoverable Expenses for additional services (Table 2.3)	R
Sub Total (a + b + c)		R
Add 15% VAT		R
TOTAL AMOUNT (R) OFFERED TO BE CARRIED FORWARD TO THE FORM OF OFFER		R

The percentage indicated for VAT is reflective of the increased rate effective from 01 April 2018.

2.3 Stage of Service

Table 2.3

Stages No.	Design Stages	Typical Percentage for Each Stages
1.	Inception	5
2.	Concept and Viability	25
3.	Design Development	25
4.	Documentation and Procurement	15
5.	Contract Administration and Inspection	25
6.	Close Out	5

Note:

All rates quoted shall be held firm for the full period of the contract subject escalation. Thereafter professional fees percentage quoted on Table 2.1 and Table 2.2 will be applied on the actual construction amount.

Escalation will be based on CPI and the base month of the escalation will be the closing date of tender.

Therefore: Increase / Decrease % = $[(Lt / Lo) - 1] * 100$

Where:

- “L” is the “Labour Index” and shall be the Consumer Price Index” for the Mpumalanga Province as reflected in Table A of the Statistical Release P0141 as published by Statistics South Africa.
- Suffix “o” denotes the base index applicable to the month of the closing of the tender.
- Suffix “t” denotes the current index applicable to months 12 and 24 following the month of closing of the tender.

C2.2: SCHEDULE OF FEES AND DISBURSEMENTS

CATEGORY– CONSTRUCTION/ REFURBISHMENT/ UPGRADING OF BULK SANITATION: WASTEWATER WORKS, OUT FALL SEWER, RISING MAINS AND PUMPSTATIONS

The following Schedule will be the basis of the tender.

Bidder(s) are not permitted to change the basis upon which they have been asked to tender.

Any variation from the Pricing Instructions will invalidate this tender.

2.3.1 Professional Fees

The following Schedule will be the basis of the tender.

Table 2.1

(A)	(B)	(C)	Proposed Personnel		
Cost of Works	% Fees Being Offered	Cost (R) NB: For evaluation purpose ONLY	Name	Designation	Proposed Rate / hr ONLY for additional work
From R0.00 up to R1,280,000		R		Design / Planning Engineer (Minimum qualification: B. Eng. /BSc/B. Tech	R

				Eng.(Civil) Pr Eng / Pr Tech Eng)	
From R1,280,000 up to R6,300,000		R		Asst. Design / Planning / Engineer's Rep (Minimum qualification: National Diploma/ B. Tech Eng.: (Civil)	R
From R6,300,000 up to R12,850,000		R		Project Manager: (Minimum qualification National Diploma (Civil)	R
From R 12,850,000 and above		R			
TOTAL COST (A) (Excl VAT)	R				

NOTE:

The percentage of fees being offered shall be the total of the Primary and Secondary fees.

Column (C) must be equal to, Column (A) [Maximum value] multiply by Column (B) fees offered. NB: For Evaluation Purposes ONLY

7. eMalahleni will be assumed to be the location of the consultant's office for the calculation of travelling distances
8. The applicable travelling rate will be restricted to a vehicle with a maximum engine capacity of 1600 cc
9. Period required for commencement with project after acceptance of bid: **7 days**

2.2.2 Construction Monitoring and Occupational Health and Safety

Table 2.2

DESCRIPTION	UNIT	RATE
Construction Monitoring, supervision, travelling, telephones and accommodation etc. (Full time supervision)	Monthly	R
Occupational Health and Safety	Monthly	R
TOTAL COST (B) Excl VAT		R

Table 2.3 Recoverable Expenses for additional services

Description of recoverable Expenses (To be performed by consultant)	Quantity	Unit of Measurement	Rate	Total
Disbursement	1	Lump Sum	R	R
EIA including Water Use Licence Application	1	Lump Sum	R	R
Occupational Health and safety	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%		R
Geotechnical Services/ investigation during design stages	1	Prov Sum	R80 000	R80 000
Handling Cost	80 000	%	R	R
Survey including Cadastral	1	Prov. Sum	R80 000	R80 000
Handling Cost	80 000	%	R	R
Compilation and preparation of Technical Report and Business submitted to relevant authorities for approvals	1	Sum	R	R
Geohydrological Studies	1	Lump Sum	R	R
TOTAL COST (C) Excl VAT				R

SUMMARY		
		AMOUNT
A	Professional Fees (Table 2.1)	R
B	Construction Monitoring and Occupational Health and Safety (Table 2.2)	R
c	Recoverable Expenses for additional services (Table 2.3)	R
Sub Total (a + b + c)		R
Add 15% VAT		R
TOTAL AMOUNT (R) OFFERED TO BE CARRIED FORWARD TO THE FORM OF OFFER		R

The percentage indicated for VAT is reflective of the increased rate effective from 01 April 2018.

2.4 Stage of Service

Table 2.3

Stages No.	Design Stages	Typical Percentage for Each Stages
1.	Inception	5
2.	Concept and Viability	25
3.	Design Development	25
4.	Documentation and Procurement	15
5.	Contract Administration and Inspection	25
6.	Close Out	5

Note:

All rates quoted shall be held firm for the full period of the contract subject escalation. Thereafter professional fees percentage quoted on Table 2.1 and Table 2.2 will be applied on the actual construction amount.

Escalation will be based on CPI and the base month of the escalation will be the closing date of tender.

Therefore: Increase / Decrease % = $[(L_t / L_o) - 1] * 100$

Where:

- “L” is the “Labour Index” and shall be the Consumer Price Index” for the Mpumalanga Province as reflected in Table A of the Statistical Release P0141 as published by Statistics South Africa.
- Suffix “o” denotes the base index applicable to the month of the closing of the tender.
- Suffix “t” denotes the current index applicable to months 12 and 24 following the month of closing of the tender.

C2.2: SCHEDULE OF FEES AND DISBURSEMENTS

CATEGORY– WATER RETICULATIONS NETWORKS, PLUMBING AND PIPE REPLACEMENT:

The following Schedule will be the basis of the tender.

Bidder(s) are not permitted to change the basis upon which they have been asked to tender.

Any variation from the Pricing Instructions will invalidate this tender.

2.4.1 Professional Fees

The following Schedule will be the basis of the tender.

Table 2.1

(A)	(B)	(C)	Proposed Personnel		
Cost of Works	% Fees Being Offered	Cost (R) NB: For evaluation purpose ONLY	Name	Designation	Proposed Rate / hr ONLY for additional work
From R0.00 up to R1,280,000		R		Design / Planning Engineer (Minimum qualification: B.	R

				Eng. /BSc/B. Tech Eng. (Civil) Pr Eng / Pr Tech Eng)	
From R1,280,000 up to R6,300,000		R		Asst. Design / Planning / Engineer's Rep (Minimum qualification: National Diploma/ B. Tech Eng.: (Civil)	R
From R6,300,000 up to R12,850,000		R		Project Manager: (Minimum qualification National Diploma (Civil)	R
From R 12,850,000 and above		R			
TOTAL COST (A) (Excl VAT)	R				

NOTE:

The percentage of fees being offered shall be the total of the Primary and Secondary fees.

Column (C) must be equal to, Column (A) [Maximum value] multiply by Column (B) fees offered. NB: For Evaluation Purposes ONLY

10. eMalahleni will be assumed to be the location of the consultant's office for the calculation of travelling distances
11. The applicable travelling rate will be restricted to a vehicle with a maximum engine capacity of 1600 cc
12. Period required for commencement with project after acceptance of bid: **7 days**

2.2.2 Construction Monitoring and Occupational Health and Safety

Table 2.2

DESCRIPTION	UNIT	RATE
Construction Monitoring, supervision, travelling, telephones and accommodation etc (Full time supervision)	Monthly	R
Occupational Health and Safety	Monthly	R
TOTAL COST (B) Excl VAT		R

The percentage indicated for VAT is reflective of the increased rate effective from 01 April 2018.

Table 2.3 Recoverable Expenses for additional services

Description of recoverable Expenses (To be performed by consultant)	Quantity	Unit of Measurement	Rate	Total
Disbursement	1	Lump Sum	R	R
EIA including Water Use Licence Application	1	Lump Sum	R	R
Occupational Health and safety	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Geotechnical Services/ investigation during design stages	1	Prov Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Survey including Cadastral	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R

Compilation and preparation of Technical Report and Business submitted to relevant authorities for approvals	1	Sum	R	R
Geohydrological Studies	1	Lump Sum	R	R
TOTAL COST (C) Excl VAT				R
SUMMARY				
				AMOUNT
A	Professional Fees (Table 2.1)			R
B	Construction Monitoring and Occupational Health and Safety (Table 2.2)			R
c	Recoverable Expenses for additional services (Table 2.3)			R
Sub Total (a + b + c)				R
Add 15% VAT				R
TOTAL AMOUNT (R) OFFERED TO BE CARRIED FORWARD TO THE FORM OF OFFER				R

The percentage indicated for VAT is reflective of the increased rate effective from 01 April 2018.

2.5 Stage of Service

Table 2.3

Stages No.	Design Stages	Typical Percentage for Each Stages
1.	Inception	5
2.	Concept and Viability	25
3.	Design Development	25
4.	Documentation and Procurement	15
5.	Contract Administration and Inspection	25
6.	Close Out	5

Note:

All rates quoted shall be held firm for the full period of the contract subject escalation. Thereafter professional fees percentage quoted on Table 2.1 and Table 2.2 will be applied on the actual construction amount.

Escalation will be based on CPI and the base month of the escalation will be the closing date of tender.

Therefore: Increase / Decrease % = $[(Lt / Lo) - 1] * 100$

Where:

- “L” is the “Labour Index” and shall be the Consumer Price Index” for the Mpumalanga Province as reflected in Table A of the Statistical Release P0141 as published by Statistics South Africa.
- Suffix “o” denotes the base index applicable to the month of the closing of the tender.
- Suffix “t” denotes the current index applicable to months 12 and 24 following the month of closing of the tender.

C2.2: SCHEDULE OF FEES AND DISBURSEMENTS

CATEGORY– SEWER RETICULATIONS NETWORKS, PLUMBING, PIPE REPLACEMENT AND RURAL SANITATION:

The following Schedule will be the basis of the tender.

Bidder(s) are not permitted to change the basis upon which they have been asked to tender.

Any variation from the Pricing Instructions will invalidate this tender.

2.5.1 Professional Fees

The following Schedule will be the basis of the tender.

Table 2.1

(A)	(B)	(C)	Proposed Personnel		
Cost of Works	% Fees Being Offered	Cost (R) NB: For evaluation purpose ONLY	Name	Designation	Proposed Rate / hr ONLY for additional work
From R0.00 up to R1,280,000		R		Design / Planning Engineer (Minimum qualification: B. Eng. /BSc/B. Tech Eng.(Civil) Pr Eng / Pr Tech Eng)	R
From R1,280,000 up to R6,300,000		R		Asst. Design / Planning / Engineer's Rep (Minimum qualification: National Diploma/ B. Tech Eng.: (Civil)	R
From R6,300,000 up to R12,850,000		R		Project Manager: (Minimum qualification National Diploma (Civil)	R
From R 12,850,000 and above		R			

TOTAL COST (A) (Excl VAT)	R
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NOTE:

The percentage of fees being offered shall be the total of the Primary and Secondary fees.

Column (C) must be equal to, Column (A) [Maximum value] multiply by Column (B) fees offered. NB: For Evaluation Purposes ONLY

13. eMalahleni will be assumed to be the location of the consultant's office for the calculation of travelling distances
14. The applicable travelling rate will be restricted to a vehicle with a maximum engine capacity of 1600 cc
15. Period required for commencement with project after acceptance of bid: **7 days**

2.2.2 Construction Monitoring and Occupational Health and Safety**Table 2.2**

DESCRIPTION	UNIT	RATE
Construction Monitoring, supervision, travelling, telephones and accommodation etc (Full time supervision)	Monthly	R
Occupational Health and Safety	Monthly	R
TOTAL COST (B) Excl VAT		R

Table 2.3 Recoverable Expenses for additional services

Description of recoverable Expenses (To be performed by consultant)	Quantity	Unit of Measurement	Rate	Total
Disbursement	1	Lump Sum	R	R
EIA including Water Use Licence Application	1	Lump Sum	R	R
Occupational Health and safety	1	Prov. Sum	R80 000	R80 000

Handling Cost	R80 000	%	R	R
Geotechnical Services/ investigation during design stages	1	Prov Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Survey including Cadastral	1	Prov. Sum	R80 000	R80 000
Handling Cost	R80 000	%	R	R
Compilation and preparation of Technical Report and Business submitted to relevant authorities for approvals	1	Sum	R	R
Geohydrological Studies	1	Lump Sum	R	R
TOTAL COST (C) Excl VAT				R
SUMMARY				
				AMOUNT
A	Professional Fees (Table 2.1)			R
B	Construction Monitoring and Occupational Health and Safety (Table 2.2)			R
c	Recoverable Expenses for additional services (Table 2.3)			R
Sub Total (a + b + c)				R
Add 15% VAT				R
TOTAL AMOUNT (R) OFFERED TO BE CARRIED FORWARD TO THE FORM OF OFFER				R

The percentage indicated for VAT is reflective of the increased rate effective from 01 April 2018.

2.6 Stage of Service

Table 2.3

Stages No.	Design Stages	Typical Percentage for Each Stages
1.	Inception	5
2.	Concept and Viability	25
3.	Design Development	25
4.	Documentation and Procurement	15
5.	Contract Administration and Inspection	25
6.	Close Out	5

Note:

All rates quoted shall be held firm for the full period of the contract subject escalation. Thereafter professional fees percentage quoted on Table 2.1 and Table 2.2 will be applied on the actual construction amount.

Escalation will be based on CPI and the base month of the escalation will be the closing date of tender.

Therefore: Increase / Decrease % = $[(Lt / Lo) - 1] * 100$

Where:

- “L” is the “Labour Index” and shall be the Consumer Price Index” for the Mpumalanga Province as reflected in Table A of the Statistical Release P0141 as published by Statistics South Africa.
- Suffix “o” denotes the base index applicable to the month of the closing of the tender.
- Suffix “t” denotes the current index applicable to months 12 and 24 following the month of closing of the tender.

C3: SCOPE OF WORK

1. Background

Emalahleni Local Municipality intends to appoint consulting engineering firms to render professional services, planning, design and contract administration for a period of 36 months on an as and when required basis. The appointment will be done in terms of the Engineering Council of South Africa (ECSA) Guideline Scope of Services for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000) and Government Gazette.

2. Project Objectives

The objective of the project is to perform planning, design, project management and contract administration functions on identified projects. These terms of reference set down the minimum scope of work for which the service providers are responsible. The specific terms of reference when appointed are as follows:

3. Location

The project is located in Emalahleni Local Municipality, Nkangala region Mpumalanga province

4. Scope of Services

The Scope of Services required shall be in terms of the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000).

To all consultants this shall include the following:

- a) Inception Stage, including the following:
 - i) Consultation with the beneficiary community
 - ii) Scoping report for approval by the Employer
 - iii) Completion of an application to MIG (From MIG1) – the information will be captured by the Employer (optional)
- b) Concept & Viability Stage: Preliminary Design Report
- c) Design and Development Stage
- d) Documentation & Procurement Stage
- e) Contract Administration & Inspection Stage
- f) Close-out stage
- g) Asset componentisation
- h) Prepare as built drawings comprising of a Hard copy and CD soft copy

PROJECTS

Roads and Stormwater

- Assessment of the existing roads and storm water infrastructure;
- Conditional assessment of existing bridges and culverts;
- Ensure storm water management;
- Investigate storm water recycling;
- Ensure borrow pit rehabilitation;
- Conduct geotechnical investigation
- Project scoping informed by community needs;
- Communications and consultation with project key stakeholders;
- Preparation of Technical Report/Business Case for approval by Emalahleni LM, Department of Corporative Governance and Traditional Affairs for MIG funding;
- Preliminary design of roads, bridges and storm water services;
- Final design of roads and stormwater services;
- Construction monitoring and supervision of the project;
- Develop specifications for sub-consultant (e.g. geotechnical studies)
- Compilation of tender documents together with all the specific contractual requirements in terms of SANS 1200 and any other standards as recommended by the Client;
- Incorporation of Occupational Health and Safety as well as Environmental Management aspects in the tender documents and ensuring that contractors follow those guidelines;
- Assist with the evaluation of bids for construction services;
- Construction cost estimates;
- Site administration and construction supervision including convening progress site meetings;
- Ensuring that projects are implemented using Labour Intensive Methods in terms of the funder requirements;
- Programme and/or project management functions and relevant reporting;
- Registering projects on the MIG MIS system;
- Compiling as built drawings and Operation and Maintenance Manuals;
- Project Close-out Reporting
- Componentization of newly constructed assets

Bulk Water Supply: Treatment works, Reservoir/Storage Tanks, Distribution Networks and Pump Stations.

- Investigation and assessment of existing infrastructure
- Conduct water/wastewater treatment works process audits and assessments;
- Design and construction supervision for retrofitting and/or modifications of existing water and sanitation infrastructure;
- Plan, design and construction supervision of rudimentary water supply schemes;
- Construction monitoring and supervision of the project;
- Develop specifications for sub-consultant (e.g. geotechnical studies)
- Conduct user awareness for installed dry sanitation systems;
- Compilation of tender documents together with all the specific contractual requirements in terms of SANS 1200 and any other standards as recommended by the Client;
- Incorporation of Occupational Health and Safety as well as Environmental Management aspects in the tender documents and ensuring that contractors follow those guidelines;
- Assist with the evaluation of bids for construction services;
- Construction cost estimates;
- Site administration and construction supervision including convening progress site meetings;
- Ensuring that projects are implemented using Labour Intensive Methods in terms of the funder requirements;
- Programme and/or project management functions and relevant reporting;
- Quality assurance and quality control during the design, implementation and construction phases;
- Application of Water Use Licence (inclusive of compilation of the necessary water quality management plans and supporting documents as required by the Department of Water and Sanitation);
- Registering projects on the MIG MIS system;
- Compiling as built drawings and Operation and Maintenance Manuals;
- Project Close-out Reporting
- Componentization of newly constructed assets

Bulk Sanitation: Wastewater Works, Outfall sewer, Rising Mains and Pump Stations.

- Investigation and assessment of existing infrastructure

- Conduct water/wastewater treatment works process audits and assessments;
- Design and construction supervision for retrofitting and/or modifications of existing water and sanitation infrastructure;
- Plan, design and construction supervision of rudimentary water supply schemes;
- Construction monitoring and supervision of the project;
- Conduct user awareness for installed dry sanitation systems;
- Develop specifications for sub-consultant (e.g. geotechnical studies)
- Compilation of tender documents together with all the specific contractual requirements in terms of SANS 1200 and any other standards as recommended by the Client;
- Incorporation of Occupational Health and Safety as well as Environmental Management aspects in the tender documents and ensuring that contractors follow those guidelines;
- Assist with the evaluation of bids for construction services;
- Construction cost estimates;
- Site administration and construction supervision including convening progress site meetings;
- Ensuring that projects are implemented using Labour Intensive Methods in terms of the funder requirements;
- Programme and/or project management functions and relevant reporting;
- Quality assurance and quality control during the design, implementation and construction phases;
- Application of Water Use Licence (inclusive of compilation of the necessary water quality management plans and supporting documents as required by the Department of Water and Sanitation);
- Registering projects on the MIG MIS system;
- Compiling as built drawings and Operation and Maintenance Manuals;
- Project Close-out Reporting
- Componentization of newly constructed assets

Water Reticulations, Sanitation Networks, Plumbing, Pipe Replacement and Rural Sanitation.

- Assessment of the existing water and sanitation services infrastructure;
- Project scoping informed by community needs;
- Communications and consultation with project key stakeholders;

- Preparation of Technical Report/Business Case for approval by Emalahleni LM, Department of Water and Sanitation or any other funder;
- Preliminary design of water and sanitation services;
- Final design of water and sanitation services;
- Construction monitoring and supervision of the project;
- Plan, design and construction supervision of dry sanitation systems;
- Develop specifications for sub-consultant (e.g. geotechnical studies)
- Compilation of tender documents together with all the specific contractual requirements in terms of SANS 1200 and any other standards as recommended by the Client;
- Incorporation of Occupational Health and Safety as well as Environmental Management aspects in the tender documents and ensuring that contractors follow those guidelines;
- Assist with the evaluation of bids for construction services;
- Construction cost estimates;
- Site administration and construction supervision including convening progress site meetings;
- Ensuring that projects are implemented using Labour Intensive Methods in terms of the funder requirements;
- Programme and/or project management functions and relevant reporting;
- Quality assurance and quality control during the design, implementation and construction phases;
- Application of Water Use Licence (inclusive of compilation of the necessary water quality management plans and supporting documents as required by the Department of Water and Sanitation);
- Registering projects on the MIG MIS system;
- Compiling as built drawings and Operation and Maintenance Manuals;
- Project Close-out Reporting
- Componentization of newly constructed assets

5. Fees and supervision

Professional fees shall be payable in terms of Council's Standard Form of Agreement and the Schedule of Fees/rates. Construction monitoring required shall be in accordance with **Level 3**.

DISBURSEMENT AND ADDITIONAL COSTS

Engineering services and additional costs will be charged in accordance to the following schedule rates.

Description	Unit	Rate
Project Leader/ Director	Hour	R
Professional Engineer	Hour	R
Professional Technologist	Hour	R
Engineer	Hour	R
Technologist	Hour	R
Technician	Hour	R
OH&S Agent	Month	R

ADDITIONAL RESOURCE PLANNING

NO.	RESOURCE	RATE/HR
1	Bulk Water and Sanitation Technologist	R
2	Water Resource Planner	R
3	GIS Specialist	R
4	Civil Draughtsman	R
5	Lead Field Investigator (Civil Technician)	R
6	Assistant Field Investigator 1	R
7	Water Pump Specialist	R
8	Process Engineer	R
9	Assistant Field Investigator 2	R

RATES FOR DISBURSEMENTS

The rates and quantities should be in accordance to the rates of the Department of Public Works.

Description	Unit	Rate
Travelling (Mileage)	km	R
Travelling Hours	Hour	R
A3 Plot	Unit	R
A2 Plot	Unit	R
A1Plot	Unit	R
A0 Plot	Unit	R
A4 Copies	Unit	R
A3 Copies	Unit	R
Document Binding (A4)	Document	R
Document Binding (A3)	Document	R
Fax messages (A4-local) sent	Page	R
Fax message (A4) received	Page	R

6. Expenses and Costs

Expenses and costs shall be payable in terms of Council's Standard Form of Agreement. This shall include all expenses actually incurred by the consulting engineer and members of the consulting engineer's staff in rendering their services and all other costs incurred on behalf of and with approval of the client.

Recoverable expenses shall include:

- (a) Travelling expenses for the conveyance of the consulting engineer or a member of the consulting engineer's staff.
- (b) Travelling time on the basis of the Time Rates set out in the Schedule of Fees for all time spent in travelling by the consulting engineer or members of his staff for all time spent in travelling minus the first three hours per return journey.
- (c) Accommodation and subsistence expenses incurred by the consulting engineer or a member of his staff.
- (d) Costs of typing, production, copying and binding of contract documents, feasibility reports, preliminary design reports, final reports and manuals, excluding general correspondence, minor reports, contractual reports, progress reports, draft reports etc., as well as:
 - (i) geotechnical investigations;
 - (ii) laboratory testing;
 - (iii) topographical and land surveys;
 - (iv) supply of specific equipment;
 - (v) specialist sub-consultants;
 - (vi) environmental investigations and studies; and
 - (vii) land acquisitions, expropriation, way leaves, servitudes
- (e) Expenses on special reproductions, copying, printing, artwork, binding and photography, etc. requested by the client.

7. Site supervision

Detailed site supervision, incorporating the use of the consultant's Quality Assurance Plan shall be provided by the Consultants.

8. Insurance for Liability and Indemnity

All Consultants shall carry and maintain professional indemnity insurance to R 5 Million Rand and above for one year thereafter. Failure to submission will lead to disqualification.

9. Validity period

The tender shall be valid for 90 days from date of opening the tender.