



**Design Brief for Professionals**

**REFURBISHMENT OF DBSA MAIN BUILDING WING SEGMENTS**



Issued By:  
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## Annexure 1: CONSTRUCTION SCOPE OF WORK TO BE IMPLEMENTED

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## 1. Overview & Project Objective

The DBSA has initiated several projects to enhance the safety, functionality and aesthetics of its main building located on its campus.

The objective of the project is to undertake the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items include, inter alia, the following:

- Concept Designs,
- Detailed Design Development,
- Support for procurement of contractors,
- Contract deliverables,
- Special sequencing or phased construction requirements,
- Special hours for construction based on Client programs or building occupancy,
- Security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

## 2. Client Group

Client: DBSA  
 Implementing Agent: DBSA

## 3. Scope of Professional Services

The Professional Team is to deliver services in accordance with the relevant built environment gazettes and the Framework for Infrastructure Procurement and Delivery Management (FIDPM).

**The planned detailed construction related scope of works to be executed is outlined in Annexure 1. A summary of the works to the Premises as required by the DBSA in this Scope of Works namely (not limited to):**

- a) Preliminary works (e.g., re-design of all systems in compliance with new layout, indication of changes to as-built data, dismantling works, etc.).
- b) Interior construction and finishing works: floors, ceilings, partitions, doors, fixtures, fittings, glazing, etc.
- c) Mechanical: HVAC, water supply, sewerage, and other works.
- d) Electrical: lighting, power, UPS, and other works.
- e) Obtain all necessary permits, licenses, insurance, etc. necessary for the execution of the works.
- f) Snagging, testing and hand over to the DBSA.

**The Core Design Work comprises of Final Design Documentation (with shop drawings) for the following key disciplines:**

- Architecture
- Electrical & Light Current/Data Network
- Mechanical (HVAC, water, sewerage)

- Professional Interior Designer

**3.1. PROJECT COMMENCEMENT**

A pre-design meeting shall be scheduled with the Consultant and the DBSA Project Team members at the commencement of the project to obtain and/or coordinate the following information:

**Project Directory:**

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

**Site Access:**

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information of the specification.

**Project Coordination:**

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements of the specification.

**Existing Documentation:**

Review any documents and additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

**Project Schedule:**

Review and update the project design and construction schedule with the Project Team members.

**3.2. BUILDING & SITE INFORMATION**

The following information shall be included in the project design documents.

**Building Classification:**

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

**Building Block:**

Provide the site Block on the appropriate design drawing.

**Building Site Plan:**

Only when the project scope involves site work, or when the design triggers code issues that

require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

**Site Location Map:**

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor’s worksite staging area.

**3.3. DESIGN MEETINGS & PRESENTATIONS**

**Design Meetings:**

- Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables and make changes where appropriate.
- The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed.
- Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material, and equipment delivery dates, etc.
- It shall also be the responsibility of the Consultant to arrange and require all critical Sub-
- Consultants to be in attendance at the design review meetings.

- Record the minutes of each design meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Facilities Manager.

**Design Presentations:**

The minimum number of design presentations required for each phase of this project is identified below for reference:

- Schematic Design Phase
- Final Design Phase

**3.4. PROFESSIONAL STAGES TO BE DELIVERED**

**STAGE 1: INCEPTION**

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

**STAGE 2: CONCEPT AND VIABILITY**

Prepare and finalise the project concept in accordance with the brief including the scope, scale, character, form, function and preliminary programme and viability of the project

**STAGE 3: DESIGN DEVELOPMENT**

Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability, and programme for the project

**STAGE 4: DOCUMENTATION AND PROCUREMENT**

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

**STAGE 5: CONSTRUCTION**

Manage, administer and monitor the contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works

**STAGE 6: HANDOVER**

Fulfil and complete the project handover including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project

**STAGE 7: CLOSE-OUT**

Fulfil and complete the project close-out including the preparation of the necessary final account/s and close-out files.

#### 4. Timeline

- The construction works are to be award prior to 31 June 2023

#### 5. Site Aerial View



#### Area Designations:

- Commercial

#### Local Planning Authority:

- City of Johannesburg

#### Existing Reports:

- As-built drawings
- Energy Usage

#### 6. Site Ownership

- DBSA





**DESIGN BRIEF**

**REFURBISHMENT OF DBSA MAIN BUILDING WING SEGMENTS**

**ANNEXURE 1:**

**CONSTRUCTION SCOPE OF WORK TO BE IMPLEMENTED**

**A. GENERAL**

***State & Local Statutory Legislation***

- All the works, equipment and materials shall be supplied and installed to comply with all state & local legislation including approved codes of practice, good standards of workmanship and manufacturers recommendations.

***Training & Documentation***

- The Contractor shall provide all the necessary training for appropriate DBSA staff that will operate the systems supplied and installed by the Contractor under this Scope of Works, plus original copies of full technical literature, details of service personnel and any planned maintenance together with a manufacturer and Contractor's warranty and guarantee for at least one (1) year from the date of acceptance.
- Full commissioning data for all services shall be included and handed over to the DBSA as part of the acceptance requirement.

## **B. PARTITIONING**

### **Gypsum Partitions**

- Supply and install high standard partitions comprising of a single (e.g., 12.5 cm internal partition) or double (e.g., 15cm outer wall, meeting room wall, etc.) Gypsum board on steel studs to form the layout in accordance with agreed drawing. The partitions are to be slab to slab as per fit-out plan.
- All non-glass partitions must have rock-wool (or similar) sound insulating material infill to full height.
- They must satisfy the most demanding fire, thermal and acoustic performance requirements (42 dB).

### **Glass Partitions**

- Supply and install double glazed 42dB acoustic internal partitions with acoustic blankets or ceiling baffles above the suspended ceiling (e.g., toughened clear glass partitions with a manifestation film pattern at approximately 1.7m height as a safety precaution to prevent staff from walking into the glass). Work to include all finishes, bottom and top rail details, etc. Place blinds in between glass sheets of meeting room partitions (e.g. dark roller blinds or adjustable horizontal bladed venetian blinds for privacy and presentations).

### **Acoustic Folding Partitions**

- Supply and install Acoustic Folding Partitions in the large meeting room on all the floors as per layout.

### **Doors**

- Supply and install doors (full height) and steel frames of a quality suitable for high class offices. The door fittings and handles are to be made of metal. Each door to be lockable from either side with a minimum three keys provided for each lock.

### **Skirting & Profiles**

- Supply and install skirting and profiles to match the partition work.

## C. CEILINGS & FLOORS

### Suspended Ceiling/Plasterboard Ceiling

- Install and/or modify the suspended ceiling at appropriate height for window openings and normal office use with exposed white steel grid and 600 x 600 acoustic ceiling tiles (Armstrong or similar) for accommodating the ventilation ductwork, and other building systems (e.g., sprinkler system, lighting, etc.) for each office and usable area in accordance with the fit-out plan.

### Raised Floor System

- Modify metallic floor bearing structure with respective floor panels (subject to new
- reconstructing areas in the premises).
- Supply and install carpet tiles. The carpet is to be fitted after the partitions have been erected.
- The colour is to be determined by DBSA.

### Comms Room Floor

- The floor to the Communications Room will be covered in anti-static sheet vinyl or vinyl tiles.
- The colour is to be determined by DBSA.

## D. PAINT WORKS

- All walls to be skimmed and emulsion paint finished.
- The colour is to be determined by DBSA.
- The wallpaper will be determined by DBSA

## E. HVAC

- Provide air conditioning capable of delivering a space temperature of 21°C (with sufficient ceiling or wall mounted units for each office cell and work area). Whilst 23°C is comfortable and accepted by most people in an office environment it is advisable to be able to achieve 21°C should the need arise. As the air conditioning equipment ages and becomes less efficient the extra capacity will enable 23°C to be maintained.
- The fit-out Contractor will need to calculate the cooling load that is required.

## F. ELECTRICAL

### Lighting & Luminaries (fittings)

- Supply and install 600 x 600 recessed light fittings (or similar), non-reflective energy saving
- units, to provide adequate light at desk height throughout (a minimum of 400 lux at desk

- level). Switching to be separated for each office and useable area in accordance with the fitout
- plan. Where there is insufficient suspended ceiling to install adequate lighting, additional down
- lighting is to be provided by low voltage spotlights. The Communications Room (Comms Room) is to have energy saving lighting units capable of providing a minimum light at bench level of 500 Lux.

#### **G. DIGITAL CCTV SYSTEM**

- The new Digital Closed Circuit Television (CCTV) System shall be an approved equivalent Digital Video Management System consisting of digitally compressed video and data signals streamed over the existing Development Bank of Southern Africa Local Area Network (LAN). The CCTV System and required systems architecture shall be non-proprietary, including all systems equipment, end of line devices and communication protocols.
- All remote monitoring workstations shall view and control cameras over the hospital IP Network through the Digital Video Management System (DVMS). Remote monitoring stations shall be located in positions as indicated on the drawings.

The CCTV System is to be supplied, installed and commissioned at Development Bank of Southern Africa and shall include:

- i. A networked CCTV data base.
  - ii. Video encoders for analogue camera termination at each nominated location.
  - iii. Control software located on a Development Bank of Southern Africa supplied workstation at each nominated location.
  - iv. Video Management Software with Random Array Independent Raid (VMS with RAID) to record and store video at each nominated location.
  - v. CCTV cameras and associated equipment such as cameras, lenses, housings, and brackets.
  - vi. Graphical User Interface (GUI) platform for operator interface.
  - vii. CCTV monitors and associated equipment such as mounting brackets and KVM extenders
- The CCTV system shall form a fully integrated system controlled from the Development Bank of Southern Africa Security Office.
  - The equipment shall allow camera control, camera selection, display control and monitoring from the nominated control locations.

#### **System Requirements**

The Digital CCTV System shall be capable of connecting any combination and quantity of IP video cameras, IP video encoders, IP video decoders, CCTV monitors (LED), CCTV keyboard controllers, Servers, Graphical User Interface (GUI) workstations, Video Management

Software with Random Array Independent Drives (VMS with RAID), alarm inputs and outputs, audio inputs and outputs and provide real time virtual matrix type CCTV functionality.

The CCTV system shall include but not be limited to the following:

- i. Fixed cameras as located on the drawings to view pedestrian entry and exit at movement control locations.
  - ii. Fixed and Pan/Tilt/Zoom (PTZ) cameras as located on the drawings to view pedestrian walkways and provide views for general surveillance purposes.
  - iii. IT supplied CCTV system workstation and server (CPU, monitor, keyboard and mouse) in nominated locations.
  - iv. LED colour monitors to nominated locations.
  - v. Video Management Software with Random Array Independent Raid (VMS with RAID) for recording of selected cameras.
  - vi. Necessary control equipment to provide the control and monitoring of the CCTV system as specified.
- The Video Management Software with Random Array Independent Raid (VMS with RAID) servers and CCTV system workstations shall form a networked partition able system to allow control of any video stream from the Security Operations Room, subject to access restrictions.
  - The architecture of the system shall be completely modular to enable system expansion without the redundancy of installed equipment.

The video surveillance system shall be capable of expansion without limitation of cameras, monitors or workstations including:

- i. Additional IP cameras,
  - ii. Additional video encoders,
  - iii. Additional video decoders,
  - iv. Additional storage devices Video Management Software with Random Array Independent Raid (VMS with RAID)
  - v. Additional CCTV monitors, keyboard controllers and CCTV workstations.
- Access to recorded video shall be transparent and independent of the location of the recording hardware. All such access shall be password controlled and limited by user access privileges. Multiple viewing of time synchronised video frames from multiple cameras shall be possible to assist with the correlation of events from multiple cameras and recorders.
  - The CCTV system shall be capable of connection and operation of major PTZ camera manufactures including but not limited to an approved equivalent brands.
  - The system shall have the ability to incorporate additional video analytics as an additional software licence, or licences, in the future for extended VMD capabilities such as object detection, counting, object introduction, traffic flow detection and the like.

The system shall have the capability to create users, assign passwords and define access rights to the various applications including:

- i. Configuration of networked video storage devices etc.
  - ii. Cameras that can be viewed or controlled.
  - iii. Viewing and control of recording.
  - iv. Restrict areas within the site map.
  - v. Restrict certain menu selections.
- All CCTV system equipment shall be time and date synchronised at all times to maintain the integrity of recordings and consistency of logged data to enable a valid audit trail to be established. This shall include synchronization with the Development Bank of Southern Africa network clock.
  - All video images shall be easily viewable and retrievable via the CCTV workstation and shall provide a quality sufficient enough to be exported as a DVD via a DVD +/- R/W drive. All such export of video data for use by others shall be suitable for viewing via Windows based applications or shall include all viewing software with the exported data to allow off site viewing by others without the need to obtain any additional or unique software. All exported video data shall include watermark authenticity complete with markers to indicate any changes that have been made to the image file.
  - The system configuration data shall be password protected with access to selected data only being accessible via the configuration mode.
  - Upon power failure, all system set-ups, sequence information and presents shall be retained for access on power restoration. Battery backed-up memory is not acceptable.
  - The system shall support text insertion for camera identification, presenting current date/time and other system/operator status information.
  - Video Management Software with Random Array Independent Drives (VMS with RAID)
  - Video Management Software with Random Array Independent Drives (VMS with RAID) Servers shall be supplied and installed by the Security Contractor. The Security Contractor shall supply, install and program all Video Management Software with Random Array Independent Drives (VMS with RAID) server software.
  - Recording and playback shall be performed simultaneously such that it does not affect the recording from cameras/encoders.
  - Video Management Software with Random Array Independent Drives (VMS with RAID) servers shall support synchronized playback of up to 25 cameras/encoders simultaneously to a single CCTV workstation. Playback synchronization shall be guaranteed to within 40ms (1 frame).
  - The Video Management Software with Random Array Independent Drives (VMS with RAID) server shall store recorded video on hard disk for the specified number of days being fourteen (30) days.
  - Recordings shall be split into one-hour segments.

- The Video Management Software with Random Array Independent Drives (VMS with RAID) server software shall automatically manage free disk space by deleting recordings older than the specified number of days or when a minimum disk space threshold is met.
- Video Management Software with Random Array Independent Drives (VMS with RAID) must allow a video thinning threshold to be set whereby after a specified time, recorded video is thinned down to just I-frames.

The CCTV administrator(s) shall have the ability to schedule recordings as follows:

- i. Start on receipt of an alarm from a camera/encoder for a set duration of time.
- ii. Set to run 24 hours x 7 days x 365 days/year
- iii. Time scheduled using start and stop time at the same time on selected days of the week. By starting at a specific time on a specific day and recording 24 hours every day until a specific stop time on a specific day e.g., Start Monday 09:00 and stop Friday 18:00.

The Video Management Software with Random Array Independent Drives (VMS with RAID) server shall also record alarms as well as video from selected cameras/encoders.

The Video Management Software with Random Array Independent Drives (VMS with RAID) shall act as central storage for alarms so that when one CCTV system operator acknowledges an alarm, all of the other operators will see that it has been acknowledged.

Video Management Software with Random Array Independent Drives (VMS with RAID) shall generate an alarm in the event of the following:

- i. Low disk space i.e., less than 75% of minimum disk space
- ii. Camera(s) not recording
- iii. Hard disk failure
- iv. RAID array failure
- v. Power supply failure
- vi. Video Management Software with Random Array Independent Drives (VMS with RAID) offline
- vii. License expired

It shall be possible to record the same camera/encoder on multiple Video Management Software with Random Array Independent Drives (VMS with RAID) servers.

Primary or backup Video Management Software with Random Array Independent Drives (VMS with RAID) server failures shall be reported to all CCTV workstations.

The administrator shall configure Primary and Backup Video Management Software with Random Array Independent Drives (VMS with RAID) servers for each camera. The recording schedules and alarms must then be synchronized between the Primary and Backup Video Management Software with Random Array Independent Drives (VMS with RAID) server.

In the event of a Primary Video Management Software with Random Array Independent Drives (VMS with RAID) server failure the Video Management Software with Random Array Independent Drives (VMS with RAID) workstations will be switched to playback and use alarms from the Backup Video Management Software with Random Array Independent Raid (VMS with RAID) server. In the event of the Backup Video Management Software with Random Array Independent Drives (VMS with RAID) server failing the Primary Video Management Software with Random Array Independent Drives (VMS with RAID) server will continue to record and manage alarms. The administrator should not be required take any action in this instance.

#### **System Recording Requirement**

- Video inputs for each camera/encoder shall be recorded onto the nominated Video Management Software with Random Array Independent Drives (VMS with RAID).
- The system shall be configured to continuously record each camera unless otherwise specified.
- Review of pre-recorded video shall be displayed in various modes including, but not limited to full screen, split screen (4, 9, 12, 16 or combination thereof) as well as sequential.
- All recorded information shall be date time stamped and stored within event files for easy retrieval.
- The system shall be configured, programmed and set-up to record and store all system cameras each at a minimum frame rate of 6 frames per/sec at 4CIF resolution.
- The system shall be configured, in coordination with the Development Bank of Southern Africa and the Facilities: Maintenance Specialist, to provide the minimum recording rates detailed above and store all images for a minimum of fourteen (30) days recording on the hard disk drive.

#### **Database Server**

The CCTV Database Server shall be supplied by Development Bank of Southern Africa and shall be connected to the Local Area Network to serve as the system administrator for all the CCTV system components (Video Management Software with Random Array Independent Drives (VMS with RAID, Encoders, Decoders, workstations.) as well as acting as the central repository for alarms. The CCTV database server shall be proven and current software applications to undertake performance to the minimum CCTV international standards, with all licenses and authorized certifications. The Contractor shall provide details of the minimum hardware specification for this device upon award of this Contract.

The DVMS database server shall, as a minimum, integrate with the following:

- i. The CCTV Graphical User Interface (GUI).
- ii. Video Encoders and Decoders.
- iii. Video Management Software with Random Array Independent Drives (VMS with RAID Conventional Cross Point Matrix
- iv. Include the logging of all CCTV and NVR System alarms, events and operator actions Server.



The CCTV database system server shall authenticate all security devices and users authorized to connect to the network. The CCTV database server shall manage all communications over the LAN. The CCTV database server shall incorporate on board security to protect it from unauthorized access by supporting the following features:

- i. All network ports not used for normal functionality will be blocked to prevent network hacking.
- ii. Allow password protection to prevent unauthorized administration access.
- iii. A Firewall is to be available on each DVMS server to allow access restriction by individual IP addresses. SSL and other non-IP address specific security measures are deemed insufficient.

### Digital Video Encoders

The CCTV system shall consist of Digital IP cameras connected to an encoder. The encoder shall accept a digital (composite) video input and compress the video signal using and stream it over the Local Area Network (LAN).

Once on the network the video signal shall be capable of the following:

- Being viewed on a CCTV system workstation
- Being displayed on a video monitor using an IP decoder
- Being recorded by a Video Management Software with Random Array Independent Drives (VMS with RAID)

Video encoders shall meet the following minimum requirements-

- Each encoder shall support IP independent configurable streams
- Each of the above streams shall support QCIF, 2CIF and 4CIF resolutions and 30 to 60 frames per second (fps). 4CIF at 25 frames per second simultaneously on both streams should also be possible. Configuring any resolution at any frame rate shall be possible, per video stream.
- Allow multiple brands of CCTV Controller Keyboards to be interfaced directly to an encoder/decoder via its serial port.
- Video encoders shall be able to create an alarm in case of Video Motion Detection (VMD) or video loss caused by a defective camera, cable or camera masking.
- Video encoders shall support simultaneous transmission in Point to Point or Point to Multipoint links, to display video on Monitors through Decoders or Management software.
- Video encoders shall be 19-inch rack mounted, unless otherwise specified.

### Video Compression

- The Encoder architecture must support either MPEG4 and/or H.264 (ISO 14496-10) video compression. DSP Codec implementations will not be considered due to their inherent

performance limitations, which can result in reduced frame rate, reduced video quality, video artefacts and increased bandwidth utilization.

- To guarantee that the video performance of the Encoder is not affected by other functionality, it shall also incorporate a separate host processor, which is only responsible for audio, Video Motion Detection (VMD), Activity Controlled Framerate (ACF), Alarms, Serial (PTZ) and network communication. The host processor must not perform any video operations to ensure that video is unaffected during maximum processor load.

The Encoder shall:

- i. Be capable of the following resolutions at full frame rate even during high motion levels:
  - CIF Resolution (2560 x 1440)
  - 2CIF Resolution (2560 x 1440)
  - 4CIF Resolution (2560 x 1440)
  - Guarantee full frame rate video (120fps PAL) under high motion at CIF, 2CIF and 4CIF resolutions
- ii. Support three (3) simultaneous streams at CIF and two (2) simultaneous streams at 2SIF resolution and two (2) streams at 4SIF. Each stream must allow independent configuration of bit rate, frame rate, I frame interval, rate control mode and motion data. All streams must still guarantee full frame rate during high motion levels.
- iii. Allow each stream bit rate target to be configurable between 56kbps and 4096kbps.
- iv. Support Capped Bit Rate (CBR) control, which always guarantees full frame rate video and adjusts the quality dependant on the level of motion in the scene.
- v. Support Activity Controlled Framerate (ACF) to ensure that minimal storage and network capacity is used when no motion takes place in the video scene. During periods of very low motion, the frame rate will drop to 1fps (approximately 60kbps) and when motion occurs the frame rate will return to full frame rate (60fps/60fps) within 100ms. It must be configurable using a Region of Interest (ROI) editor that can select regions of the scene where the motion will be ignored. An activity sensitivity parameter must be configurable to allow the filtering out of very low motion in the scene.
- vi. Stream full frame rate video to any number of live video Decoders with an aggregate video bandwidth of up to 20Mbps using IP connections.
- vii. Support an unlimited number of receivers using IP Multicast regardless of total aggregate bandwidth.

#### **Communications/IT Room (Comms Room)**

- The Communications Room will be located in the position as shown on the fit-out plan and will contain a switch board Server Rack), a UPS unit, etc.
- All structural cabling for voice/data will be brought back, terminated, and connected to the patch panels located inside the Server Rack located in the Comms Room.
- Data Cabinet/Server Rack

- The Contractor will supply, mount and test a Cabinet/Server Rack. The Contractor is expected to liaise and co-operate with DBSA appointed IT specialists on how to make the connections.
- Small power socket outlets are to be provided in the Communications Room in the numbers and location, as shown on the detailed layout drawing.
- UPS - The Contractor will supply or reconnect an UPS unit in the Comms room in 11-th floor (According to DBSA specifications, e.g. Single-Phase 220V, 50HZ, 10-15 kVA, 12-20 minutes or similar).
- The Contractor will supply a UPS from a list of DBSA preferred suppliers.
- The Contractor will supply a maintenance free ten-year battery for the UPS which should give 5-7 years of reliable service.
- The UPS must ensure that full integrity of critical systems is maintained even in the event of mains power failure (e.g. computers, etc.). Instructions will be provided by the DBSA
- Clean Earth - The Contractor will provide an isolated and insulated clean earth circuit from the main electrical distribution board of the building to the Comms Room. The cable is to be PVC sheathed in copper cable. It should be terminated to the main earth connection at the main electrical distribution board of the building, and onto an isolated copper strip within the dedicated distribution board in the Comms Room, or onto an isolated and insulated copper strip, at a point adjacent to the distribution board. All UPS earth circuits within this room will be terminated to this copper bar.
- Voice & Data Structural Cabling - The Contractor will install a radial voice and data distribution network from the Comms Room to the RJ45 sockets as indicated on the floor layout plan.
- Cable installation will be distributed from patch panels located inside the Server Rack in the Comms Room, via PVC conduit to each point located on the floor plan, and voice and data cabling will be identical. Each cable will be identified at each end by sequential numbering which will be appropriately marked (1, 2, 3, etc.)
- The cable used will be Unscreened Twisted Pair (UTP), CAT5e or CAT6, cable. The cable used must be clearly stamped as CAT 5e or 6 on the outer sheath.
- Termination is to be double RJ45 sockets immediately adjacent to the 4 power sockets located in the working area (at respective workstations) in compliance with the layout drawings. Connectivity with conductor colour code being consistent on each socket and each cable will be identified at each end by sequential numbering which will be appropriately marked.
- Sufficient spare cable will be allowed on each circuit at the DBSA supplied Sever Rack, in the Comms Room, to allow connections to be made to the patch panels by the Contractor, in accordance with drawings supplied by the DBSA. The Contractor will install RJ45 CAT5e patch panels inside the telecommunication rack and then terminate cabling at the RJ45 jacks on the patch panels.
- All required RJ45 sockets used in the office work area, RJ45 CAT 5e patch panels, industry standard (19" 42U high) Sever Rack and CAT 5e cable are to be supplied by the Contractor.
- The Contractor will make all connections of the UPS, voice and data structural cabling, in accordance with DBSA IT Department instructions and specifications.

### **Cabling Acceptance Test**

The Contractor will test each cable connection between RJ45 jacks on patch panel and RJ45 socket installed in the working area. All CAT5e UTP links must be tested in accordance with EIA/TIA568-B and test sheets identifying each circuit and test results must be produced at the end of the contract. Printed results should confirm correct connectivity, resistance, integrity and the length of each circuit. Performed tests should also confirm absence of shorts, grounding, and external voltage. A complete set of test certificates are to be provided to the DBSA's Facilities Manager, prior to practical completion being signed off.

### **Power & Data Circuit**

#### ***Small Power Distribution***

- Provide a suitable distribution board, located in the Comms Room, with adequate circuit breakers to protect each circuit. The drawing indicates the location of each set of floor boxes.
- Each grouping is to provide four power sockets (one socket is to be connected to the UPS, clearly marked or of different colour e.g. red) and two RJ45 data sockets.
- Additionally, power points are to be provided in the corridor areas for fax, printer, photocopier and vacuum cleaner any other small power requirement in the area.
- In the Comms Room a minimum of 10 power points are to be provided in specific locations.
- The Contractor will supply and install small power points to agreed positions on the partition walls, as per the fit-out plan.
- The Contractor will supply power cable (NHXMH or similar), floor boxes, busbar modules, wiring ducts, cable trays, cable trunks (Legrand or similar) and other accessories necessary for the power distribution network.

#### ***Small Power Requirement***

- Each workstation must have 4 power sockets (one socket is to be connected to the UPS, clearly marked or of different colour e.g. red) and 2 RJ45 outlets as indicated on the fit-out plan.

### TV Aerial Point

- Relocate a TV aerial point in the position marked on the drawing in the Meeting Room(s) connected to a suitable Aerial to receive a clear and strong signal suitable for analogue and digital TV signals that are unobstructed and free from distortion and interference.

### H. FIRE & EMERGENCY

- Supply and install sufficient fire detection, smoke detection, sounders and emergency lighting in compliance with state and local regulations.
- Emergency lighting must provide immediate secondary lighting when the power supply to the normal lighting fails e.g., due to a fire. The minimum backup duration of emergency lighting as specified by regulations is generally between 1 and 4 hours.
- Supply and install the international “pictogram” style fire exit signs, identifying the main means of escape. These are to be suspended from the ceiling and to be illuminated where required to comply with state and local legislation.
- Supply and install a sprinkler system in accordance with state and local regulations. No sprinkler system to be installed in the Comms room.
- Supply the necessary firefighting/safety equipment (e.g., fire extinguishers) for the premises.
- An evacuation plan (for both fire and bomb incidents) should be clearly displayed in both English language, detailing escape routes and assembly points.
- Prepare Security, Occupational Health, and Safety (OHS) and Fire Evacuation Plans. To be handed over on completion.

### I. KITCHEN ROOMS

- Install kitchen base unit(s) with cupboards, drawers, and work tops to agreed quality and colour.
- The wall units must match the base units. Supply and install under counter industrial class dishwasher, ice machine and refrigerator. Install power socket outlets for fridge, dishwasher, toaster, microwave oven, kettle and two spares. Install wall tiles, as necessary, between the base and wall units.
- Low level power socket to be positioned for water chiller. Positions and specific detail to be agreed with DBSA.
- The utilities and sewerage for the kitchen must be installed in accordance with the technical specifications of the Facilities.
- Provide necessary equipment, fittings, and furniture.

### J. SANITARY

- Premises must have two built-in toilets within the demise (men/women) with excellent quality sanitary appliances and fittings.

**1. Technical Proposal**

This section of the proposal shall present the methodology of the Bidder and must describe in detail how the Bidder proposes to undertake the service(s), including but not limited to:

- Solutions to meet DBSA requirements, targets and time frames as stipulated in the tender scope of works and period of performance;
- A technical proposal in the form of an approach and methodology submission that details how the bidder intends to undertake the scope of work and deliver on the objectives of the client;
- Details of number, qualifications and experience of technical resources that will be deployed to sites for verification assessments and works supervision;
- Detailed Project Execution Plan should be part of the methodology / technical proposal;
- Bidder must provide DBSA with any value-added services that they provide outside the scope of work; and
- A description of the proposed services addressing requirements listed above

**2. Key Resources and their specific project experience**

Provide an organogram indicating the proposed professional team. Detailed Curriculum Vitae (CV's) for the proposed professional team with a list of projects of *housing project development with scope of Top Structures, civil, structural, electrical, mechanical that are substantially progressed or completed in the past Ten (10) years.* CV's should be accompanied by Qualifications and **Active** Professional Registration documents 10 years Registered or More.

**Specific Functionality Criteria for Resource Matrix:**

<b><u>Key Resources</u></b>	<b><u>Professional Registration (Minimum Requirement)</u></b>	<b><u>Min Years' Experience Post Registration</u></b>
Mechanical Engineer	Pr. Eng / Pr. Tech	10 years
Quantity Surveyor	Pr. QS	10 years
Structural Engineer	Pr. Eng / Pr. Tech	10 years
Architect	Pr. Arch/ Pr. SArchT / Pr/ ArchT SACAP	10 years
Construction Health and Safety Agent	SACPCMP	5 years
Fire Engineer	Pr. Eng / Pr. Tech. Eng)	10 years

Project Manager (Team leader)	(SACPCMP registered - PrCPM)	10 years
Civil Engineer	Pr. Eng / Pr. Tech. Eng)	10 years
Interior Designer	Architect or IID registered	5 years
Electrical Engineer	Pr. Eng / Pr. Tech	10 years

**3. Financial Credibility**

Provide bank rating letter not older than three months. (**Note: attach certified copy of Bank stamped letter with the bank’s official signature**)

- 1 = **Acceptable** – Bank Rating C
- 2 = **Good** – Bank Rating B
- 3 = **Excellent** – Bank Rating A

PRICING INSTRUCTIONS

GENERAL ASSUMPTIONS

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

1. The short descriptions given in the schedules below are brief descriptions used to identify the services and related cost items for which prices are required. Detailed descriptions of the services to be priced are provided in the Scope of Work (Part C3.1 of this document) and the relevant statutory body.
2. The bidder must price for services as detailed under C.3.1 below. The fee scales shall be calculated as per the Government Gazette Vol. 606 December 2015, No. 39480 reduced by any applicable discounts
3. For the purpose of the service or cost item, the following words shall have the meanings hereby assigned to them:

WORD	MEANING
Unit	The unit of measurement for each item of work.
Quantity	The number of units of work for each item.
Rate	The agreed payment per unit of measurement
Amount	The product of the quantity and the agreed rate for an item

Sum	An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.
Professional Fee	The agreed fee for a service, the extent of which is described in the Scope of Work and may where required be expressed as a percentage of the estimated construction contract value or part thereof.

4. A rate, sum, professional fee and/or price as applicable, is to be entered against each item in the schedules. An item against which no price is entered will be considered to be covered by the other prices or rates in the relevant Table of Quantities.

5. The rates, sums, professional fee and prices in the schedules are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.

6. Where quantities are given in the Table of Quantities, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Table of Quantities. In respect of time-based services, the allocation of staff must be agreed with the employer before such services are rendered.

7. Tendered time-base fees (where the unit of measurement is time based) shall be adjusted in terms of clause 3.16 of the Standard Professional Services Contract. Tenderers are to note that apart from the stated adjustment to the time-based fees, there will be no adjustment in the tendered professional fees and/or other rates tendered during the initial term of the contract. If the successful tenderer is given any extension with respect to their appointment term, the tendered time-base fees shall be adjusted for the extension with respect to their appointment term, in terms of Clause 3.16 of the Standard Professional Services Contract and shall not revert automatically to the recommended prevailing time-based fees contained the various gazettes and notices of the relevant respective professional bodies such as, for example, the hourly rates recommended by the South African Council for Project and Construction Management Professionals (SACPCMP) and the Engineering Council of Southern Africa (ECSA) at the time of the extension.

7.1. DBSA reserves the right to negotiate the Professional fees with the successful Bidder due to any circumstances beyond their control, this could result in an increase or decrease of Professional fees that will be agreed to by both parties.

8. The tendered Professional fee or rate for construction monitoring staff shall include all overtime costs in respect of construction monitoring services provided outside of normal working hours.



9. Tenderers are to carefully note that only those recoverable expenses listed in the schedules will be reimbursed to the Service Provider.

10. Items for printing/copying shall be for specified contract documents, reports, manuals and drawings, excluding general correspondence, minor reports, progress reports, etc. which shall be deemed to be included in the professional fees. Payment will only be made for copies of reports and drawings submitted to the Employer or issued, as specified or requested by the Employer, and all drafts shall be for the Service Provider's account. The prices tendered in Schedule C2.2.2.(A) should be on the basis of a percentage of the Total Professional fees.

11. Tenderers are to note that the planning for this contract is based on a Departmental budget which is subject to change. While the Employer has every intent to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, without adjustment to the agreed rates, sums or professional fees and without payment of any penalty or surcharge in this regard. The Service Provider shall however be entitled to a pro-rata payment for all services carried out in terms of any adjustment to the Scope of Works or, in the case of termination, remuneration and/or reimbursement as described in Clause 8.4.4 of the Standard Professional Services contract.

12. The hourly rates and professional fees of Experts that are used by the Tenderer to provide the services shall not exceed the hourly rates and professional fees applicable for professionals in the respective disciplines as stipulated by the relevant Government Gazette in the various Guidelines to Scope of Services and Tariffs of Fees for the various disciplines. The bidder must price for normal services as contained in the Government Gazette Fee Scale. The fees shall be calculated as per the Government Gazette Fee Scale reduced by any applicable discounts.

12. Professional / Technical Services Fees: These are to be based on a realistic estimate of the cost of all the services required to achieve all the specific deliverables listed in the Scope of Work. The professional fees are to be completed in the schedules of this section. The completed schedules are to be completed and returned with the tender proposals.

13. Operational Expenses (Subsistence Expenses): These expenses are not applicable to this contract.

14. Printing /Copying Expenses: Where applicable (see 10 above), these expenses shall be reimbursed based on a percentage.

#### PRICING ASSUMPTIONS

Tenderers are to price each of the attached schedules. Of the price schedules to be submitted by the tenderer, the time-based fees (hourly rates) of Schedule C2.2.1 will be used in the event of changes to the contract price or period of performance (contract term) of the tenderer.

**TIME-BASED FEES**

**N.B –The bidding team should have a list of all professional services as a company or consortium. The bidder must price for normal services as contained in the Government Gazette Fee Scale. The fees shall be calculated as per the Government Gazette Fee Scale reduced by any applicable discounts.**

DISCIPLINE / SERVICE: PROJECT MANAGEMENT (TEAM LEADER) (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS) Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

DISCIPLINE / SERVICE: ARCHITECTURAL (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	No. OF YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS) Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	

**DISCIPLINE / SERVICE: ARCHITECTURAL (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	No. OF YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDB Excl. VAT)
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: QUANTITY SURVEYING (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	No. OF YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDB Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: CIVIL ENGINEERING (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDED Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: ELECTRICAL ENGINEERING (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDED Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: MECHANICAL ENGINEERING (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDED Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: INTERNAL DESIGNER (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDED Excl. VAT)
			Principal: Professionally Registered (with more than 5 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: FIRE ENGINEER (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDES Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

**DISCIPLINE / SERVICE: CONSTRUCTION HEALTH AND SAFETY AGENT (TIME-BASED FEES)**

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDES Excl. VAT)
			Principal: Professionally Registered (with more than 6 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

#### DISCIPLINE / SERVICE: STRUCTURAL ENGINEER (TIME-BASED FEES)

NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIEN CE	CATEGORY OF STAFF	HOURLY RATE (RANDS Excl. VAT)
			Principal: Professionally Registered (with more than 10 years' experience)	
			Salaried Staff: Associates and Managers	
			Salaried Staff: Staff performing work and carrying direct responsibility for project activities	
			Salaried Staff: Staff performing work under direction and control of senior professionals	

Discipline:		Project Manager (Team Leader)	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R350 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands) <b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Mechanical Engineer	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R50 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R



Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Electrical Engineer	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R50 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Structural Engineer	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R50 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Civil Engineer	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R50 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R

Stage 4	Documentation and Procurement	20.0%	R
Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Construction Health and Safety Agent	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R350 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Interior Designer	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R50 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Fire Engineer	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R50 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands) <b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Quantity Surveyor	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R350 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R

Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

Discipline:		Architecture	
Project Estimate (Full Estimate) Incl. VAT :		R350 Million Rands	
Discipline Specific Works Estimate Incl. VAT :		R350 Million Rands	
Base Fee (Rands):		R	
Discount Offered (%):		%	
Discounted Fee (Rands)		R	
<b>Carried to Summary Schedule:</b>		<b>R</b>	
Building Project stages with Stage		Breakdown of Discounted Fee	
		%	Rands
Stage 1	Inception	5.0%	R
Stage 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	10.0%	R
Stage 3	Design Development	20.0%	R
Stage 4	Documentation and Procurement	20.0%	R



Stage 5	Works (Construction - Contract Administration and Inspection)	30.0%	R
Stage 6	Handover	7.5%	R
Stage 7	Close Out	7.5%	R

OPERATING EXPENSES – TRAVELLING COSTS

DISCIPLINE / SERVICE	ESTIMATED KILOMETRE (KM)	RATE /KM (Excl. VAT)	TOTAL TRAVEL COST/ (Excl. VAT)
Professional Management (Team Leader)			
Architectural Services			
Quantity Surveying			
Civil Engineer Services			
Structural Engineer Services			
Electrical Engineer Services			
Mechanical Engineer Services			
Fire Engineer Services			
Interior Designer			
Construction Health and Safety Agent			

DISCIPLINE / SERVICE	ESTIMATED KILOMETRE (KM)	RATE /KM (Excl. VAT)	TOTAL TRAVEL COST/ (Excl. VAT)
TOTAL PROPOSED TRAVELLING COSTS CARRIED OVER TO SUMMARY SCHEDULE (Excl. VAT) QUOTED AS A FIXED AMOUNT			

OPERATING EXPENSES – PRINTING /COPYING/BINDING COSTS

DISCIPLINE / SERVICE	OPERATING EXPENSES AS PERCENTAGE OF PROFESSIONAL FEE (%)	TOTAL ESTIMATED OFFICE EXPENSE COST (RANDS) (Excl. VAT)
Professional Management (Team Leader)		
Architectural Services		
Quantity Surveying		
Civil Engineer Services		
Structural Engineer Services		
Electrical Engineer Services		
Mechanical Engineer Services		
Fire Engineer Services		
Interior Designer		
Construction Health and Safety Agent		
TOTAL PROPOSED PRINTING /COPYING/BINDING COSTS CARRIED OVER TO SUMMARY SCHEDULE (Excl. VAT) QUOTED AS FIXED AMOUNT		

OVERALL COST SUMMARY [FINANCIAL PROPOSAL]

SCHEDULE	DESCRIPTION	TOTAL PROPOSED COST (RANDS) [Excl. VAT]
<b>Professional Fees</b>		
C2.2.1	Time-Based Fees	Not applicable to this section
C2.2.2 (A)	Professional Management (Team Leader)	R
C2.2.2 (B)	Architectural Services	R
C2.2.2 (C)	Quantity Surveying	R
C2.2.2 (D)-1	Civil Engineer Services	R
C2.2.2 (D)-2	Structural Engineer Services	R
C2.2.2 (D)-3	Electrical Engineer Services	R
C2.2.2 (D)-4	Mechanical Engineer Services	R

SCHEDULE	DESCRIPTION	TOTAL PROPOSED COST (RANDS) [Excl. VAT]
C2.2.2 (D)-5	Fire Engineer Services	R
C2.2.2 (E)	Interior Designer	R
C2.2.2 (F)	Construction Health and Safety Agent	R
<b>Sub-Total Professional Fees</b>		<b>R</b>
<b>Disbursements</b>		
C2.2.3 (A)	Operating Expenses – Travelling Costs	R
C2.2.3 (B)	Operating Expenses – Printing /Copying/Binding Costs	R
<b>Sub-Total Disbursements</b>		<b>R</b>
SUB TOTAL FEES & DISBURSEMENTS (Excl. VAT)		R
<b>Budgetary Allowance for contingencies @ 10%</b>		<b>R</b>
SUB TOTAL FEES & DISBURSEMENTS INCLUDING contingency (Excl. VAT)		R
<b>VAT @15%</b>		<b>R</b>
<b>TENDER PRICE (CARRIED FORWARD TO C1.1 FORM OF OFFER AND ACCEPTANCE)</b>		<b>R</b>

**TENDERERS TO NOTE THE FOLLOWING:**

PAYMENT MILESTONES ARE APPLICABLE TO THIS ASSIGNMENT

STAGES	PERCENTAGE	Comments
Stage 1	5%	
Stage 2	10%	
Stage 3	20%	
Stage 4	20%	
Stage 5	30%	
Stage 6	7.5%	
Stage 7	7.5%	

- DISBURSEMENTS ARE AN ALLOWANCE ONLY AND WILL BE REIMBURSED STRICTLY IN ACCORDANCE WITH A PRE-APPROVED DISBURSEMENT PLAN & PROVEN COSTS.
- THE CONTINGENCY ALLOWANCE CAN ONLY BE UTILISED BASED ON WRITTEN APPROVAL FROM THE DBSA.

**Ensure that each line item is priced for. Items for zero values must be indicated as such or will be presumed to be zero if not completed.**

I, the undersigned, do hereby declare that the above is a proper pricing data forming part of this Contract Document upon which my/our tender for

SIGNED ON BEHALF OF TENDERER: .....

Date:.....