



## REQUEST FOR PROPOSALS

**YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED**

<b>BID NUMBER:</b>	RFP166 /2021
<b>NON-COMPULSORY BRIEFING:</b>	09 July 2021 @10:00-11:00
<b>CLOSING DATE:</b>	19 July 2021
<b>CLOSING TIME:</b>	23H55 Telkom Time
<b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>	90 days (commencing from the RFP Closing Date)
<b>DESCRIPTION OF BID:</b>	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) FOR THE PLANNING, DESIGN AND WORKS SUPERVISION (STAGES 1 – 7) OF THE REPAIRS, MAINTENANCE, REFURBISHMENTS AND/OR UPGRADES AT ROODEPLAAT NATURE RESERVE, MARIEVALE BIRD SANCTUARY NATURE RESERVE, RAND WEST AGRI-PARK, VARIOUS HYDROPONIC TUNNELS AND VEREEGINING FRESH PRODUCE MARKET ON BEHALF OF THE GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
<b>BID DOCUMENTS Submit ADDRESS:</b>	Microsoft one drive link that will be provided on request to <a href="mailto:ziphoscsm@dbsa.org">ziphoscsm@dbsa.org</a> .
<b>NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>BIDDER'S STAMP OR SIGNATURE</b>	

## TABLE OF CONTENTS

<b>Part A:</b> Invitation to Submit a Bid	3
<b>Part B:</b> Checklist of Compulsory Returnable Schedules and Documents	5
<b>Part C:</b> Specifications, Conditions of tender and Undertakings by Bidder	6
<b>Annexure A:</b> Copy of CV and certified copies of supporting documents	28
<b>Annexure B:</b> SBD2 - Tax Requirement	29
<b>Annexure C:</b> SBD4: Declaration of Interest	30
<b>Annexure D:</b> SBD6.1 and B-BBEE status level certificate	34
<b>Annexure E:</b> SBD8: Declaration of Bidder's Past Supply Chain Practices	40
<b>Annexure F:</b> SBD9: Certificate of Independent Bid Determination	42
<b>Annexure G:</b> Certified copies ( <del>copy with original</del> ) of your CIPC company registration Documents listing all members with percentages, in case of a lose corporation.	45
<b>Annexure H:</b> Certified copies ( <del>copy with original</del> ) of latest share certificates, in case of a company	46
<b>Annexure I:</b> List of traceable reference	47
<b>Annexure J:</b> Financial Statements	48
<b>Annexure K:</b> CIDB Standard Professional Services Contract (July 2009) Edition 3 of CIDB Document 1014) & Scope of Work	49

## PART A

### INVITATION TO SUBMIT A BID

**YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED**

**BID NUMBER:** RFP 166 /2021  
**CLOSING DATE:** 19 July 2021  
**CLOSING TIME:** 23h55 (Telkom Time)  
**NON-COMPULSARY TENDER BRIEFING:** 09 July 2021 @10h00-11h00  
**BRIEFING VENUE:** ONLINE MICROSOFT TEAMS LINK TO BE PROVIDED

**DESCRIPTION:** APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) FOR THE PLANNING, DESIGN AND WORKS SUPERVISION (STAGES 1 – 7) OF THE REPAIRS, MAINTENANCE, REFURBISHMENTS AND/OR UPGRADES AT ROODEPLAAT NATURE RESERVE, MARIEVALE BIRD SANCTUARY NATURE RESERVE, RAND WEST AGRI-PARK, VARIOUS HYDROPONIC TUNNELS AND VEREEGINING FRESH PRODUCE MARKET ON BEHALF OF THE GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Bidders should ensure that submissions are submitted timeously and to the correct Microsoft one drive link provided. If the Bid is late, or not submitted in correct one drive link it will not be considered for evaluation.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

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

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>	
<b>POSTAL ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CONTACT PERSON (FULL NAME):</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	

<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>TAX CLEARANCE CERTIFICATE SUBMITTED?</b>	<b>YES</b>		<b>NO</b>	
<b>BBBEE CERTIFICATE SUBMITTED?</b>	<b>YES</b>		<b>NO</b>	
<b>FULL NAME OF AUTHORISED REPRESENTATIVE:</b>				
<b>SIGNATURE OF AUTHORISED REPRESENTATIVE:</b>				
<b>DATE OF SIGNATURE</b>				

## PART B

### CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below
- Ensure that the following documents are completed and signed where applicable:
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

**NB:** Should all of these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	One original Bid document with one (1) copy (clearly marked as original and copy & Flash Drive with required documents);
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part A:</b> Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part B:</b> Checklist of compulsory returnable schedules and documents
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part C:</b> Specifications, Conditions of tender and Undertakings by Bidder
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure A:</b> Copy of CV and certified copies of supporting documents
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure B:</b> Tax Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure C:</b> SBD4: Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure D:</b> SBD6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure E:</b> SBD8: Declaration of Bidder's Past Supply Chain Practices
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure F:</b> SBD9: Certificate of Independent Bid Determination
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure G:</b> Certified copies ( <u>copy with original</u> ) of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure H:</b> Certified copies ( <del>copy with original</del> ) of latest share certificates, in case of a company.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure I:</b> CIDB Standard Professional Services Contract (July 2009) Edition 3 of CIDB Document 1014) & Scope of Work
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure J:</b> List of traceable references of past and present clients, (Company name, Department, branch, contact person with office telephone number).

## PART C

### SPECIFICATIONS, CONDITIONS OF TENDER AND UNDERTAKINGS BY BIDDER

#### 1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

- 1.1. **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2. **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3. **B-BBEE status level** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the CA Codes of Good Practice.
- 1.4. **Business Day** means a day which is not a Saturday, Sunday or public holiday.
- 1.5. **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6. **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities, which submit(s) a Bid.
- 1.7. **CA Codes of Good Practice** means the Codes of Good Practice on Broad Based Black Economic Empowerment - Chartered Accountancy Profession Sector Code, issued in terms of section 9(1) of the B-BBEE Act.
- 1.8. **Companies Act** means the Companies Act, 2008.
- 1.9. **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.10. **Closing Time** means the time, specified as such under the clause 4.1 in Part C, by which Tenders must be received.
- 1.11. **DBSA** means the Development Bank of Southern Africa Limited.
- 1.12. **DFI** means development finance institution.
- 1.13. **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria and Functional Criteria.
- 1.14. **Functional Criteria** means the criteria set out in Part C.
- 1.15. **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.16. **PFMA** means the Public Finance Management Act, 1999.
- 1.17. **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.18. **PPPFA Regulations** means the Preferential Procurement Regulations 2017, published in terms of the PPPFA.

- 1.19. **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
- 1.20. **Qualifying Criteria** means the criteria set out in Part C.
- 1.21. **Request for Proposals** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22. **SARS** means the South African Revenue Service.
- 1.23. **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24. **SLA** means service level agreement.
- 1.25. **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26. **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27. **State** means the Republic of South Africa.
- 1.28. **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29. **Tender Manager** means the person so designated under clause 3 (Tender Manager) of this RFP Part C.
- 1.30. **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.31. **Website** means a website administered by DBSA under its name with web address [www.dbsa.org](http://www.dbsa.org)

## 2. INTERPRETATIONS

In this RFP, unless expressly provided otherwise a reference to:

- 2.1. "includes" or "including" means includes or including without limitation; and
- 2.2. "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

## 3. TENDER MANAGER

The Tender Manager is:

**Zipho Moselakgomo**

DBSA Supply Chain Unit

Email: [ziphoscm@dbsa.org](mailto:ziphoscm@dbsa.org)

**No questions will be answered telephonically.**

#### **4. SUBMISSION OF PROPOSALS**

- 4.1. Tenderers need to access the documents provided on the e-mail invitation for **RFP166/ 2021**. All tender documents provided including supporting documentation and returnables must be submitted before tender closing.

#### **5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS**

- 5.1. Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.
- 5.2. All persons (whether or not a participant in this tender process) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.
- 5.3. All Bidders are deemed to accept the rules contained in this RFP Part C.
- 5.4. The rules contained in this RFP Part C apply to:
- 5.4.1. The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;
  - 5.4.2. the Tendering Process; and
  - 5.4.3. any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

#### **6. STATUS OF REQUEST FOR PROPOSALS**

- 6.1. This RFP is an invitation for individuals/companies to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

#### **7. ACCURACY OF REQUEST FOR PROPOSAL**

- 7.1. Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.



- 7.2. If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 7.3. Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

## **8. ADDITIONS AND AMENDMENTS TO THE RFP**

- 8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

## **9. REPRESENTATIONS**

- 9.1. No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered into between the DBSA and the successful Bidder.

## **10. CONFIDENTIALITY**

- 10.1 All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this.
- 10.2 RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

## **11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION**

- All communications relating to this RFP and the Tendering Process must be directed to the Tender Manager.
- 11.1 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Manager in writing, and most preferably by e-mail.
- 11.2 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Manager (provided such communication is in the required format).

- 11.3 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.4 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 11.5 In all other instances, the DBSA may directly provide any written notification or response to a Service Provider by email to the address of the Service Provider (as notified by the Service Provider to the DBSA Supply Chain Manager).
- 11.6 A Service Provider may, by notifying the DBSA Supply Chain Manager in writing, withdraw a question submitted in accordance with clause 11.1, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders as per clause 11.4.

## **12. UNAUTHORISED COMMUNICATIONS**

- 12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Manager. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.
- 12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of influencing the outcomes of the Tendering Process in any way.

## **13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION**

- 13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.
- 13.2 DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

#### **14. ANTI-COMPETITIVE CONDUCT**

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti- competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- 14.1.1 the preparation or lodgement of their Bid
  - 14.1.2 the evaluation and clarification of their Bid; and
  - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

#### **15. COMPLAINTS ABOUT THE TENDERING PROCESS**

- 15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Tender Manager in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder.
- 15.2 The written complaint must set out:
- 15.2.1 the basis for the complaint, specifying the issues involved;
  - 15.2.2 how the subject of the complaint affects the organisation or person making the complaint;
  - 15.2.3 any relevant background information; and
  - 15.2.4 The outcome desired by the person or organisation making the complaint.
- 15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA and delivered to the physical address of the DBSA, as notified.

#### **16. CONFLICT OF INTEREST**

A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived

conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.

- 16.1 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.
- 16.2 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

## 17. LATE SUBMISSION OF BIDS

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or **lodged at a location or in a manner that is contrary to that specified in this RFP** will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time **will not be accepted**.

## 18. BIDDER'S RESPONSIBILITIES

- 18.1 Bidders are responsible for:
- 18.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
  - 18.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
  - 18.1.3 ensuring that their Bids are accurate and complete;
  - 18.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;

- 18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
  - 18.1.6 Submitting all Compulsory Documents.
- 18.2 Bidders with annual total revenue of R6 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Construction Code of the B-BBEE Act, read with the CA Codes of Good Practice, and must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.
- 18.3 Bidders other than Exempted Micro-Enterprises (EMEs) must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.
- 18.4 The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.
- 18.5 Failure to provide the required information may result in disqualification of the Bidder.

## **19. PREPARATION OF BIDS**

- 19.1 Bidders must ensure that:
- 19.1.1 Their Bid is submitted in the required format as stipulated in this RFP; and
  - 19.1.2 All the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.

19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

## **20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES**

- a. Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- b. The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
- c. The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

## **21. OBLIGATION TO NOTIFY ERRORS**

If, after a Bidder's Response has been submitted, the Bidder becomes aware of an error in the Bidders Response, the Bidder must promptly notify the DBSA of such error.

## **22. RESPONSIBILITY FOR BIDDING COSTS**

- 22.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.
- 22.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:
  - 22.2.1 The Bidder is not engaged to perform under any contract; or
  - 22.2.2 The DBSA exercises any right under this RFP or at law.

## **23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION**

- 23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:
  - 23.1.1 as required by law;
  - 23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;

23.1.3 To external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

## **24. USE OF BIDS**

- 24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
- 24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

## **25. BID ACCEPTANCE**

All Bids received must remain open for acceptance for a minimum period of 90 (Ninety) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

## **26. EVALUATION PROCESS**

DBSA will utilise the following methodology and criteria in selecting a preferred Service Provider, if so required:

**Stage 1:** Responsiveness Evaluation;

**Stage 2:** Price and Preference Evaluation (Price and B-BBEE); and

**Stage 3:** Risk Analysis & Objective Criteria.

Post Tender Negotiations (if applicable) requesting Tenderers to provide best and final offer. Final evaluation will be in terms of the **80/20** preference point system and final award of contract.

### **26.1 STAGE ONE: Test for Administrative Responsiveness**

The test for administrative responsiveness will include the following:

- A. Tenderers who do not adhere to those criteria listed as a **PRE-QUALIFIER**, will be **disqualified immediately**;

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Fully populated, priced and signed Form of Offer	Pre-Qualifier	Y
2	<p><b><u>CV's for all Resources Required (Min. 10 years' relevant experience for the Project Manager and Architect and 5 years for the rest.</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Manager (Team leader) (SACPCMP, Pr. CPM)</li> <li>✓ Architect (SACAP, Pr. Arch)</li> <li>✓ Quantity Surveyor (SACQSP, Pr. QS)</li> <li>✓ Civil Engineer (ECSA, Pr Eng or Pr Tech)</li> <li>✓ Structural Engineer (ECSA, Pr Eng or Pr Tech))</li> <li>✓ Electrical Engineer (ECSA, Pr Eng or Pr Tech)</li> <li>✓ Mechanical &amp; Fire Engineer (ECSA, Pr Eng or Pr Tech)– with HVAC experience in commercial/industrial refrigeration.</li> <li>✓ Geotechnical Engineer(ECSA, Pr Eng or Pr. Sci. Nat)</li> <li>✓ Land Surveyor (SAGC, Pr. LS or GPr. LS)</li> <li>✓ Environmental Specialist (SACNASP)</li> <li>✓ OHS Consultant (SACPCMP, Pr. CHSM or Pr. CHSA)</li> <li>✓ Social Facilitator (4year or post-graduate degree (BA Social Sciences or Development Studies)</li> <li>• See Clarifications</li> </ul>	Pre-Qualifier	Y

**B.** Tenderers who do not adhere to the response time indicated for clarification enquiries by the Employer **will be deemed non-responsive** and not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
3	Standard conditions of tender as required.	48 hours	Y
4	Returnable documents completed and signed.	48 hours	Y
5	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be fully registered & compliant in order to do business with the DBSA.	48 hours	Y
6	A valid and active Tax Compliance Status Pin issued by SARS.	48 hours	Y
7	Valid original/ certified letter of good standing (COIDA).	48 hours	Y
8	Proof of Professional Indemnity Insurance to the value of <b>R 5 000 000.00</b> – refer to Volume 3.	48 hours	Y
9	Proof of Registration with a recognized professional body/ institution for the listed Team & Design Leaders.	48 hours	Y
10	Valid and Certified B-BBEE Certificate/ Affidavit	48 hours	Y
11	In reference to Pre-qualifier #2: : if certificate is expired, bidder will be given the opportunity to provide valid certificate within 48 hrs	48 hours	Y



The test for administrative responsiveness [Stage One] must be passed for a Tenderer's Proposal to progress to Stage Two.

## 26.2 STAGE TWO: – Price and Preference Evaluation (Price and B-BBEE)

- i. Those Bidders which have passed the initial stages of the tender Process will be scored on the basis of price and preference point allocation in accordance with the applicable legislation.
- ii. The successful Bidder will be the Bidder that scores the highest number of points in the second stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP. (Reference section 2(1)(f) of the PPPFA).
- iii. Points will be allocated to Bidders at this stage of the evaluation in accordance with the PPPFA and the PPPFA Regulations, as follows:
 

Price points	80
Preferential procurement points	20

### iv. **Price points**

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

$$Ps = 80(1-(Pt-Pmin)/Pmin)$$

Where:

Ps = Points scored for comparative price of tender or offer under consideration;

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

### v. **Preferential procurement points**

A maximum of 20 points may be awarded in respect of preferential procurement, which points must be awarded to a tenderer for attaining their B-BBEE Status Level in accordance with the table below:

B-BBEE Status Level	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

An unincorporated trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Bid.

### **Total**

The total points scored by each Bidder will be calculated by adding the points scored for price (out of 80) to the points scored for preferential procurement (out of 20).

The successful Bidder will be the Bidder which has the highest total points (out of 100) for both price and preferential procurement (unless there is a basis for selecting a different successful Bidder in accordance with section 2(1)(f) of the PPPFA).

## **26.3 STAGE THREE: – Risk Analysis & Objective Criteria**

- a) Firstly, in addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed as “**Other Objective Criteria**” in terms of the PPPFA Regulations of 2017, in order to ascertain suitability for award
- i) If having passed Responsiveness, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services.
  - ii) Fully compliant and registered with the National Treasury Central Supplier Database.
  - iii) No misrepresentation in the tender information submitted.
  - iv) Any non-performance on DBSA, or DBSA client projects.
  - v) The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
  - vi) The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer’s ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
  - vii) Convicted by a court of law for fraud and corruption
  - viii) Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.
  - ix) Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables.
  - x) Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted. The market average of received bid prices excluding Outliers, as well as the DBSA QS estimate will be used as a guide to indicate financial risk
- b) Secondly, a further risk analysis may be performed on the Tenderers having the highest ranking / number of points to ascertain if any of the following, as relevant, presents an unacceptable commercial risk to the employer in terms of:
- i) The contents of project specific tender returnables will be assessed i.e. project specific resources, professional indemnity insurance, professional registration, approach and methodology which are to be included in the contract.

- ii) The placement of tendered resources will be assessed to ensure that resources indicated by CV's and tendered to work on the project will indeed work on the program and will not be replaced by more junior or less competent resources.

**NB: Bidders are required to submit, as Annexure K to their Bids, any documentation which supports the responses provided in respect of Evaluation Stages 1 to 3.**

## **27. STATUS OF BID**

- 27.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.
- 27.2 A Bid must not be conditional on:
  - 27.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained;
  - 27.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation;
  - 27.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent;
  - 27.2.4 the Bidder obtaining the consent or approval of any third party; or
  - 27.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 27.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 27.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

## **28 CLARIFICATION OF BIDS**

- 28.1 The DBSA may seek clarification from and enter discussions with any or all the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought, or discussions are had in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.
- 28.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

## **29 DISCUSSION WITH BIDDERS**

- 29.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view of maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 29.2 As part of the evaluation of this Bid, Bidders maybe invited to give a presentation to the DBSA in relation to their submissions. The DBSA is under no obligation to undertake discussions with, any Bidders.
- 29.3 In addition to presentations and discussions, the DBSA may request some or all Bidders to:
- 29.3.1 Conduct a site visit, if applicable;
  - 29.3.2 Provide references or additional information; and/or
  - 29.3.3 Make themselves available for panel interviews.

## **30. SUCCESSFUL BIDS**

- 30.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.
- 30.2 The DBSA may, in its absolute discretion, decide not to enter pre-contractual negotiations with a successful Bidder.
- 30.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

## **31. NO OBLIGATION TO ENTER INTO CONTRACT**

- 31.1 The DBSA is under no obligation to appoint a Bidder or Bidders (as the case may be), or to enter into a contract with a Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.
- 31.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

## **32. BIDDER WARRANTIES**

32.1 By submitting a Bid, a Bidder warrants that:

- 32.1.1. it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
- 32.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
- 32.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- 32.1.4 it accepts and will comply with the terms set out in this RFP; and
- 32.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

## **33. DBSA'S RIGHTS**

33.1. Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:

- 33.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
- 33.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
- 33.1.3 vary or extend any time or date specified in this RFP
- 33.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
- 33.1.5 require additional information or clarification from any Bidder or any other person;
- 33.1.6 provide additional information or clarification;
- 33.1.7 negotiate with any one or more Bidder;
- 33.1.8 call for new Bid;
- 33.1.9 reject any Bid received after the Closing Time; or
- 33.1.10 reject any Bid that does not comply with the requirements of this RFP.

### 34. GOVERNING LAWS

- 34.1. This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.
- 34.2. Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.
- 34.3. All Bids must be completed using the English language and all costing must be in South African Rand.

### 35. MANDATORY QUESTIONS

- 35.1. Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ✓ or an X) regarding compliance with the requirements. Where necessary, the Bidders shall substantiate their response to a specific question.

**NOTE: It is mandatory for Bidders to complete or answer this part fully; failure to do so will result in the Bid being treated as incomplete and the Bid may be disqualified.**

#### 35.1.1

This Bid is subject to the CIDB Standard Professional Services Contract (July 2009) Edition 3 of CIDB Document 1014) stipulated in this RFP document and as amended herein.	Accept	Do not accept

#### 35.1.2

The laws of the Republic of South Africa shall govern this RFP and the Bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Accept	Do not accept

### 35.1.3

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.4

The DBSA may request written clarification or further information regarding any aspect of this proposal. The Bidders must supply the requested information in writing within two working days after the request has been made, otherwise the proposal may be disqualified.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.5

The DBSA reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest Bidder or award parts of the proposal to different Bidders, or not to award the proposal at all.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.6

By submitting a proposal in response to this RFP, the Bidders accept the evaluation criteria as it stands.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.7

Where applicable, the DBSA reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.8

The DBSA reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	Accept	Do not accept

### 35.1.9

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	Accept	Do not accept

### 35.1.10

<p>The Bidder should not qualify the proposal with own conditions.</p> <p><b>Caution:</b> If the Bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.</p>	Accept	Do not accept

### 35.1.11

Should the Bidder withdraw the proposal before the proposal validity period expires, the DBSA reserves the right to recover any additional expense incurred by the DBSA having to accept any less favourable proposal or the additional expenditure incurred by the DBSA in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	Accept	Do not accept



### 35.1.12

Delivery of and acceptance of correspondence between the DBSA and the Bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.13

Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. The DBSA shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the Bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that The DBSA reserves the right to award the same proposal to next best Bidders as it deems fit.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.14

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by THE DBSA signatory and added to this RFP as an addendum.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.15

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.16

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.17

No interest shall be payable on accounts due to the successful Bidder in an event of a dispute arising on any stipulation in the contract.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.18

<p>Evaluation of Bids shall be performed by an evaluation panel established by the DBSA.</p> <p>Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each Bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for HDI (according to the PPPFA) is 20.</p>	<b>Accept</b>	<b>Do not accept</b>

### 35.1.19

	<b>Accept</b>	<b>Do not accept</b>
--	---------------	----------------------

If the successful Bidder disregards contractual specifications, this action may result in the termination of the contract.		
--	--	--

### 35.1.20

The Bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.21

Should the evaluation of this Bid not be completed within the validity period of the Bid, the DBSA has discretion to extend the validity period.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.22

Upon receipt of the request to extend the validity period of the Bid, the Bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original Bid response valid under the same terms and conditions for a further period.	<b>Accept</b>	<b>Do not accept</b>

### 35.1.23

Should the Bidder change any wording or phrase in this document, the Bid shall be evaluated as though no change has been affected and the original wording or phrasing shall be used.	<b>Accept</b>	<b>Do not accept</b>
---	---------------	----------------------

### 35.1.24

Declaration by contractor: I approve that the above information is accurate and can be supported by documents and reference on request.	<b>Accept</b>	<b>Do not accept</b>

---

Signature(s) of Bidder or assignee(s)

Date

---

Name of signing person (in block letters)

---

Capacity

---

Are you duly authorized to sign this Bid?

---

Name of Bidder (in block letters)

---

Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

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

Telephone Number:.....FAX number.....

Cell Number: .....

Email Address.....

**RELEVANT ANNEXURES MUST BE FURNISHED**

**(ALL RELEVANT ANNEXURES MUST BE ADDED TO THE COMPULSORY ANNEXURES FROM THE LIST BELOW)**

**(FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)**

**Annexure A:** Copy of CV's of the design team

**Annexure B:** Tax Requirements

**Annexure C:** **SBD4:** Declaration of Interest

**Annexure D:** **SBD6.1:** Preference Claim Forms in terms of Preferential Procurement Regulations

**Annexure E:** **SBD 8:** Declaration of Bidder's Past Supply Chain Practices

**Annexure F:** **SBD 9:** Certificate of Independent Bid Determination

**Annexure G:** Certified copies (Copy with original stamp) of your CIPC company registration documents members with percentages, in case of a CC

**Annexure H:** Certified copies (**Copy with original stamp**) of all latest share certificates, in case of a company

**Annexure I:** CIDB's Standard Professional Services Contract (July 2009) Edition 3 of CIDB Document 1014) & Scope of Work

**Annexure J:** List of traceable references of past and present clients, (Company name, department, branch, **person** with office telephone number).

## Annex A :

### CV's OF THE PROJECT TEAM

**Bidders are required to include, as Annexure A to their Bids, the required supporting documents**

I / We confirm that the following communications amending the bid documents that I / we received from the employer or his representative before the closing date for submission of this bid offer have been taken into account in this bid offer.

ADDENDUM No	DATE RECEIVED	TITLE OR DETAILS

SIGNATURE: ..... DATE: .....  
(Person authorized to sign on behalf of the Bidder)

## **Annex B : TENDERER'S VALID & ACTIVE TAX COMPLIANCE STATUS PIN FORM**

---

**IT IS A CONDITION OF THIS TENDER THAT THE TAXES OF THE TENDERER MUST BE IN ORDER, OR THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH THE SOUTH AFRICAN REVENUE SERVICES (SARS) TO MEET THE RESPONDENT'S TAX OBLIGATIONS.**

**BIDDERS TAX STATUS MUST REMAIN COMPLIANT IN RESPECT TO THE EVALUATION PROCESS THROUGHOUT THE TENDER PROCESS, IN ORDER FOR A BIDDER TO BE EVALUATED.**

1. The valid and active Tax Compliance Status Pin issued by the South African Revenue Services must be submitted together with this tender and appended to this page. Failure to submit the valid and active Tax Compliance Status Pin will result in the **invalidation/ disqualification** of the tender submission.
2. Valid Tax Compliance is a mandatory requirement for successful bidders post the tender process.
3. Where Joint Ventures/ Consortia/ Associations, etc. are involved, the Tax Compliance status will be based on the main Joint Venture Partners status. However, the Tax Compliance status documentation of all the Joint Venture Partners are to be appended to this page. Any tax noncompliance of any party will require a bidder to provide fully compliant tax status for any award to be made.

## Annex C : SBD4 DECLARATION OF INTEREST

---

1. Is the Bidder, or any person connected with or employed by the Bidder or an entity which forms part of the Bidder, aware of any fact which may give rise to an actual or perceived conflict of interest on the part of the Bidder, the DBSA or any person involved in the evaluation or adjudication of this Bid?

YES	NO

2. If the answer to 1 above is “Yes”, Bidders are required to set out, in detail immediately below, the facts which may give rise to an actual or perceived conflict of interest and identify the individuals to which those facts relate.




3. In addition, Bidders are required to complete the following:

- 3.1. Full Name of Bidder or his or her representative.....
- 3.2. Identity Number: .....
- 3.3. Position occupied in the Company (director, trustee, shareholder<sup>1</sup>): .....
- 3.4. Company Registration Number.....
- 3.5. Tax Reference Number: .....
- 3.6. VAT Registration Number: .....
- 3.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 4 below.
- 3.8. Are you or any person connected with the bidder presently employed by the state?

YES	NO

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:

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

<sup>1</sup> "Shareholder" means a person who owns shares in the company.

3.8.1.If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

<b>YES</b>	<b>NO</b>

If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

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

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

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

<b>YES</b>	<b>NO</b>

If so, furnish particulars:

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

3.10. 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?

<b>YES</b>	<b>NO</b>

If so, furnish particulars:

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

3.11. 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?

<b>YES</b>	<b>NO</b>

If so, furnish particulars.

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

3.12. 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?

<b>YES</b>	<b>NO</b>

If so, furnish particulars:

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

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

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

#### DECLARATION

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

CERTIFY ON BEHALF OF THE BIDDER THAT THE INFORMATION FURNISHED IN THIS DECLARATION IS CORRECT.

I ACCEPT THAT DBSA 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

## Annex D :

### **SBD 6.1 PREFERENCE CLAIM FORM IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS (NO EVALUATION OF THIS NATURE WILL TAKE PLACE THIS ROUND, BIDDER STILL TO COMPLETE)**

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000: PREFERENTIAL PROCUREMENT REGULATIONS, 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- **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 The value of this bid is estimated to be **below R50 000 000** (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser/employer reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser/employer.

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the

*execution of part of a project in terms of the contract;*

- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract, subject to “Other Objective Criteria” listed under the Tender Data.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract
- 5.8 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the tenderer concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## **6. BID DECLARATION**

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

**8. SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- 8.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: .....%

ii) The name of the sub-contractor:

.....

iii) The B-BBEE status level of the sub-contractor: .....

iv) Whether the sub-contractor is an EME/ QSE.

(***Tick applicable box***)

YES		NO	
-----	--	----	--

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

- 9.1 Name of company/firm:

.....

- 9.2 VAT registration number:

.....

- 9.3 Company registration number:

.....

- 9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One-person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited

[TICK APPLICABLE BOX]

- 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES



9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:  
 .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE:.....

ADDRESS:.....

.....

.....

## Annex E :

### SBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN PRACTICES

#### 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	<p><b>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b>                      (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	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 10 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 10 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:		

**SBD 8**

### 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**

## **Annex F : SBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

---

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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 SBD 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 (SBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price Proposals, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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.**

### **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)

- (a) I have read and I understand the contents of this Certificate;
- (b) I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- (c) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- (d) 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;
- (e) 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
- (f) The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

(g) 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.

(h) 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.

(i) 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.

36. 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.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**Annex G :**  
**Certified Copies of your CIPC (CIPRO) Company Registration Documents**

---

**Bidders are required to include, as annexure G to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation, partnerships or joint ventures.**



**Annex H :**  
**Certified Copies of the Latest Share Certificates (In case of a Company)**

---

**Bidders are required, as annexure H to their Bids, to submit certified copies of the latest share certificates of all relevant companies.**

## **Annex I :List of Traceable References of similar service**

---

**Bidders are required, as Annexure I to their Bids, to submit a list of traceable references of similar services**

## **Annex J :3 Year Financial Statement**

---

**Bidders are required as Annexure J to their Bids, to submit companies' financials**

**Annex K :  
CIDB'S STANDARD PROFESSIONAL SERVICES CONTRACT (JULY 2009) (EDITION 3  
OF CIDB DOCUMENT 1014) & SCOPE OF WORK**

---

**All Contractual Clauses for contracting, as well as the detailed Scope of works, are  
detailed in Annexure K.**

**CIDB'S STANDARD PROFESSIONAL SERVICES CONTRACT (JULY 2009)  
(EDITION 3 OF CIDB DOCUMENT 1014), AS PUBLISHED BY THE  
CONSTRUCTION INDUSTRY DEVELOPMENT BOARD.**

**Between:**



**THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED**

**"The Employer"**

**AND**

.....  
**"The Service Provider"**

**For:**

**RFP166/2021 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP)  
FOR THE PLANNING, DESIGN AND WORKS SUPERVISION (STAGES 1 – 7) OF  
THE REPAIRS, MAINTENANCE, REFURBISHMENTS AND/OR UPGRADES AT  
ROODEPLAAT DAM NATURE RESERVE, MARIEVALE BIRD SANCTUARY  
NATURE RESERVE, RAND WEST AGRI-PARK, VARIOUS HYDROPONIC  
TUNNELS AND VEREEGINING FRESH PRODUCE MARKET ON BEHALF OF THE  
GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

**PART C1:AGREEMENT AND CONTRACT DATA**

	<b>Page</b>
<b>C1.1 Form of Offer and Acceptance .....</b>	<b>52</b>
<b>C1.2 Contract Data .....</b>	<b>58</b>

## C1.1 FORM OF OFFER AND ACCEPTANCE

### C1.1.1 OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**TENDER No: RFP166/2021: APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) FOR THE PLANNING, DESIGN AND WORKS SUPERVISION (STAGES 1 – 7) OF THE REPAIRS, MAINTENANCE, REFURBISHMENTS AND/OR UPGRADES AT ROODEPLAAT DAM NATURE RESERVE, MARIEVALE BIRD SANCTUARY NATURE RESERVE, RAND WEST AGRI-PARK, VARIOUS HYDROPONIC TUNNELS AND VEREEGINING FRESH PRODUCE MARKET ON BEHALF OF THE GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Percentage .....(in words);

.....(in figures).

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the service provider in the conditions of contract identified in the contract data.

Signature .....

Name .....

Capacity .....

**for the tenderer**

Name of Tenderer .....

Address of Tenderer) .....

Name of witness .....

Signature of witness ..... Date .....



## C1.1 FORM OF OFFER AND ACCEPTANCE (Continued)

### C1.1.2 Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data
- Part C3: Scope of work.
- Part C4: Site information

and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's representative (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect from the start date defined elsewhere in the contract and includes the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of receiving this agreement notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature .....

Name .....

Capacity .....

**for the  
Employer**      **Development Bank of Southern Africa Limited [DBSA]**  
1258 Lever Road, Headway Hill,  
Midrand, Gauteng Province

Name of witness .....

Signature of witness ..... Date .....

## Schedule of Deviations

1 Subject .....	
Details .....	
.....	
.....	
.....	
2 Subject .....	
Details .....	
.....	
.....	
.....	
3 Subject .....	
Details .....	
.....	
.....	
.....	
4 Subject .....	
Details .....	
.....	
.....	
.....	
5 Subject .....	
Details .....	
.....	
.....	
.....	

By the duly authorised representatives signing this agreement, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**For the Tenderer:**

Signature(s) .....

Name(s) .....

Capacity .....

Name of Tenderer .....

Address of Tenderer .....

.....

.

Name of witness .....

Signature of witness ..... Date .....

**For the Employer:**

Signature(s) .....

Name(s) .....

Capacity .....

Name of Employer : **Development Bank of Southern Africa Limited [DBSA]**

Address of Employer 1258 Lever Road, Headway Hill, Midrand, Gauteng Province

Name of witness .....

Signature of witness ..... Date .....

## **C1.2 CONTRACT DATA**

### **CIDB PROFESSIONAL SERVICES AGREEMENT CONTRACT DATA**

#### **1. PART 1: GENERAL CONDITIONS OF CONTRACT**

- 1.1 The General Conditions of Contract are the Construction Industry Development Board (“CIDB”) Standard Professional Services Contract (July 2009) (Edition 3 of CIDB document 1014) (“SPSC”), as published by the CIDB.
- 1.2 Copies of these General Conditions of Contract may be obtained from the Construction Industry Development Board’s website at [www.cidb.org.za](http://www.cidb.org.za). Copies of the General Conditions of Contract are also available for inspection and scrutiny at the offices of the Employer, but the Employer will not make a copy available.
- 1.3 The pro-forma’s attached to the SPSC on pages 17 to 24 shall not apply to this Contract and shall be replaced with the documentation bound into this Contract Document.
- 1.4 The General Conditions of Contract make several references to the Contract Data for specific data which together with the standard contract collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract.
- 1.5 The General Conditions of Contract shall be read in conjunction with the variations, amendments and additions set out in the Special Conditions below. Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.

## 2. PART 2: SPECIAL CONDITIONS

Clause Number	Clause
1	<b>DEFINITIONS</b>
	<p>Add the following to the definition of <u>Employer</u>:</p> <p><u>The Employer</u> is the DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED (“DBSA”), acting through its Infrastructure Delivery Division (the “IDD”), a juristic person, reconstituted and incorporated in terms of section 2 of the Development Bank of Southern Africa Act No 13 of 1997 (the “DBSA”); (and “<b>employer</b>” includes their successors in title and permitted assignees under this <b>agreement</b>)</p>
	<p>Delete the definition of <u>Force Majeure</u> and replace it with the following:</p> <p><u>Force Majeure</u> means an exceptional event or circumstance:</p> <ul style="list-style-type: none"> <li>• which is beyond a Party’s control,</li> <li>• which such Party could not reasonably have provided against before entering into the Contract,</li> <li>• which, having arisen, such Party could not reasonably have avoided or overcome, and</li> <li>• which is not substantially attributable to the other Party.</li> </ul> <p>Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions above are satisfied:</p> <ul style="list-style-type: none"> <li>• war, hostilities (whether war be declared or not), invasion, act of foreign enemies,</li> <li>• rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war,</li> <li>• riot, commotion, disorder, strike or lockout by persons other than the Contractor’s Personnel and other employees of the Contractor and Subcontractors,</li> <li>• munitions of war, explosive materials, ionising radiation or contamination by radio-activity, except as may be attributable to the Contractor’s use of such munitions, explosives, radiation or radio-activity, and</li> </ul>

	<ul style="list-style-type: none"> <li>• natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.</li> </ul>
	<p>Add the following to the definition of <u>Period of Performance</u>:</p> <p>The period of performance is commencing from the Start Date until the completion of the Close Out Stage as per the Construction Contract with a construction contractor.</p>
	<p>Add the following at the end of the definition of <u>Service Provider</u>:</p> <p>The contracting party may also be a consortium/joint venture contracting as a formally constituted Joint Venture Partnership, in which all parties are jointly and severally liable. In terms of this definition, the words consortium and joint venture shall be regarded as synonymous.</p>
	<p><b>Add the following new definitions:</b></p>
	<p><u>Baseline Risk Assessment</u> means the baseline risk assessment contemplated in regulation 5(1)(a) of the Construction Regulations 2014.</p>
	<p><u>Business Day</u> means every day which is not a Saturday, a Sunday or an official public holiday in South Africa.</p>
	<p><u>Confidential Information</u> means information not readily available, in the ordinary course of business, to third parties, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the results of the Services;</li> <li>• all information relating to the Project, the Services and the Employer; and</li> <li>• all information relating to the Employer's businesses, whether historical or forecast.</li> </ul>
	<p>Construction Agent means an "agent" as per the Construction Regulations 2014 which means a competent person who acts as a representative for a client ("client" in this regard being the Employer); the agent contemplated herein: (i) manages the health and safety on a construction project for the client; (ii) is registered with a statutory body (being the South African Council for Project and Construction Management Professions or any other statutory body approved by the</p>

	chief inspector); and (iii) is qualified to perform the functions required by the Construction Regulations.
	Construction Contract RFP Date means the intended date for issues of the construction tender RFP being TBC.
	<p><u>Service Provider Insolvency Event</u> means, and is considered to occur if:</p> <ul style="list-style-type: none"> <li>(i) the Service Provider commits an act which, if committed by an individual, would constitute an act of insolvency within the meaning of Sections 8 or 9(3)(a)(v) of the Insolvency Act 24 of 1936, as amended, or any equivalent legislation in any jurisdiction to which it is subject;</li> <li>(ii) the Service Provider begins negotiations or takes any other step with a view to generally deferring, re-scheduling or otherwise re-adjusting all or a material part of its indebtedness or proposes or makes a general scheme, arrangement, assignment, or composition with or for the benefit of its creditors or a moratorium is proposed or agreed in respect of or affecting all or a material part of its indebtedness;</li> <li>(iii) the Service Provider makes an application to court for business rescue supervision or for its winding-up (whether provisionally or finally);</li> <li>(iv) a court of competent jurisdiction grants an order winding-up Service Provider (whether provisionally or finally) or makes an order placing the Service Provider under business rescue supervision;</li> <li>(v) an application or other legal process (including the filing of any document commencing judicial process) is issued seeking an order for the winding-up of the Service Provider (whether provisionally or finally) or liquidation (whether provisionally or finally) the Service Provider under business rescue supervision, except for so long as such application or other legal process is being contested in good faith and by appropriate means or</li> </ul>

	<p>except for the bona fide purpose of reconstruction, amalgamation, reorganisation, merger or consolidation; or</p> <p>(vi) a resolution is passed by:</p> <p>a) the shareholders of the Service Provider for the winding-up of the Service Provider, whether by way of a members' or creditors' voluntary winding-up; or</p> <p>b) the board of the Service Provider for the Service Provider to voluntarily begin business rescue proceedings and place himself under business rescue supervision.</p>
	<p><u>Project Programme</u> means the time programme established between the Employer and a contractor in accordance with the Construction Contract for the construction and completion of the Project.</p>
	<p><u>Works</u> means the permanent works (if any) to be executed for the achievement of the Project.</p>
	<p><u>Construction Contract</u> means the contract between the Employer and a contractor according to which the Works will be completed.</p>
2	<b>INTERPRETATION</b>
2.2	<p>Delete this clause and replace it with the following:</p> <p><b>Order of Priority</b></p> <p>The following documents shall be deemed to form and be read and construed as part of the Contract:</p>
2.2.1	The Contract;
2.2.1.1	The Special Conditions;
2.2.1.2	The Contract Data;
2.2.1.3	The General Conditions of Contract;



2.2.1.4	Pro-Forma Performance Security;
2.2.2	The Scope of Work
	The Contract and the other documents listed in clause 2.2 shall be taken to be mutually explanatory of one another but in the event of ambiguity, discrepancy, divergence or inconsistency in or between them they shall follow the order in which they are listed in this clause.
	<b>Insert the following new clauses at the end of this clause 2:</b>
2.4	Where any word or expression is defined in this Contract, a cognate word or expression shall have a corresponding meaning.
2.5	The schedules and appendices to this Contract form an integral part hereof and words and expressions defined in this Contract shall bear the same meaning in such schedules and appendices, unless the context otherwise requires, and to the extent that there is any conflict between the schedules or appendices to this Contract and the provisions of this Contract, the provisions of this Contract shall prevail.
2.6	If any provision in a definition is a substantive provision conferring rights or imposing obligations on any party, notwithstanding that it appears only in this interpretation clause, effect shall be given to it as if it were a substantive provision of this Contract.
2.7	References to a statutory provision include any subordinate legislation made from time to time under that provision and references to a statutory provision include that provision as from time to time modified or re-enacted as far as such modification or re-enactment applies, or is capable of applying, to this Contract.
2.8	References in this Contract to clauses, sub-clauses, appendices, schedules and annexures are to clauses and sub-clauses of, and appendices and annexures to, this Contract.
2.9	Any word or expression defined in any clause shall, unless the application of the word or expression is specifically limited to the clause in question, bear the meaning ascribed to the word or expression throughout this Contract.
2.10	No rule of construction shall be applied to the disadvantage of a Party to this Contract because that Party was responsible for or participated in the preparation of this Contract or any part of it.
2.11	Any reference in this Contract to this or any other Contract, document or instrument shall be construed as such Contract or document as amended, varied, restated, novated or substituted from time to time.
2.12	Unless otherwise provided, any number of days prescribed shall be determined by excluding the first and including the last day or, where the last day falls on a day that is not a Business Day, the next Business Day.

2.14	In the event that the day for payment of any amount due in terms of this Contract or a date for submission of any invoice or statement should fall on a day which is not a Business Day, the relevant day for payment or submission, as the case may be, shall be the next Business Day.
2.15	Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail.
2.16	The use of the word “including” followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it.
3.0	<b>GENERAL</b>
3.2	<p><b>Change in legislation</b></p> <p>Amend this clause by adding the following at the end of the clause:</p> <p>Notwithstanding anything contained in this clause or this agreement, a “change in legislation” shall not include any law or piece of legislation that was enacted or made but not yet in force as at the date when the tender was submitted, or any proposed or draft law that was promulgated or issued for comment at any time before the tender was submitted if and to the extent that such law when enacted or made and brought into effect is materially unchanged.</p>
3.7	<p><b>Confidentiality</b></p> <p>Amend this clause by deleting and replacing reference to “sensitive information” in the clause with “Confidential Information”.</p>
3.8.2	<p><b>Variations</b></p> <p>Delete this clause and replace it with the following:</p> <p>The Employer may accept or reject the Contractor’s proposal referred to in clause 3.8.1 above within 30 Days of receipt of such proposal. If the Employer accepts such proposal, the Service Provider shall implement the variation in accordance with the proposal. If the Employer rejects such proposal the Service Provider shall amend it in accordance with the reasonable requirements of the Employer and submit another proposal within a reasonable time. This process shall continue until the Employer accepts such proposal or rejects the variation completely.</p>
3.9.1	<p><b>Changes to the Contract Price or the Period of Performance</b></p> <p>Amend this clause by deleting clause 3.9.1(f) and replacing with the following:</p>

	<p>(f) a Force Majeure Event occurs.</p> <p>Amend this clause by adding the following at the end of the clause:</p> <p>Such application shall identify which of the aforementioned events are being relied upon, as well as brief details of such event including, inter alia, the date of the commencement of such event. Such application shall specifically make reference to this clause and shall be submitted to the Employer within 14 Days of the Service Provider becoming aware of the event described in 3.9.1 (a) to (f) above, failing which the Service Provider shall not be entitled to a change in the Contract Price or Period of Performance.</p>
3.9.2	<p>Amend this clause by deleting the words “6 weeks” and replacing them with the words “30 Days”.</p> <p>Amend this clause by deleting the words “for Completion” and replacing them with the words “of Performance”.</p>
3.9.5	<p><b>Changes to the Contract Price or the Period of Performance</b></p> <p>Insert the following new clause at the end of this clause:</p> <p>The time-based fees (hourly rates) used to determine changes to the Contract Price are as stated in the Pricing Data and only apply in the event of additional Scope of Work requested on a mandate from the Employer’s client.</p>
4	<b>EMPLOYERS OBLIGATIONS</b>
4.2	<p><b>Decisions</b></p> <p>Amend this clause by deleting the words “a reasonable time” and replacing it with the words “30 Days”.</p>
4.7	<p><b>Payment of the Service Provider</b></p> <p>Amend this clause by deleting the last two words of the clause and replacing them with:</p> <p>Clause 8 of Part C2.1: Pricing Assumptions of the tender documents.</p>
5	<b>SERVICE PROVIDERS OBLIGATIONS</b>
5.1.3	<p><b>General</b></p> <p>Insert the following new clause at the end of this clause:</p>

	The Service Provider shall perform all functions of the principal agent/project manager/employer's agent in accordance with the Works Contract, subject to any limitations prescribed by the Employer in this contract or in the Works Contract.
5.4.2	<p><b>Insurances to be taken out by the Service Provider</b></p> <p>Insert the following at the end of this clause:</p> <p>The Employer shall be named as co-insured in all insurances taken out by the Service Provider in accordance with this Contract.</p>
5.4.3	<p><b>Insurances to be taken out by the Service Provider</b></p> <p>Insert the following new clause at the end of this clause:</p> <p>The Service Provider shall ensure that any contractor and subcontractors engaged in construction activities shall, in addition to the Compensation for Occupational Injuries and Diseases, Act No 130 of 1993 and Public Liability Insurances as described in the Contract Data, also take out and maintain contractors all risks insurance to the whole value of the Works being undertaken, plus an additional 10% of the value of the Works being undertaken.</p>
5.5	<p><b>Service Provider's Actions requiring Employer's prior approval</b></p> <p>Insert the following new sub-paragraphs at the end of this clause:</p> <p>d) occupying any public land or facility for any purpose that will cause disruption and or inconvenience to the users of such land or facility in respect of any construction contract.</p> <p>e) the issuing of notices, instructions or request for quotations to contractors in relation to cost or price changes, extensions of time, the cancellation of the contract between the Employer and a contractor, and significant scope changes.</p> <p>f) certifying completion, practical completion and final completion of the Works in accordance with the relevant Construction Contract.</p> <p>g) certifying final completion of the Works.</p> <p>h) any change of members where the Service Provider is a consortium or joint venture. and</p> <p>i) approval of any claims, compensation events or variation orders in terms of any Construction Contract</p>
	<b>Insert the following new clauses at the end of this clause 5:</b>
5.8	<b>Progress Reporting</b>
5.8.1	The Service Provider shall, whenever required by the Employer, but in any event at least once a month, submit a report on the progress of the Services to the Employer in the form and substance reasonably required by the Employer, provided that each report shall, as a minimum, include:

5.8.1.1	a report on the progress of the Services, explaining any disconnect between the execution of the Services and the Project Programme and dealing with any remedial action to be taken to align the Services to the Project Programme;
5.8.1.2	the Service Provider's manpower histograms, reflecting actual, forecast and planned activities;
5.8.1.3	S-curves reflecting the actual percentage complete versus the planned percentage for the Services;
5.8.1.4	a risk register reflecting the current critical risks and issues;
5.8.1.5	The Service Provider's fee payment and disbursement forecast (updated in each progress report together with an explanation of any changes made to the prior forecast);
5.8.1.6	Keep a register of variation orders issued, and/or applied for;
5.8.1.4	Keep a register of all claims or compensation events made or notified by the contractor(s).
5.8.2	The Service Provider shall, whenever required by the Employer, but in any event at least once a month, submit a report on the progress of the Works conducted under the Works Contract to the Employer in the form and substance as required by the Employer, set out in the Progress Reporting Requirements Schedule to be provided after award.
6	<b>CONFLICTS OF INTEREST</b>
6.3	<p><b>Independence</b></p> <p>Insert the following new clause at the end of this clause:</p> <p>The Service Provider is, and at all times shall be, an independent contractor in the performance of all Services undertaken pursuant to this Contract. Nothing in this Contract shall constitute or be deemed to constitute a partnership between the Parties. Save to the extent expressly otherwise provided for in this Contract: neither Party shall have any authority or power to bind the other or to contract in the name of or create a liability against the other in any way or for any purpose.</p>
8	<b>COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION</b>
8.2.2	<b>Completion</b>

	<p>Delete this clause and replace it with the following:</p> <p>The Service Provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by a failure by the Employer to fulfil its obligations under the Contract.</p>
8.2.3	<p><b>Completion</b></p> <p>Delete this clause and replace it with the following:</p> <p>The Service Provider shall:</p>
8.2.3.1	<p>Within 14 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request of the extension of the Period of Performance to which he considers himself entitled, failing which the Service Provider shall not be entitled to such extension.</p>
8.2.3.2	<p>Within 30 Days after the delays ceases deliver to the Employer full and detailed particulars on the request failing which the Service Provider shall not be entitled to the extension referred to in clause 8.2.3.1 above.</p>
8.4	<p><b>Termination</b></p>
8.4.1(d)	<p>Amend this clause as follows:</p> <p>“...if the Service Provider <del>becomes insolvent or liquidated</del> <i>commits a Service Provider Insolvency Event</i>, or</p>
8.4.1	<p>Amend this clause by adding the following new sub-clauses:</p>
8.4.1(f)	<p>If the Service Provider breaches any warrantee contained in clauses 20, 22 and/or 24 of this Contract.</p>
8.4.1(g)	<p>If the Services Provider fails to provide a Recovery Plan which complies with the provisions of clause 25 of this Contract.</p>
8.4.3(c)	<p>Delete this clause and replace it with the following:</p> <p>When the Services have been suspended under Clause 8.5 for a continuous period exceeding the period stated in the Contract Data.</p>
8.5	<p><b>Suspension</b></p>
8.5.2	<p>Delete this clause and replace it with the following:</p> <p>When the Services are suspended:</p>
8.5.2.1	<p>due to a failure by the Service Provider to perform its obligations, or due to any default in terms of the Contract by the Service Provider, then the Service Provider shall not be entitled to any payment, reimbursement, extension to the</p>

	Period of Performance, Change in the Contract Price and the provisions of clause 8.4.3 (c) above shall not apply.
8.5.2.2	at the insistence of the Employer then the Service Provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost's incident to the prompt and orderly suspension of the Contract.
8.0	Insert the following new clauses at the end of this clause 8:
8.7	<b>Employer's Step-in Rights</b>
8.7.1	If the Service Provider fails to carry out any obligation under the Contract and fails to make good or remedy the failure, the Employer may issue a written notice to the Service Provider requiring such Service Provider to make good or remedy such failure within a specified reasonable time. If the Service Provider fails to make good or remedy the failure (within the specified reasonable time), the Service Provider, without prejudice to its other rights, powers and remedies under the Contract or in law, shall be entitled to make good the failure and remedy it either himself or via other persons, and the reasonable costs of doing so shall be for the account of the Service Provider. Further, notwithstanding anything contained in this Contract, where the Employer has "stepped-in" the Service Provider shall remain responsible for the Services as if it was the executing the Services itself, up to the date when all Deliverables in accordance with the Scope of Work have been concluded.
8.7.2	The Service Provider shall co-operate with the Employer and facilitate and permit the use of all required goods, information, materials and other matter (including contract documents and all other drawings, CAD files, technical data, models, plans, designs, diagrams, evaluations, details, specifications, schedules, reports, calculation results, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the Service Provider under the Contract (or otherwise for and/or in connection with the Works) and shall generally do all things required by the Employer to achieve this end.
8.7.3	Any information, materials and other matter made available by the Service Provider under this clause shall be used solely and exclusively for the purpose of making good and remedying the contractor's failure and shall thereafter be returned to the Service Provider. Any such information, materials and other matter which is made available by the Employer to other persons as contemplated in this clause shall be made available strictly in accordance with the foregoing and subject to a confidentiality undertaking applicable <i>mutatis mutandis</i> . The Employer shall not and shall procure that such other persons do not (save only to the extent that he or they may be entitled thereto by virtue of any other provision of the Contract), retain any records, copies or reproductions of any such information, materials and/or other matter.

9.	<b>OWNERSHIP OF DOCUMENTS AND COPYRIGHT</b>
9.1	Amend this clause by deleting the following phrase in this clause:  “and the Employer hereby indemnifies the Service Provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.”
9.0	Insert the following new sub-clause 9.4 at the end of this clause
9.4	The Service Provider indemnifies the Employer against any damage, claim or loss it may incur arising from any infringement by the Employer of any copyright or intellectual property of any third party.
10.	<b>SUCCESSION AND ASSIGNMENT</b>
	Clause 10 is deleted in its entirety and replace it with the following:
10.1	The Service Providers does not cede, delegate or assign any of its rights or obligations to any person or change membership in a consortium or partnership without the written consent of the Employer.
10.2	Notwithstanding the above, the Employer may, on written notice to the Service Provider, cede and delegate its rights and obligations under this Contract to a Related Party. The Service Provider may subcontract part (but not all) of the Services in the manner provided for and subject to the terms of this contract. The Service Provider shall procure from the Subcontractor all consents required in order to ensure that all the rights and obligations the Service Provider may have under the Sub-Service Provider contracts can be ceded and delegated.  For the purpose hereof
10.2.1	an “Employer” means the employer and includes its successors in title and permitted assignees under this agreement;
10.2.2	a “related party” means any entity that directly or indirectly, through one or more intermediaries, controls or is controlled by, or is under common control with the employer and includes any other “Organ of State” as defined in section 239 of the Constitution of the Republic of South Africa, 1996 and any entity or Organ of State for whom the employer carries out the works or acts as an implementing agent; and
10.2.3	“Control” means the beneficial ownership of the majority in number of the issued equity of any entity (or the whole or majority of the entity’s assets), and/or the right or ability to direct or otherwise control the entity or the votes attaching to the majority of the entity’s equity and “controlled” or “under common control” shall have a similar meaning.



12.	<b>RESOLUTION OF DISPUTES</b>
12.1.2	<p><b>Settlement</b></p> <p>Amend this clause as follows:</p> <p>Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to mediation.</p>
12.2.1	<p><b>Mediation</b></p> <p>Amend this clause by deleting the words: “If the Contract Data does not provide for dispute resolution by adjudication”</p>
12.2.4	Amend this clause as follows by deleting the words “litigation in a competent civil court, as provided for in the Contract Data”.
12.3	<p><b>Adjudication</b></p> <p>Delete this clause in its entirety and mark [<b>“NOT USED”</b>]</p>
13	<b>LIABILITY</b>
13.1.1	<p><b>Liability of the Service Provider</b></p> <p><b>Amend this clause as follows:</b></p> <p>The Service Provider shall be liable to the Employer for <i>any damage, claim, loss whatsoever</i> arising out of or in connection with the Contract if a breach of <i>any provision of this Contract</i> is established against him.</p>
13.1.2	Amend this clause by deleting the following “the Service Provider shall pay...” and replace it with “the provisions of 8.7 shall apply”.
13.5	<b>Limit of Compensation</b>
13.5.1(b)	<p>Amend this clause as follows:</p> <p>“to an amount equal to twice the amount of fees payable to the Service Provider under the Contract. “</p>
13.5.2	This clause is deleted in its entirety and marked as [ <b>“NOT USED”</b> ].
13.6	<p><b>Indemnity by the Employer</b></p> <p>This clause is deleted in its entirety and marked as [<b>“NOT USED”</b>].</p>

13.7.1	<p><b>Exceptions</b></p> <p>Insert the following at the end of this clause:</p> <p><i>“and fraud”.</i></p>
14	<b>REMUNERATION AND REIMBURSEMENT OF THE SERVICE PROVIDER</b>
14.2	<p>Amend this clause by deleting the words “plus 2%” from the clause.</p> <p>Amend this clause by inserting the following at the end of the clause:</p> <p>Notwithstanding the above, should the Service Provider’s tax clearance certificate, BEE certificate, or any professional registration certificates/documents contemplated in clause 20 expire during the contract period, the Employer shall be entitled to withhold payment without incurring any liability for interest, until a valid tax clearance certificate is submitted to the Employer.</p>
14.0	<b>Insert the following new clause at the end of this clause 14:</b>
14.5	<p>Section 20(1) of the Value Added Tax Act of 1991 (Act 89 of 1991) requires that a supplier (person supplying goods or services) who is registered as a VAT vendor issue to the recipient a tax invoice within 21 (twenty-one) days of the date of a supply, whether requested or not. The Service Provider shall provide a tax invoice (“VAT invoice”) which shall be included with each account delivered to the Employer in terms of this Clause 14. Failure by the Service Provider to provide a VAT invoice timeously may delay payment by the Employer and no interest shall accrue.</p>
15	<b>AMOUNTS DUE TO THE EMPLOYER</b>
15	<p>Insert the following at the beginning of the clause:</p> <p>The Employer may set-off amounts due to him against amounts due to the Service Provider. For the avoidance of doubt a failure to apply such set off by the Employer shall not be deemed a waiver of the right to set-off.</p>
<b>ADDITIONAL CLAUSES</b>	
The following new clauses are added to the Contract:	

16	<b>HEALTH &amp; SAFETY</b>
16.1	The Service Provider shall take all reasonable steps and precautions to assess the Site and shall consider and receive all relevant information on the Site and health, safety and COVID-19 guidelines related to the works, and to maintain the health and safety of persons in and about the execution of the Works.
16.2	The Service Provider acknowledges that the Occupational Health and Safety Act No. 85 of 1993 and the regulations promulgated therein (“the Act”) including and in particular, the Construction Regulations 2014 promulgated under the Act (“the Construction Regulations”), Section 27(2) of Disaster Management Act and Consolidated Directions on Occupational Health and Safety at certain work places, 2020 will in all respects be applicable to this contract and the works, including Regulation 6 in respect of design work.
16.3	The Employer appoints the Service Provider as the “Implementing Agent” in respect of all obligations which the Employer has as “Client” in the Construction Regulations, the Act, Section 27(2) of Disaster Management Act and Consolidated Directions on Occupational Health and Safety at certain work places for the Site. . Further, the Employer delegates its responsibility as the “Client” to the Service Provider. The Service Provider accepts such delegation from the Employer. Accordingly, the Service Provider is responsible for all obligations of the “Client” as defined and provided for under the Act and the Construction Regulations including but limited to those obligations defined and provided for.
16.4	
16.5	The Service Provider hereby confirms that it has received sufficient information about the Site and the Works in order to:

16.5.1	comply with the provisions of the Act 2014,
16.5.2	comply with the provisions of the Construction Regulations 2014, Section 27(2) of Disaster Management Act and Consolidated Directions on Occupational Health and Safety at certain work places.
16.5.3	
16.5.4	be properly appointed in accordance with Section 37(2) of the Act as contemplated and
16.5.5	be properly appointed in accordance with Section 37(2) of the Act on the terms and conditions set out.
16.6	
16.7	
16.8	Without limitation, the Service Provider:
16.8.1	Notwithstanding any actions which the Employer may take, accepts sole liability for due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures imposed by the Act, all its regulations (including the Construction Regulations 2014), Section 27(2) of Disaster Management Act and Consolidated Directions on Occupational Health and Safety at certain work places. By entering into this agreement, it is deemed that the parties have agreed in writing to the above provisions in terms of Section 37 (2) of the Act and without derogating from the foregoing the Service Provider enters into the Section 37 (2) agreement.
16.8.2	acknowledges and confirms that the Prices includes a sufficient amount for proper compliance with the Construction Regulations 2014, all applicable health and safety laws, regulations, rules, guidelines,

	procedures, Section 27(2) of Disaster Management Act and Consolidated Directions on Occupational Health and Safety at certain work places , 2020, and all obligations imposed by this contract and generally for the proper maintenance of health and safety in and about the execution of works.
16.8.3	
16.8.4	Indemnifies the Employer against any loss, damage or claim(s) suffered by the Employer due to a failure to comply with any provision of this clause 16 by the Service Provider.
16.9	The Service Provider and his designer accept full responsibility and liability to comply with the Act, the Construction Regulations 2014, Section 27(2) of Disaster Management Act and Consolidated Directions on Occupational Health and Safety at certain work places for the design of the Temporary Works and those parts of the Permanent Works which the Service Provider is responsible to design in terms of this contract.
16.10	Notwithstanding the delegation noted in 16.3 above, the Employer retains a right to: (i) inspect, review and obtain copies of all documents, audits and reports; (ii) attend and participate in all meetings and inquiries; conducted under this agreement including but not limited to those that are conducted in accordance with:
16.10.1	Section 31 and/or 32 of the Act, its regulations and the Construction Regulations 2014 following any incident involving the Service Provider and/or the Contractor and/or Subcontractor's and/or their employees.
16.11	The Service Provider shall notify the Employer in writing of all inquiries, audits, reports, investigations, complaints or criminal charges which arise pursuant to the Services performed under this Contract.
16.12	

16.13	The Service Provider, to the extent required and having regard to any existing facilities on the <i>site</i> or any ongoing activities which may be on the Site, liaises with the owner, operator, Employer, Contractor, user and/or any other person who is conducting activities on the Site in order to ensure that all risks posed by the Site, the Works or the Services are taken into account for purposes of complying with the Act and the Construction Regulations and completing the Baseline Risk Assessment. The Service Provider ensures that all such activities on the Site do not impact on the Works or the Project.
16.14	<b>Baseline Risk Assessment</b>
16.14.1	The Service Provider is responsible for preparing the Baseline Risk Assessment and Specification in accordance with Regulation 6 of the Construction Regulations 2014, Accordingly, the Service Provider ensures that it has sufficient time to inspect the site and prepare the Baseline Risk Assessment. The Service Provider prepares its own Baseline Risk Assessment and presents it to the Employer within 14 days of such appointment. Where it is found that such Baseline Risk Assessment prepared by the Service Provider presents risks that were not noted by the Employer, the Service Provider presents such a Baseline Risk Assessment to the contractor and applies such Baseline Risk Assessment to the Services and the Works.
16.14.2	The Employer accepts such a Baseline Risk Assessment for issue with the tender for the construction contract if it is satisfied that the Baseline Risk Assessment:
16.14.2.1	has been prepared in line with the provisions of the Act and the Construction Regulations 2014;
16.14.2.2	accurately represents the site conditions and risks as contemplated in the Act, the Construction Regulations 2014 and this clause 16; and

16.14.3	Acceptance of the Baseline Risk Assessment by the Employer does not absolve the Service Provider of any risk or responsibility created by the preparation of such a Baseline Risk Assessment.
17	<b>WARRANTIES BY THE SERVICE PROVIDER</b>
17.1	The Service Provider warrants to the Employer that:
17.1.1	it is duly organised, registered and existing under the laws of the Republic of South Africa;
17.1.2	all of the Service Provider's Personnel will have the necessary skills, qualifications and experience to perform that part of the Services assigned to them;
17.1.3	it has full power and the authority required to execute this Contract and to perform its obligations hereunder in accordance with all applicable laws and standards; and
17.1.4	when executed, this Contract will constitute legal, valid and binding obligations on the Service Provider and will be enforceable in accordance with its terms.
17.1.5	At the date hereof none of the members of the Service Provider have breached the provisions of clause 22 in respect of any past or current contracts entered into with any of its clients.
18	<b>RIGHT TO AUDIT</b>
18.1	The Employer shall be entitled to, within 2 (two) Business Days of the giving of notice to the Service Provider to such effect, conduct an audit of all relevant books, records, systems, processes, procedures and documents of the Service Provider in order to verify compliance by the Service Provider with its obligations in terms of this Contract and/or to assess any entitlement or claimed entitlement of the Service Provider under this Contract.
18.2	The Service Provider shall co-operate and render all assistance requested by the Employer relating to such audit. In addition, the Service Provider shall provide the Employer with access to all such books, records, systems, data and documents of the Service Provider that are relevant to this Contract, the Service Provider's obligations under this Contract and/or any entitlement or claimed entitlement of

	the Service Provider under this Contract and to any premises and Personnel, members, shareholders, partners or subcontractors of the Service Provider for the purposes of conducting such audit. The Employer shall have the right to take copies of any records and information they reasonably require assisting in connection with any such audit.
18.3	The Service Provider shall maintain all data, records and documentation relating to this Contract and keep full and proper records in connection with the Services and all matters related thereto (whether contained in documents or in electronic format) for the period of this Contract, and for a period of at least 5 (five) years after termination or completion of all of the Services (as the case may be).
18.4	The Service Provider shall ensure that the rights in this clause 18 also apply to any subcontractors and that the Employer be afforded the same auditing rights by the subcontractors.
18.5	The Employer shall keep all information obtained in terms of this clause 18 confidential and not disclose it to any third party. In the event that the Employer is, at any time, required by law to disclose any such information which is required to be kept confidential, the Employer, to the extent permitted by law prior to disclosure, notifies the Service Provider so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the Employer may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.
19	<b>BOILER PLATING</b>
19.1	<b>Entire Contract</b> This Contract constitutes the entire Contract between the Parties in regard to the subject matter hereof. Neither of the Parties shall have any claim or right of action arising from any undertaking, representation or warranty not included in this Contract.
19.2	<b>Remedies</b> Except as expressly otherwise stated, no remedy conferred by this Contract is intended to be exclusive of any other remedy which is otherwise available at law, by statute or otherwise. Each remedy shall be cumulative and in addition to every other remedy given hereunder or now or hereafter existing at law, by statute or otherwise. The election of any one or more remedy by either Party shall not constitute a waiver by such Party of the right to pursue any other remedy.
19.3	<b>Amendments</b> Save to the extent expressly otherwise provided for in this Contract, no variation, amendment, or consensual cancellation of this Contract or



	any provision or term hereof shall be binding or have any force or effect unless reduced to writing and signed by or on behalf of the Parties.
19.4	<p><b>Non Waiver</b> No waiver or relaxation of any of the provisions or terms of this Contract (or any Contract or other document issued or executed pursuant to or in terms of this Contract) shall operate as an estoppel against a Party in respect of any of its rights in terms of this Contract.</p> <p>No failure by a Party to enforce any provision of this Contract shall constitute a waiver of such provisions or affect in any way that Party's rights to require the performance of such provision at any time in the future, nor shall a waiver of a subsequent breach nullify the effectiveness of the provision itself.</p>
19.5	<p><b>Severance</b> If any provision of this Contract, which is not material to its efficacy as a whole, is rendered void, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.</p>
19.6	<p><b>Survival of Rights, Duties and Obligations</b> Termination of this Contract for any cause shall not release either Party from any liability which at the time of termination has already accrued to the other Party or which thereafter may accrue in respect of any act or omission prior to such termination.</p>
19.7	<p><b>General Co-operation</b> The Parties shall co-operate with each other and execute and deliver to the other Party such other instruments and documents and take such other actions as may be reasonably requested from time to time in order to carry out, evidence and confirm their rights and the intended purpose of this Contract.</p>
19.8	<p><b>Counterparts</b> This Contract may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Each Party may enter into this Contract by signing any such counterpart.</p>
19.9	<p><b>Costs</b> Each Party shall pay its own costs incurred in the negotiation and preparation of this Contract.</p>
20	<b>Broad Based Black Economic Empowerment and the relevant Tax Clearance Certificate</b>
	The Service Provider warrants that it will:
20.1	comply with all laws including the <i>Broad Based Black Economic Empowerment Act 53 of 2003</i> , its regulations and Codes of Good

	Practice; and the <i>Preferential Procurement Act 5 of 2000</i> and all its regulations;
20.2	maintain or improve (i) the BEE rating stated in its BEE certificate (ii) the Service Provider's required statutory registrations, and (ii) its Tax Clearance Certificate submitted at tender and signature stage; and
20.3	not conduct any Fronting practices as defined in the Codes of Good Practice.
21	<b>Change of Broad Based Black Economic Empowerment (B-BBEE) status</b>
21.1	Where a change in the Service Provider's legal status, ownership or any other change to his business composition or business dealings results in a change to the Service Provider's B-BBEE status, the Service Provider shall notify the Employer within seven days of the change.
21.2	The Service Provider is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the Employer within thirty days of the notification or as otherwise instructed by the Employer.
21.3	Where, as a result, the Service Provider's B-BBEE status has decreased since the commencement date the Employer may either re-negotiate this contract or alternatively, terminate this Contract.
22	<b>Ethics</b>
22.1	Any offer, payment, consideration, or benefit of any kind made by the Service Provider which constitutes or could be construed either directly or indirectly as an illegal or corrupt practice, as an inducement or reward for the award or in execution of this contract constitutes grounds for terminating the Contract and/or taking any other action as appropriate against the Service Provider (including civil or criminal action).
22.2	The Employer may terminate the Contract if the Service Provider (or any member of the Service Provider where the Service Provider constitutes a joint venture, consortium or other unincorporated grouping of two or more persons or organisations) is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices.
22.3	Such practices include making of offers, payments, considerations, or benefits of any kind or otherwise, whether in connection with any procurement process or contract with the Employer or other people or organisations and including in circumstances where the Service Provider or any such member is removed from the an approved vendor data base of the Employer as a consequence of such practice.

23	<b>Confidentiality</b>
23.1	The Service Provider shall not disclose or make any information arising from or in connection with this Contract available to any third party. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the Service Provider, enters the public domain or to information which was already in the possession of the Service Provider at the time of disclosure (evidenced by written records in existence at that time). Should the Service Provider disclose information to Others in terms of clause 5.6, the Service Provider shall ensure that the provisions of this clause are complied with by the recipient.
23.2	If the Service Provider is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the Employer.
23.3	In the event that the Service Provider is, at any time, required by law to disclose any such information which is required to be kept confidential, the Service Provider, to the extent permitted by law prior to disclosure, notifies the Employer so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the Service Provider may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.
23.4	The taking of images (whether photographs, video footage or otherwise) of the Employer's project works or any portion thereof, in the course of Providing the Services and after Completion, requires the prior written consent of the Employer. All rights in and to all such images vests exclusively in the Employer.
23.5	The Service Provider shall ensure that all its sub-Service Providers abide by the undertakings in this clause.
24	<b>Warranty on Ability to Provide Services and related provisions</b>
24.1	The Service Provider warrants that it is suitably equipped, qualified, licensed, registered and financed to provide the Services.
24.2	The Service Provider shall be deemed to have satisfied himself before tendering and at the commencement date as to the correctness and sufficiency of his offer and of the rates and contract price. These rates shall be sufficient to cover his obligations under the contract and everything necessary to provide the Services.

25	<b>Recovery Plan</b>
	Where actual progress on achieved on each operation is not in accordance with the most current programme or where the Employer is of the opinion, at any time during the execution of the Services, that the Service Provider will not achieve Completion on the date stated in the most current programme, the Service Provider shall prepare a recovery plan within 14 days of receipt of an instruction from the Employer requesting such recovery plan detailing:
25.1	the Service Provider's plan to ensure that the Services will achieve Completion on the date stated in the most current programme;
25.2	all additional resources which will be employed by the Service Provider in order to ensure that the Service Provider will complete the Services on the date stated in the most current programme; and
25.3	any other information which may be required by the Employer to ascertain that the Service Provider will complete the Services on the date stated in the most current programme.
26	<b>Contract Price based on Percentage of Works Project Cost</b>
26.1	<b>Definitions</b>
26.1.1	"Estimated Project Cost" means the estimated Project Costs for the completion of the Works Project prior to tender for the Works Contract.
26.1.2	"Project Cost" means the costs to the Employer for completion of the Works Project based on the contract price of the accepted Works Contract tender as at the start date of that contract but are deemed to exclude any such costs which are attributable to negligence or default of the Service Provider itself.
26.2	<b>Contract Price</b>
26.2.1	The contract price is based on a percentage of the Project Costs as set out in the Pricing Data resulting in the total of the Prices being [ ] % of the Project Costs. The percentage will not be adjusted if the Project Cost during execution increases except for increases attributable to scope of work changes required by the DBSA client that increases the Project Cost by more than ten (10%) percent. The total

	increase in fees, will however not exceed 19% increase in fees at any stage.
26.2.2	For the purposes of determining payments due to the Service Provider for completing the Services, the Estimated Project Costs will be used, but the amount determined is considered interim. <b>Such payments shall be reconciled as and when the actual Project Costs are determined, with any underpayment or overpayment for the Services corrected by the Employer in a subsequent assessment.</b>
26.2.3	The Service Provider, to note that the planning for this contract is based on a Client 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.

**Note to Tenderers:** All information marked as “\_\_\_” must be inserted by the Tenderer (at tender stage).

## **PART 2: DATA PROVIDED BY THE EMPLOYER**

The following contract specific data is applicable to this Contract:

### **Clause 1:**

#### **Employer:**

The Employer is the **DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED**

#### **Project:**

The Project is for the **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) FOR THE PLANNING, DESIGN AND WORKS SUPERVISION (STAGES 1 – 7) OF THE REPAIRS, MAINTENANCE, REFURBISHMENTS AND/OR UPGRADES AT ROODEPLAAT DAM NATURE RESERVE, MARIEVALE BIRD SANCTUARY NATURE RESERVE, RAND WEST AGRI-PARK, VARIOUS HYDROPONIC TUNNELS AND VEREEGINING FRESH PRODUCE MARKET ON BEHALF OF THE GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

#### **Period of Performance:**

The Period of Performance is from the Start date up until the approval of the conditional assessment report. Estimated at 4 months

#### **Service Provider:**

The Service Provider is {TBC at contracting}. The contracting party may also be a consortium/joint venture contracting as a formally constituted Joint Venture Partnership, in which all parties are jointly and severally liable. In terms of this definition, the words consortium and joint venture shall be regarded as synonymous. In such event all the members of the consortium must execute the contract and appoint a lead firm who will be the representative of the consortium, See clause 5.1 of general conditions.

#### **Start Date:**

The Start Date is as specified in the conditional Letter of Acceptance to the successful tenderer, which is {TBC at contracting}, but not earlier than contract signature by both the Employer and Service Provider.

### **Clause 3.4 and Clause 4.3.2:**

The authorized and designated representative of the Employer: {TBC at Contracting}

The address for receipt of communications is:

**Telephone:** {TBC at contracting}

**Facsimile:** {TBC at contracting}

**E-mail:** {TBC at contracting}

**Postal Address:** P. O. Box 1234,  
Halfway House  
1685

**Physical Address:**1258 Lever Road,  
Headway Hill,  
Midrand  
Gauteng Province

**Clause 3.5:**

The location for the performance of the Project will be the DBSA Head Office, Offices of the Service Provider and the Project site.

**Clause 3.9.3**

The time-based fees (hourly rates) used to determine changes to the Contract Price are as stated in the Pricing Data and will be used for any additional services the Employer may request outside the current scope of work.

**Clause 3.12.1**

The daily penalty is 1.00% of the Contract Price up to a maximum amount of 15% of the Contract Price and shall apply where the Employer and Service Provider have agreed a specific delivery date for a specified part of the Services.

If the penalties have been exhausted as stated above, the Employer may at its discretion terminate the contract and or require a third party complete the Work or perform the Work with the required skill and care at the cost of the Service Provider.

**Clause 3.15.1:**

The programme shall be submitted by the successful bidder within **10** business days of award by the Employer of this contract if not already submitted

**Clause 3.15.2**

The Service Provider shall update the programme at intervals not exceeding 4 weeks.

**Clause 3.16.2:**

The indices are those contained in Table A of the P0141 Consumer Price Index for the CPI for all services published by Statistics South Africa.

**Clause 5.4.1:**

The Service Provider is required to take out, and maintain, for the full duration of the performance of this contract, the following insurance cover (if a consortium, each member must maintain such insurance cover):

1. **Professional Indemnity Insurance** providing cover in an amount of not less than R5million in respect of each and every claim during the period of insurance, with no limitation on the number of claims.
2. **Public Liability Insurance** with a limit of indemnity of not less than R5 000 000 (R5 million) for any single claim, the number of claims to be unlimited during the contract period.
3. **Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases (COID) Act, Act No 130 of 1993.**

And shall provide proof of insurance with its consent to this contract and thereafter within seven (7) days of a written request by the Employer.

**Clause 5.5:**

The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:

1. Replacing any of the key personnel listed at the time of tender
2. Occupying any public land or facility for any purpose that will cause disruption and or inconvenience to the users of such land or facility in respect of any construction contract
- 3
4. Appointing Subcontractors for the performance of any part of the Services
- 5 Changing the members of the consortium by releasing or accepting members thereto

**Clause 7.2:**

The Service Provider is required to provide personnel to effectively address the scope of work in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule located in contract data Part C1.2.

**Clause 8.1:**

The Service Provider is to proceed with the performance of the Services within [2] days after the acceptance of the contract by the Employer

**Clause 8.4.3(c):**

The period of suspension under Clause 8.5 is not to exceed 6 months.

**Clause 8.4.4:**

*Add the following:*

The Service Provider's remuneration and reimbursement shall be subject to the Service Provider submitting to the Employer within 30 days but before a final payment is made, a schedule of all documents and records, permits, reports, recording relevant to the scope of service in the whole including a detailed *close out report* in the format required by the Employer incorporating but not limited to records of work done, suppliers' warranties and guarantees, subcontractors details, outstanding and or remaining work.

**Clause 9.1:**

Copyright of documents prepared for the Project and which has been paid for by the Employer shall be vested with the **Employer** and the Service Provider shall take all steps necessary to obtain such rights for the Employer at no extra cost to the Employer from any subcontractors or third parties.



**Clause 9.3:**

Deleted

**Clause 12.1.2:**

Interim settlement of disputes is to be by **mediation**.

**Clause 12.2.1:**

In the event that the parties fail to agree on a mediator, the mediator is nominated by the Association of Arbitrators Southern Africa.

**Clause 12.2.4:**

Final settlement is by **arbitration**. In the event the Parties fail to appoint an arbitrator by agreement, the president or his nominee from the Association of Arbitrators Southern Africa shall appoint an arbitrator.

**Clause 13.1.3**

All members in a consortium shall carry a minimum professional indemnity insurance of R5m.

**Clause 14:**

The interest rate will be the prime interest rate of the Employer's Bank at the time the amount is due, which at this stage is Standard Bank.

### C1.2 CONTRACT DATA [Continued]

## Part 2: Data provided by the Professional Service Provider

**C1.2.2.1 The Service Provider is:** .....

Postal Address: .....

Physical Address .....

Telephone: .....

Facsimile: .....

**C1.2.2.2 The authorized and designated representative of the Service Provider is:**

Name: .....

The address for receipt of communication is:

Address:.....

Telephone: .....

Facsimile: .....

**C1.2.2.3 The Service Provider's Key Persons / Experts** and their jobs /functions in relation to the Services are:

[illegible]

## C2.1 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. The per kilometre rate for the reimbursement of travel expenses shall be limited to the kilometre rates published by the Department of Public Works from time to time for vehicles with engine capacities of various capacities but not exceeding the maximum of 2500cc for the purpose of this contract. If 4x4 vehicles or other vehicles exceeding 2500cc are required due to accessibility or poor road conditions, the applicable rate needs to be agreed between the Service Provider and the Employer upfront before trips are undertaken. The prices tendered in Schedule C2.2.2.(A) should be on the basis of a vehicle with 2500cc engine capacity. Please note that the first **100Km** of every travel should not be claimed for by the Services Provider, it should be part of the cost in the Professional fees.

12. 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.

13. 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.

14. 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.

15. Operational Expenses (Accommodation): Accommodation includes breakfast and means the following:

A bed and breakfast

A guest house

A self-catering accommodation

A hotel with a star rating not exceeding 3 as defined by the Tourism Grading Council of South Africa (per [www.tourismgrading.co.za](http://www.tourismgrading.co.za))

Costs of accommodation in a lodge, country house, or a 4-star or higher star rated hotel cannot be claimed as an expense

Reimbursement for accommodation expenses will be based on the actual accommodation rate paid in an establishment.

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

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

## C2.2 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.

### C2.2.1 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.

C2.2.1 (A) 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	

C2.2.1 (B) 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)	
			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	

C2.2.1 (C) DISCIPLINE / SERVICE: QUANTITY SURVEYING (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 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	

C2.2.1(D) DISCIPLINE / SERVICE: CIVIL ENGINEERING (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(D) DISCIPLINE / SERVICE: CIVIL ENGINEERING (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS Excl. VAT)
			direction and control of senior professionals	

C2.2.1(E) DISCIPLINE / SERVICE: STRUCTURAL ENGINEERING (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(F) DISCIPLINE / SERVICE: ELECTRICAL ENGINEERING (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(G) DISCIPLINE / SERVICE: MECHANICAL & FIRE (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)	

C2.2.1(G) DISCIPLINE / SERVICE: MECHANICAL & FIRE (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(H) DISCIPLINE / SERVICE: GEOTECHNICAL (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(I) DISCIPLINE / SERVICE: LAND SURVEYING (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	



C2.2.1(J) DISCIPLINE / SERVICE: ENVIRONMENTAL (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(K) DISCIPLINE / SERVICE: OHS CONSULTANCY (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

C2.2.1(L) DISCIPLINE / SERVICE: SOCIAL FACILITATION (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS Excl. VAT)
			Principal: Degreed (with more than 5 years' experience)	

C2.2.1(L) DISCIPLINE / SERVICE: SOCIAL FACILITATION (TIME-BASED FEES)				
NAME OF STAFF	QUALIFICATIONS	YEARS PROF. EXPERIENCE	CATEGORY OF STAFF	HOURLY RATE (RANDS 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	

**C2.2.2 (A) PROFESSIONAL FEES (AVERAGE PERCENTAGE (%) OF A RANGE OF ESTIMATED CONSTRUCTION PROJECT VALUE CATEGORIES**

PROJECT VALUE CATEGORY (RANDS)	TENDERED TEAM %	AVERAGE % = $(\%1 + \%2 + \%3 + \%4) \div 4$
1. (R0 to R15 000 000)	%1 = %	%
2. (R15 000 001 to R30 000 000)	%2 = %	
3. (R30 000 001 to R45 000 000)	%3 = %	
4. (More than R45 000 000)	%4 = %	

\*Note that bidders will be evaluated on the average percentage but will have to be appointed on the percentage for the relevant cost bracket

\*The **appointed** % is to remain constant throughout the contract irrespective of the construction value. A lower percentage may be allowed but no value above the approved percentage shall be allowed. The sliding scale in terms of the construction value is not to be used.

### C2.2.2 (B) PROFESSIONAL FEES ALLOCATION

PROFESSIONAL DISCIPLINE	% SPLIT
Project Manager (Team Leader)	%
Architect	%
Quantity Surveyor	%
Civil Engineer	%
Structural Engineer	%
Electrical Engineer	%
Mechanical & Fire Engineer	%
Geotechnical Engineer	%
Land Surveyor	%
Environmental Specialist	%
OHS Consultant	%
Social Facilitator	%
<b>Total % must equal to Average % from C2.2.2 (A)</b>	<b>%</b>

### C2.2.3 (A) OPERATIONAL EXPENSES – TRAVELLING COSTS (Act No.46 of 2000)<sup>2</sup>

DISCIPLINE / SERVICE	ESTIMATED KILOMETRE (KM)	BASE RATE R/KM (Excl. VAT)	BASE RATE ADJUSTMENT %	ADJUSTED RATE R/KM	TOTAL TRAVEL COST/ (Excl. VAT)
Project Manager (Team Leader)					
Architect					
Quantity Surveyor					
Civil Engineer					
Electrical Engineer					
Structural Engineer					
Mechanical and Fire Engineer					
Geotechnical Engineer					
Land Surveyor					
Environmental Specialist					
OHS Consultant					
Social Facilitator					

<sup>2</sup> Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000)

DISCIPLINE / SERVICE	ESTIMATED KILOMETRE (KM)	BASE RATE R/KM (Excl. VAT)	BASE RATE ADJUSTMENT %	ADJUSTED RATE R/KM	TOTAL TRAVEL COST/ (Excl. VAT)
TOTAL PROPOSED TRAVELLING COSTS CARRIED OVER TO SUMMARY SCHEDULE (Excl. VAT)					

### C.2.2.3 (B) OPERATIONAL EXPENSES

DISCIPLINE / SERVICE	Time-Based Fees (Rate/hour)
<b>TOTAL PROPOSED PERCENTAGE TO BE CARRIED OVER TO SUMMARY SCHEDULE</b>	
Project Manager (Team Leader)	
Architect	
Quantity Surveyor	
Civil Engineer	
Electrical Engineer	
Structural Engineer	
Mechanical and Fire Engineer	
Geotechnical Engineer	
Land Surveyor	
Environmental Specialist	
OHS Consultant	
Social Facilitator	
<b>TOTAL PROPOSED PERCENTAGE TO BE CARRIED OVER TO SUMMARY SCHEDULE</b>	

### C2.2.4 OVERALL COST SUMMARY PROFESSIONAL FEES & OPERATING COST

SCHEDULE	DESCRIPTION	TOTAL PROPOSED FEE (%) [Excl. VAT]
<b>PROFESSIONAL FEES &amp; OPERATING COST</b>		
C2.2.1	Time-Based Fees	Rate Only (as above)
C2.2.2	Professional Fees	%
<b>TENDER PRICE (CARRIED FORWARD TO C1.1 FORM OF OFFER AND ACCEPTANCE)</b>		%
<b>ALLOWANCES</b>		
C2.2.3 (A)	Operational Expenses – Travelling Costs (Act No.46 of 2000) <sup>3</sup>	R
C2.2.3 (B)	Disbursements (printing/copying/binding costs for contract, reports, manuals and drawing documents) – (% based on Professional Fees)	%
C2.2.3 (C)	Budgetary Allowance for Contingencies – (Cannot exceed 15% based on Professional Fees)	%

<sup>3</sup> Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000)

**TENDERERS TO NOTE THE FOLLOWING:**

PAYMENT MILESTONES ARE APPLICABLE TO THIS ASSIGNMENT

STAGES	PERCENTAGE
Stage 1 - Initiation	5%
Stage 2 – Concept and viability	10%
Stage 3 – Design development	25%
Stage 4 – Design documentation	10%
Stage 5 - Works	30%
Stage 6 - Handover	5%
Stage 7 – Close-out	15%

**\* Fees for Stage 1 will be adjusted based on the approved Stage 2 estimate**

**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:.....

**C2.2.4 The Professional Service Provider's Personnel Schedule** is as outlined in the Table below (*Additional copies of this table can be used if necessary*):

[illegible]

**SIGNED ON BEHALF OF TENDERER**

**DAT**

## **C3.1 Scope of Work**

### **C3.1.1.EMPLOYER’S OBJECTIVES**

The **Development Bank of Southern Africa (DBSA)** entered into a partnership and signed a Memorandum of Agreement (MOA) with the **Gauteng Department of Agriculture and Rural Development (GDARD)**. Through this arrangement, GDARD appointed the DBSA to act as an Implementing Agent (IA) for 3 Financial Years on their Infrastructure Builds and Refurbishment Programme as listed in the Infrastructure Programme Implementation Plan (IPIP).

The full programme consists of the following prioritised sub-programmes:

- ✓ Sub-Programme 1 – Farmers Support Programme
- ✓ Sub-Programme 2 – Biodiversity Management Programme
- ✓ Sub-Programme 3 – Research and Technology Development
- ✓ Sub-Programme 4 – Environmental Affairs Programme
- ✓ Sub-programme 5 – Agribusiness Development and Support

Under each sub-programme, will be several projects as detailed in the Infrastructure Programme Implementation Plan (IPIP). This tender is specifically for the following projects.

- (a) Repairs and maintenance of existing facilities at Roodeplaas Dam Nature Reserve – sub-programme 2
- (b) New staff accommodation at Roodeplaas Dam Nature Reserve – sub-programme 2
- (c) Repairs and maintenance work at Marievale Bird Sanctuary – sub-programme 3
- (d) Upgrade works at the Rand West Agri-park – sub-programme 3
- (e) Repairs and maintenance of the Hydroponic tunnels - sub-Programme 1
- (f) Refurbishment and upgrading of the Vereeniging fresh produce market – sub-programme 5

Hence, the DBSA wishes to procure effective and efficient multi-disciplinary professional services from a suitably qualified and experienced Professional Service Provider (PSP) to oversee the implementation of works as detailed below. The PSP is expected to assist DBSA to implement the project from initiation to completion.

**Stages 1 - 3 are estimated to take 12 weeks and Stages 4 – 7 are estimated to take 80 weeks. However, Stages 5 to 7 are dependent on budget confirmation from the Client.**

The PSP is also expected to show a range of percentages of fees in schedule Table **C2.2.2(A)** and show their professional fees allocation for each discipline in Schedule Table **C2.2.2(B)**

The specific primary objective of procuring the services of the PSP is to obtain full multi-disciplinary technical project implementation expertise and reporting support to the DBSA (Employer) regarding the implementation of the project. This includes taking full responsibility for the designs and implementation of all identified work and related work to successfully complete and implement the project.

### **C3.1.2. SCOPE OF WORKS**

#### **THE PROFESSIONAL TEAM**

The Professional Services Team requires minimum but not limited to the following;

1. Project Manager
2. Architect
3. Quantity Surveyor
4. Civil Engineer
5. Structural Engineer
6. Electrical Engineer
7. Mechanical and Fire Engineer – – *with HVAC experience in commercial/industrial refrigeration.*
8. Geotechnical Engineer
9. Land Surveyor
10. Environmental Specialist
11. OHS Consultant
12. Social Facilitator



## THE WORKS

The allocated work entails Stages 1 to 7 for each of the following projects

Project Name	Overview of Works	Client's Detailed Scope of Works
Repairs and maintenance of existing facilities at Roodeplaat Dam Nature Reserve	<ul style="list-style-type: none"> <li>Condition assessments, scope verification, cost estimates, Bills of Quantities and supervision of repairs and maintenance work at: <ul style="list-style-type: none"> <li>✓ Zeekoeigat boot camp hall – structural defects,</li> <li>✓ Zeekoeigat sleeping quarters x 3</li> <li>✓ main gate house</li> <li>✓ Admin block</li> <li>✓ Impala chalet</li> <li>✓ NG Kerk hall</li> <li>✓ Staff houses 1, 4, 5, 8 &amp; 10</li> <li>✓ Picnic area</li> <li>✓ Workshops x 4</li> <li>✓ Dinokeng Advisory centre</li> <li>✓ Slaughter house</li> </ul> </li> </ul>	<p><b><u>Zeekoeigat boot camp hall</u></b></p> <ul style="list-style-type: none"> <li>Crack over the new and old wall joint - chip the plaster along cracks at least 200mm. Plaster the wall again with PPC cement type, class II mortar mixed with plaster key/bond</li> <li>Groove the joint vertically to create defined expansion and contraction joint and fill it with a polyethylene flexible sealant.</li> <li>Passage wall plaster – remove loose portions and re-plaster with similar mortar class and re-enforce with diamond mesh fence sheet cut-to fit the patch.</li> </ul> <p><b><u>Sleeping quarters</u></b></p> <ul style="list-style-type: none"> <li>Replace the grano topping with 30mm creed and tiling</li> <li>Cover the sides with 14MPa face brick. Ensure that the top of the brick is covered by tiling.</li> <li>Plaster cracks below DPC. Remove the plaster and apply fairface/backwash with water resistance. Final coat colour shall be as per Engineer specifications or replace the plaster below DPC with sandstone cladding.</li> <li>Plaster cracks below DPC: create a neat groove along the DPC. Clean all cracks and fill with poly-filer and apply final coat to engineer's specification.</li> <li>The sever brick wall crack along the H-column must be safely demolished up to a much stable section without forming a vertical joint. Reconstruct the wall to fit within the Column Web fitted with expansion joint sealant or soft board between the brick and column web. Use 14MPa stock brick and class II mortar and SABS approved brick force. Use class II mortar plaster and PPC cement and plaster</li> </ul>

		<p>key/bond. Apply first coat and final coats as per the Engineer's specification.</p> <p><b><u>Main gate house, admin block, Impala chalet, NG Kerk Hall, Dinokeng Advisory Centre, Staff houses 1, 4, 5, 8 &amp; 10, Picnic area, Workshop and Slaughter house</u></b></p> <ul style="list-style-type: none"> <li>• Condition assessments,</li> <li>• Scope and specification development</li> <li>• Cost estimates and Bills of Quantities</li> <li>• Supervision of repairs and maintenance</li> </ul>
New staff accommodation at Roodeplaat Dam Nature Reserve	<ul style="list-style-type: none"> <li>• Demolish, redesign and reconstruct structurally defected staff housing units 6A – 6G (7 units).</li> </ul>	<ul style="list-style-type: none"> <li>• Demolish the building and carefully stock pile recoverable material such as doors, window frames, roof tiles, roof trusses etc</li> <li>• Remove broken floor slab</li> <li>• Verify foundations of the internal walls and design and construct reinforced strip foundation to be anchored to the existing strip in case there is need</li> <li>• Reconstruct the walls with 14MPa clay or face brick and brick force at every 3<sup>rd</sup> course</li> <li>• Place lintels above windows, doors and openings</li> <li>• Plaster to be 15mm to 20mm thick, class II mortar using PPC cement mixed with plaster key/bond for both interior and exterior areas</li> <li>• Construct 75mm floor slab with class 25/19 concrete and mesh ref.395</li> <li>• Organise temporary accommodation within the reserve. Temporary containers to be rented and placed with in the reserve</li> </ul>
	<ul style="list-style-type: none"> <li>• Design and construction of new staff housing to replace prefabricated temporary accommodation (9 buildings)</li> </ul>	<ul style="list-style-type: none"> <li>• Design and construct new staff housing</li> <li>• Reconstruct the walls with 14MPa clay or face brick and brick force at every 3<sup>rd</sup> course</li> <li>• Place lintels above windows, doors and openings</li> <li>• Plaster to be 15mm to 20mm thick class 11 mortar using PPC cement mixed with plaster key/bond for both interior and exterior areas</li> <li>• Construct 75mm floor slab with class 25/19 concrete and mesh ref.395</li> </ul>

		<ul style="list-style-type: none"> <li>Organise temporary accommodation within the reserve. Temporary containers to be rented and placed within the reserve</li> </ul>
Repairs and maintenance work at Marievale Bird Sanctuary Provincial Nature Reserve	<ul style="list-style-type: none"> <li>Condition assessment, scope and specifications development, cost estimates, Bills of Materials and supervision of repairs and maintenance works at the: <ul style="list-style-type: none"> <li>✓ Admin office</li> <li>✓ Manager's house</li> <li>✓ Chalets x 2</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The scope includes the following: <ul style="list-style-type: none"> <li><b><u>Office block</u></b> <ul style="list-style-type: none"> <li>✓ Replace missing light covers and globes</li> <li>✓ Replace cracked and/or damaged floor tiles</li> <li>✓ Fixing damaged ceiling and wall cracks</li> <li>✓ Water proofing the roof</li> <li>✓ Replacing damaged urinal and flushing system in toilets</li> <li>✓ Make good the kitchen serving counter</li> <li>✓ Repainting walls in and out</li> <li>✓ Cleaning and sealing the box gutter</li> </ul> </li> <li><b><u>Manager's house</u></b> <ul style="list-style-type: none"> <li>✓ Re-construct damaged chimney</li> <li>✓ Replacing damaged ceiling boards in Kitchen</li> <li>✓ Fix water damaged cup boards in kitchen</li> <li>✓ Repainting walls in and out</li> <li>✓ Replace toilet seat and cover</li> <li>✓ Steaming of carpets in 3 x bedrooms</li> <li>✓ Replace missing light globes</li> <li>✓ Installation of curtain to shower</li> <li>✓ Fit new lock to sliding lounge door</li> <li>✓ Replace cracked window panes</li> <li>✓ Treat and paint poles to washing line</li> <li>✓ Cleaning and sealing the box gutter</li> </ul> </li> <li><b><u>Viewing Deck</u></b> <ul style="list-style-type: none"> <li>✓ Vanish deck floor</li> <li>✓ Paint steel rails and roof</li> </ul> </li> <li><b><u>Chalets x 2</u></b> <ul style="list-style-type: none"> <li>✓ Repair wooden logs along walkway to Kingfisher lodge</li> <li>✓ Make good kitchen window seals</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>✓ Repair damaged ceiling boards</li> <li>✓ Vanish and paint floor sketching to match floors</li> <li>✓ Fix leaks in toilets</li> <li>✓ Vanish viewing decks and doors</li> <li>✓ Service all doors and door locks</li> <li>✓ Clean floor tiles</li> <li>✓ Replace cracked glass doors to main entrance</li> </ul>
Upgrade works at the Rand West Agri-park	<ul style="list-style-type: none"> <li>• Condition assessment, scope and specifications development, cost estimates, Bills of Quantities and supervision of repairs and maintenance works of the: <ul style="list-style-type: none"> <li>✓ Pack house</li> <li>✓ Sprout room</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The project scope involves the upgrade of the existing pack house so that it adheres to the agricultural standards for Global GAP (Global Agricultural Practice). The upgrades will include: <ul style="list-style-type: none"> <li><b><u>Pack House</u></b> <ul style="list-style-type: none"> <li>✓ New entrance porch</li> <li>✓ closure of the staff pause areas</li> <li>✓ Sealing of the roof and other open areas</li> <li>✓ Tiling of the packing area walls and epoxy to the floors</li> <li>✓ Upgrade of the ablution areas</li> <li>✓ New hand wash basins</li> </ul> </li> <li><b><u>Sprout Room</u></b> <p>The scope also includes building a shed to protect the Sprout Room from harsh climatic conditions. The shed to contain fixed tables, basins, water and drainage.</p> <p>An additional sink to be fitted in the Office block</p> </li> </ul> </li> </ul>
Repairs and maintenance of Hydroponic tunnels	<ul style="list-style-type: none"> <li>• Condition assessments, scope and specifications development, cost estimates, Bills of Quantities and supervision of repairs and maintenance works to the following hydroponic tunnel sites <ul style="list-style-type: none"> <li>✓ Masimanyane project</li> <li>✓ Palmodeva project</li> <li>✓ Thusanang project</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The scope of work is to be determined based on the current conditions. Of particular note, the following should be noted: <ul style="list-style-type: none"> <li>✓ Where there are power problems, a solar power supply will be fitted.</li> <li>✓ Most sites requested shade nets be fitted, not plastic coverings. Only Thusanang requested plastic repairs on 2 tunnels.</li> <li>✓ Most sites requested sprinklers, not drip irrigation – as there are major problems with the drip irrigation.</li> </ul> </li> </ul>

	✓ Sedibeng sa Bophelo project	
Refurbishment and upgrading of the Vereeniging fresh produce market	<ul style="list-style-type: none"> <li>• Upgrades and/or new builds <ul style="list-style-type: none"> <li>✓ Electrical bulk supply and backup generator</li> <li>✓ New invisible security boundary fence (1208m x 2.4m)</li> <li>✓ Additional new public ablutions</li> <li>✓ Wholesale depot facility <ul style="list-style-type: none"> <li>○ Pallet bay – pallet trading space and storage facilities</li> <li>○ Watermelon storage bay</li> <li>○ Cold and ripening rooms</li> <li>○ Packaging stalls</li> </ul> </li> <li>✓ Solid waste facility</li> </ul> </li> <li>• Refurbishment of <ul style="list-style-type: none"> <li>✓ Public ablution facilities – refurbish existing</li> <li>✓ Wholesale depot facility – stalls, drainage channel, floor</li> <li>✓ Agro-processing stalls.</li> <li>✓ Roof – new skylights, extractor fans and roof insulation</li> </ul> </li> </ul>	<p><b><u>Electricity (Bulk Supply)</u></b></p> <ul style="list-style-type: none"> <li>• Determine the electricity demand from base year and at least 30-year future forecast.</li> <li>• Confirm existing Eskom connection capacity and advice on necessary power connection upgrade.</li> <li>• Provide a suitable stand-by generator to serve as power supply alternative measure. The generator shall be configured to switch on automatically when Eskom power shuts down for any prevailing reason, and to switch off immediately when Eskom power resumes. The generator shall be diesel propelled for efficiency.</li> <li>• Upgrade power /electricity distribution network of the Market to supply power to the; <ul style="list-style-type: none"> <li>✓ Fresh produce Depot,</li> <li>✓ Administration block,</li> <li>✓ Security House,</li> <li>✓ Retail building,</li> <li>✓ Ablution Block,</li> <li>✓ Waste management Area,</li> <li>✓ Parking Area,</li> </ul> </li> <li>• The distribution shall include, re-wiring, distribution boards, wall sockets and lights switches, energy efficient lighting suitable for each area of application.</li> </ul> <p><b><u>Fence</u></b></p> <ul style="list-style-type: none"> <li>• Professional Service Provider (PSP) to propose at least two (2) fence design options for the VFPM boundary. The estimated perimeter length is 1208m which the service provider shall confirm at stages 3 &amp; 4. The design height must be 2.4m. The aim is to replace the existing pre-cast concrete fence due to recurring break-ins through the panel sections.</li> <li>• The proposed fence must be difficult to cut with standard tools. Difficult to climb by not allowing at least fingers and foot toes to hold.</li> <li>• Material must be fire resistant, low maintenance and non-corrosive.</li> </ul>

		<ul style="list-style-type: none"> <li>• PSP shall design and present to GDARD for final option selection to be approved in writing at stage 4.</li> <li>• PSP is responsible for the removal of the existing concrete fence management and select safe stockpiling site in consultation with the Market Manager. Stock piling shall be done within the Market premises.</li> </ul> <p><b><u>Public Ablution Facilities</u></b></p> <ul style="list-style-type: none"> <li>• All toilets combined do not have capacity to service permanent staff and visitors on a daily basis. The depot has 30 permanent staff and average of 200 visitors a day.</li> <li>• Existing toilets to be upgraded by replacing all existing non-functional components with suitable material.</li> <li>• Design additional toilets including disable toilets as per the 230 persons for the base year, projected over 30-year period for future expansion. This is approximately 75m<sup>2</sup> of new toilets.</li> <li>• Develop operational and maintenance plan to comply with OHS Act 85 of 1993</li> </ul> <p><b><u>Wholesale Facility</u></b></p> <p><b><i>Four (4) stalls</i></b> Prepare space and develop space planning to allocate adequate space for client's movement, fork lift movement, vegetable displays, and stalls and establish whether additional space for more Agents to operate can be allocated.</p> <p><b><i>Drainage Channel:</i></b> Drainage Channel: New galvanized grids cut-to-fit must be sourced to replace the damaged and missing sections over the drainage channel. Select grids taking into account structural load bearing capacity for loaded fork lifts to drive over.</p>
--	--	---

		<p>Floor: The PSP must improve the floor with a new granolithic finish taking into account drainage slope gravitating water into the channel including contraction and expansion joints.</p> <p>Design watermelon bay for each stall. Design pallet bay attached to each stall.</p> <p><b><i>Four (4) cold rooms</i></b> PSP must plan and design additional cold rooms to meet service demand taking into account future expansion.</p> <p><b><i>Vacant Space</i></b> Large vacant space between the cold rooms and waste facility. Floor: The PSP must improve the floor with a new granolithic finish taking into account drainage slope gravitating water into the channel. Convert into packaging area.</p> <p><b><i>Roof.</i></b> PSP shall design new skylights, extractor fans and roof insulation to replace the existing features in a bad condition.</p> <p><b><u>Solid Waste Facility</u></b></p> <ul style="list-style-type: none"> <li>• Determine waste generation rate and space required taking into account council collection programme to provide suitable capacity.</li> <li>• Propose suitable location of the facility taking into account safe access for council waste collection trucks as well as drainage. It must be located away from the Depot to prevent stench emission into the building. This can be achieved by establishing wind direction estimated based on the annual recurrence period.</li> <li>• Provide waste sorting facility e.g. organic (paper) or inorganic waste (preservatives or chemicals).</li> <li>• Ensure that it complies with Waste Management Act 59 of 2008 by developing operation and maintenance plans</li> </ul>
--	--	---

Note: Professional Service Provider to have sufficient capacity to handle multiple projects and contractors simultaneously.

### **High Level Implementation Stages**

- Stage 1: Inception,
- Stage 2: Concept and Viability – where applicable
- Stage 3: Design Development – where applicable
- Stage 4: Design documentation – where applicable
- Stage 5: Works (subject to budget availability & confirmation)
- Stage 6: Handover
- Stage 7: Project close out

### **Deliverables per stage**

In terms of the project stages, the following activities will be undertaken:

#### **1. Inception**

During the inception phase the following items will be addressed

- Attendance of briefing meeting.
- Set-up and signing of DBSA-PSP contract.
- Obtaining planning information, documents and report templates and information prepared by previous consultants e.g. site development plans if any is available.
- Interpret the project brief.
- Compile Project Execution Plan (PEP) for approval by DBSA.
- Obtain DBSA approval of PEP.
- Site and/or Geotechnical surveys to be performed and report submitted.
- Conduct condition assessments on site (all disciplines) and compile reports.
- Assess site accessibility.
- Assess availability and capacity of bulk services.
- Assess services traversing site.
- Assess requirements for construction site security.
- Stakeholder engagement and social facilitation.
- Secures approvals for safety, health and environmental.
- Prepare scope of works based on project brief, Land survey and Geotechnical reports.
- Submit **Inception Report** to the DBSA for approval.
- Stage Gate Notification / Client Approval to Proceed to Next Stage



## **2. Concept Design and Viability - where applicable**

- Prepare concept design drawings.
- Prepare implementation plan.
- Prepare preliminary cost estimate.
- Identify and obtain the statutory permissions and utility approvals required
- Prepare OHS specifications, baseline risk assessment and health and safety plan as required by the relevant Act and regulations.
- Identify and prepare work packages for SMMEs.
- Submit concept design drawings and preliminary cost estimate to DBSA for approval.
- Client review and approval of concept design drawings and preliminary cost estimate.
- Produce and submit Site Development Plans and other schematic layouts required by the municipality.
- Submit the Concept and Viability Report for approval by DBSA
- Stage Gate Notification / Client Approval to Proceed to Next Stage

## **Stage 3: Design Development: - where applicable**

### **(Detailed design, bill of quantities, full construction drawings and specifications):**

- Review as necessary the site development plans and/or other suitable schematic layouts of the works and obtain the necessary statutory permissions, funding approvals or utility approvals to proceed with the works associated with the package.
- Prepare coordinated detailed design drawing/schedules, i.e. detailed architectural drawings and specifications (from existing generic blueprints) and detailed engineering drawings and specifications (from existing engineering designs). This includes to produce the final detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the contractor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction.
- Prepare detailed design reports.
- Designs and specifications to be in full accordance with SANS 10400 (all sections, including XA). Specification for all components are to be written with reference to the specification guidelines (where relevant) to be provided by the DBSA (and others where relevant).
- Submit detailed design drawing, reports, bill and tender document to DBSA.
- All design information will be presented and submitted in hard copy and 3D model format – native format (AutoCAD, etc.).
- DBSA review of detailed designed drawings.
- DBSA approval of detailed design drawings.

- Update a baseline program schedule for the project.
- Stage Gate Notification / Client Approval to Proceed to Next Stage

**Stage 4: Design documentation:** where applicable

**(Tender documentation, tender process, evaluation and recommendations for award of construction contracts).**

- Submit design documentation to local authority where applicable.
- Prepare detailed cost estimates (full bill of quantities from elemental bill of quantities).
- Preparation of Contract Documents and specification for signing.
- Produce tender documents for construction.
- Prepare specification and preambles for the works.
- Check cost estimates and adjust design and documents if necessary, to remain within budget.
- Review design, drawings and schedules for compliance with approved budget.
- Facilitate the compulsory site inspection meetings.
- Updated written report on budget, construction cost using site specific scope and tendered rates.
- Stage Gate Notification / Client Approval to Proceed to Next Stage.

**Stage 5: Works:**

**(Site handover and construction up to practical completion (site activities) (subject to budget availability & confirmation)**

- Full inspection and oversight of construction: provide services related to the full inspection and oversight of the construction in line with the standard professional practices as per the gazetted guidelines of the scope of services of the relevant professional bodies such as the Engineering Council of Southern Africa (ECSA), South African Council for Architectural Profession (SACAP), etc. This includes liaison with the user client to take over the completed works on agreed basis and appoint a full-time Clerk of Work for administration and supervision of the work on-site. Examples of the services expected include the following.
- Facilitate site hand-over.
- Facilitate sustained development facilitation and attainment of set socio-economic objectives of project,
- Ensures compliance to OHSA, Environmental and all applicable regulations.
- Issue construction documentation in accordance with the documentation schedule.
- Carry out contract administration procedures in terms of contracts.
- Provides monthly progress reports as and required.
- Prepare schedules of predicted cash-flow.
- Prepare pro-active estimates of proposed variation for client-decision making.

- Attend regular site, technical, steering committee and progress meetings.
- Inspect works for conformity to compliance to design intent.
- Resolution of contractual issues by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuation for payment certificates, financial control report. Progressive and draft final accounts.
- Witness and review all test and mock-ups carried out both on and off-site.
- Check and approve contractor drawings.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates, and warranties.
- Inspect the works and issues practical and defects lists.
- Arranges for the delivery of all test certificates, including electrical certificates of compliances, statutory and other approvals, as-built drawings and operating manuals.
- Evaluate and adjudicates all claim events submitted by contractor and submit recommendations with substantiation to the DBSA.
- Manage scope change and prepare motivation for variation order if required.
- Review the contractor's quality control program and advice and agree a quality assurance plan including ensuring testing and quality control for conformity with specification and standards.
- Provide information for report as required.
- Oversight reports on construction inspection and progress to include, amongst other things the following: -
  - Minutes of site handover to contractors and copies of site possession certificates,
  - Proof of compliance to OHSA, Environmental and all applicable regulations.
  - Construction documentation and drawing issue register.
  - Schedule of predicted cash-flow.
  - Monthly progress report.
  - Minutes of all site meetings held.
  - Estimates of proposed variation.
  - Construction Programme and ongoing updates thereof.
  - Contract instruction to contractor.
  - Financial control reports.
  - Monthly updated quantities in relevant software applications.
  - Payment certificates.
  - Progressive and draft final accounts.

- Practical completion certificates and defects lists.
  - Certificate of Compliance, e.g. Fire installation, electrical, plumbing, roofing, glazing, etc.
  - Municipal/building control approvals.
  - Record of hand over provisional departments.
- 
- **Social facilitation**
  - The PSP is expected to engage meaningfully and intensively with all stakeholders for the purpose of obtaining buy-in, support, additional relevant documentation, policies, norms and standards, strategic plans, Departmental perspectives, resolution of issues, etc. The development facilitation will entail execution of the charter according to the process set out by DBSA and GDARD as identified by the user client and will comprise the following:
    - Meeting with the relevant local community, authority and buy-in and ownership.
    - Identification of relevant stakeholders and analysis thereafter.
    - Conduct and record on workshops with identified stakeholders and obtain buy-in.
    - Developing a draft development charter/project charter.
    - Conduct a second round of workshops to ensure that all inputs are included.
    - Presentation of the final development charter.
    - Signing of development charter/project charter.
    - Working with the established project steering committee during implementation of the project.
    - Determine the availability of data, drawings and plans relating to the project by collecting and studying all necessary data (previous planning and implementation work) and information relevant to this study.
- 
- **Scope Exclusions**
  - The following scope is excluded from the project
  - Organizational and institutional development and management strengthening.
  - Activities pertaining to operational phase facility management.

**Stage 6: Handover:**

- Finalize and assemble record information which accurately reflects the infrastructure that is acquired, rehabilitated, refurbished or maintained.
- Hand over the works and record information to the user organization and if necessary, train end user staff in the operation of the works

**Stage 7: Project close out:**

**(Final completion, hand-over, as-built drawing/asset data, final accounts, close-out)**

- Furnish the contractor and the client with works and final completion list and arrange for the issuing of works and final completion certificates after the requirements thereof has been satisfied but the contractor.
- Inspect and verify rectification of defects in preparation of final completion. Arrange final completion inspection and issue final completion certificate after all the requirements for practical completion are met by the contractor.
- Hand over the works and record information to the user and, if necessary, train end user staff in the operation of the works.
- Facilitate and/or procure final operation and maintenance manuals, guarantees and warranties.
- Prepare and submit final account as per DBSA requirement, close-out report and portfolio asset register to client.

## Part C4:Site Information

### C4.1 Site Information of ..... Page 106

Project	Property Description	GPS Coordinates	Address:
Repairs and maintenance of existing facilities at Roodeplaat Dam Nature Reserve	Roodeplaat Dam Provincial Nature Reserve	-25.642403 28.361218	City of Tshwane Municipality,
New staff accommodation at Roodeplaat Dam Nature Reserve	Roodeplaat Dam Provincial Nature Reserve	-25.642403 28.361218	City of Tshwane Municipality, G
Repairs and maintenance at Marievale Bird Sanctuary Provincial Nature Reserve	Marievale Bird Sanctuary Provincial Nature Reserve	-26.3796 28.5078	Ekurhuleni Metropolitan Municipality
Upgrades at Rand West Agri-park	Rand West Agri-park	-26.279513 27.680606	Rand West city Local Municipality
Repairs and maintenance of Hydroponic tunnels	Masimanyane project	-26.3120 28.21.04	Ekurhuleni Municipality
	Palmodeva project	-26.4967 27.8379	Emfuleni Local Municipality
	Thusanang project	-26.6828 27.7874	Emfuleni Local Municipality
	Sedibeng sa Bophelo project	-26.6112 27.8453	Emfuleni Local Municipality
Refurbishment and upgrading of the Vereeniging fresh produce market	535 Lager Street, Vereeniging	-26.6645 27.8984	Sedibeng Local Municipality,