

**MHLONTLO LOCAL MUNICIPALITY**



**REQUEST FOR PROPOSALS**

**BID NAME:**

**BUILT ENVIRONMENTAL PROFESSIONALS (CIVIL, BUILDINGS, AND ENVIRONMENTAL) FOR PLANNING AND CONSTRUCTION MANAGEMENT CONTRACT AT MHLONTLO LOCAL MUNICIPALITY FOR MTEF PERIOD.**

**NAME OF BIDDER:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**BID PRICE (Incl. VAT):** \_\_\_\_\_

## TABLE OF CONTENT

| <b>Description</b>                    | <b>Page</b> |
|---------------------------------------|-------------|
| Advert/Bid Notice                     | 3           |
| Returnable and Compliance             | 5           |
| General information                   | 6           |
| Background and Demographics           | 8           |
| Mhlontlo Layout Plan                  | 9           |
| Scope of Works                        | 10          |
| Information Required from Consultants | 15          |

## MHLONTLO LOCAL MUNICIPALITY



### BID NO: MLM-PSF/CONS-2019/20- 2021/22

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#### INVITATION TO BID FOR “COMPLETION OF QUMBU COMMUNITY HALL AND OFFICES”

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Mhlontlo Local Municipality invites qualified service providers for construction monitoring for Qumbu Community Hall and Offices (civil, structural, buildings, transportation etc).

The Scope of work entails the management construction process and the project close-out.

Compulsory site briefing/inspection will be held on 25 March 2020, 10h00am, at Qumbu town hall, and the tender document will be available from [www.etenders.gov.za](http://www.etenders.gov.za) and [www.mhlontloim.gov.za](http://www.mhlontloim.gov.za).

The bids will also be evaluated on functionality as follows:

| CRITERIA   | WEIGHT         | VALUE<br>1-5 | MAXIMUM<br>POSSIBLE<br>SCORES |
|--|----------------|--------------|-------------------------------|
| Methodology and Approach with Estimated time frames  | 5              | Max 5        | 25                            |
| Company Experience to carry out works  | 5              | Max 5        | 25                            |
| Management team/Individual Experience in to carry out works  | 5              | Max 5        | 25                            |
| Qualifications and Professional Registration of members with statutory institutions of built environment (ECSA, SACPCMP/PMP, SAQS, SAA, SAS) | 5              | Max 5        | 25                            |
| <b>TOTAL</b>   | <b>20 (TW)</b> |              | <b>100(MPS)</b>               |

Where: 1=Poor, 2= Fair, 3 = Acceptable, 4 = Good, 5 = Excellent

Bids should score a minimum of 70% (70points) for functionality in order to be considered for further evaluation. Tolerance

The Bids will be evaluated on the **80/20** preferential points system

Failure to submit the following document(s) may render the bid null and void:

- Detailed Company Profile
- SARS Pin
- CSD registration
- A copy or original BBBEE Status Level Certificate
- Declaration of Interest (MBD4)
- Certificate for Compensation for Occupational Injuries and Diseases Act (COIDA)
- Proposed Methodology
- MBD 8 and MBD 9
- Billing Clearance Certificate or Statement of municipal account(s)
- Joint Venture Agreement signed by all parties of the Joint Venture where applicable

Bids in a sealed envelope clearly marked "**COMPLETION OF QUMBU COMMUNITY HALL AND OFFICES**" must be placed in the tender box at the reception, Mhlontlo Local Municipality, 96 Church street, Qumbu 5180, before **12:00 pm, 07<sup>th</sup> April 2020**, where after bids will be opened in public.

No late, incomplete, facsimile or email bids will be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. MHLONTLO Local Municipality serves the right to accept part or full bid.

For technical enquiries, please contact Miss Z Petse at (047) 553 7000 during working hours

For Supply Chain Management related enquiries, please contact Ms B. Jara at (047) 553 7000 during working hours.

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**Mr. P.T Mase**

**ACTING MUNICIPAL MANAGER**

Mhlontlo Local Municipality

P.O. Box 31

Qumbu

5180

## RETURNABLES AND COMPLIANCE

### BID NAME: COMPLETION OF QUMBU COMMUNITY HALL AND OFFICES

1. Bid proposals are hereby invited from suitably qualified and accredited professional service providers to assist the municipality in construction supervision and monitoring for the above mentioned project;
2. The conditions contained in the General Conditions of Contract (GCC 2015), Latest Guidelines for ECSA, South African Council for Project and Construction Management Professionals and/or Project Management Institute;
3. The work procedure, the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the New Engineering Contract (NEC 3);
4. All documents accompanying this invitation must be completed in detail where applicable, be sealed in an envelope and be deposited in the bid box before the closing date and time;
5. Duly completed and signed original bid documents should be sealed in an envelope marked (refer to paragraph 9.2):

| PROJECT NAME                                   | SITE INSPECTION DATE     | TENDER CLOSING DATE                    |
|--|--------------------------|--|
| COMPLETION OF QUMBU COMMUNITY HALL AND OFFICES | 25 March 2020<br>(10H00) | 07 <sup>th</sup> April 2020<br>(12H00) |

***Name of bid:* COMPLETION OF QUMBU COMMUNITY HALL AND OFFICES**

6. No telegraphic or facsimile bids / proposals will be considered.
7. Compulsory site briefing/inspection will be held on 25 March 2020, 10h00am, at Qumbu town hall, and the tender document will be available from [www.etenders.gov.za](http://www.etenders.gov.za) and [www.mhlontlolo.gov.za](http://www.mhlontlolo.gov.za).

8. The Mhlontlo Local Municipality reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid at all.
9. Bid Requirements
  - 9.1 Only suitably qualified professional service providers (i.e. Civil Engineers, Quantity Surveyors, Architects, and Environmentalists) outlined hereunder will be eligible for evaluation:
    - if a sole practitioner, the firm must have a professionally registered person as a principal; and
    - If a partnership / close corporation / company, the firm must have at least 50% of its partners, members or directors professionally registered/ eligible to register.
    - If the company has under its employment a professionally registered person or a sub-consultants that has professionally registered person/eligible to register. Proof of thereof must be attached.
  - 9.2 Late bids/proposals will not be accepted. Please note that bids are late if they are received at the address given in the invitation after the bid closing date and time, and will be returned unopened.
  - 9.3 Bids / proposals will be valid for a period of 90 days after the closing date.
  - 9.4 All bid prices must be quoted in South African currency, including VAT and must be in terms of the ECSA, SACPCMP, SACNASP, PMI , JBCC fee scale for professionals.
  - 9.5 All relevant documents attached to this bid must be completed and signed in black ink by an authorized representative of the business.
  - 9.6 Please ensure that you submit and attach the following documents:
    - 9.6.1 Original completed and signed applicable Municipal bid documents (MBD) and preference claim forms in terms of the Preferential Procurement Regulations;
    - 9.6.2 SARS Pin;
    - 9.6.3 In the case of a Joint Venture, an original valid Tax Clearance Certificate of both partners should be submitted as well as a signed Agreement by both parties;
    - 9.6.4 Proof of qualifications of key personnel and appropriate professional registration with relevant Professional Council, Body and Association;

- 9.6.5 Proof of valid Professional Indemnity Insurance cover;
- 9.6.6 Compensation for Occupational Injuries and Diseases Act (COIDA);
- 9.6.7 Filling of all Municipal Bid Documents (MBD) forms 4,8 and 9;
- 9.6.8 A record of relevant previous projects managed and completed in the last five years by the firm and key personnel including contact details of client references; and

10. Should all the documents stated in paragraph 9.6 above not be attached, your bid / proposal will be declared invalid.

11. EVALUATION CRITERIA TO BE USED

All responsive bid proposals will be evaluated and adjudicated based on the 80/20 preference point system wherein 20 points for preference is structured as follows.

| BBBEE level of Contributor | Points |
|----------------------------|--------|
| 1                          | 20     |
| 2                          | 18     |
| 3                          | 16     |
| 4                          | 12     |
| 5                          | 8      |
| 6                          | 6      |
| 7                          | 4      |
| 8                          | 2      |
| Non- Contributor           | 0      |

**NB: MHLONTLO Local Municipality policy will be applicable.**



## A. General Information

### *Purpose*

Mhlontlo Local Municipality is soliciting proposals from Professional Services Providers in built environment to assist the municipality in construction supervision and monitoring, contract management and administration and close-out. This is to provide relevant skills and competences such that the project could be completed on time within the specification and in good quality. **MLM intends to appoint a consortium of professionals that encapsulate civil engineering's, Architects, Quantity surveyors, structural engineers, and environmental PR actioners and land surveyors.** All professional service providers will be appointed for the duration of a project.<sup>6</sup>

### *Type of contract (Construction Management)*

Engineering, Architects, and Quantity surveying will use **Design and Construct** (NEC 3) in line with the latest Guideline Scope of Services and Tariff of fees for persons working in terms of the ECSA gazette dated 04 December 2015 no 39480 or new gazette issued during project implementation.

Environmental Professionals contract is **Term service contract** as per NEC 3 (Professional contract). Tariff and fees will be guided by SACNASP guidelines applicable during project implementation

**Construction Management:** this contract is implemented across 2 phases of project management which are construction, and handover/commissioning. Professional team will be appointed by Mhlontlo Local Municipality (MLM) and a brief will be provided by client to professional team for the expected outcomes of the project. Professional service team will therefore provide feasibility studies monthly reports, contract management, close out reports.

**Term Service Contract:** Environmental professionals will be engaged and be provided with a brief by client to assess all projects that are on capital plan of MLM. Reports shall be submitted to PMU Manager and copied to Senior Manager Infrastructure Development on all processes engaged upon until record of decision is attained.

### ***Submission of proposals***

- The project proposal must be submitted in one envelope with the technical proposal clearly marked **Bid Name “COMPLETION OF QUMBU COMMUNITY HALL AND OFFICES (CIVIL, BUILDINGS, AND ENVIRONMENT) FOR MHLONTLO LOCAL MUNICIPALITY”** in the tender box of MHLONTLO Local Municipality on or before the closing date of 07<sup>th</sup> April 2020 at 12h00.

Proposals must be signed by an authorized agent to bind the company on what it proposes to offer.

#### ***Addenda to the Request for Proposals (RFP)***

If it becomes necessary to revise any part of the RFP, addenda will be provided to the consultants who attend the compulsory briefing.

#### ***Compulsory Briefing Session/Meeting***

Questions will be addressed at the compulsory briefing session to be held on **25 March 2020 at 10h00** in the Municipal Offices, 96 Church Street, Qumbu.

#### ***Oral presentation***

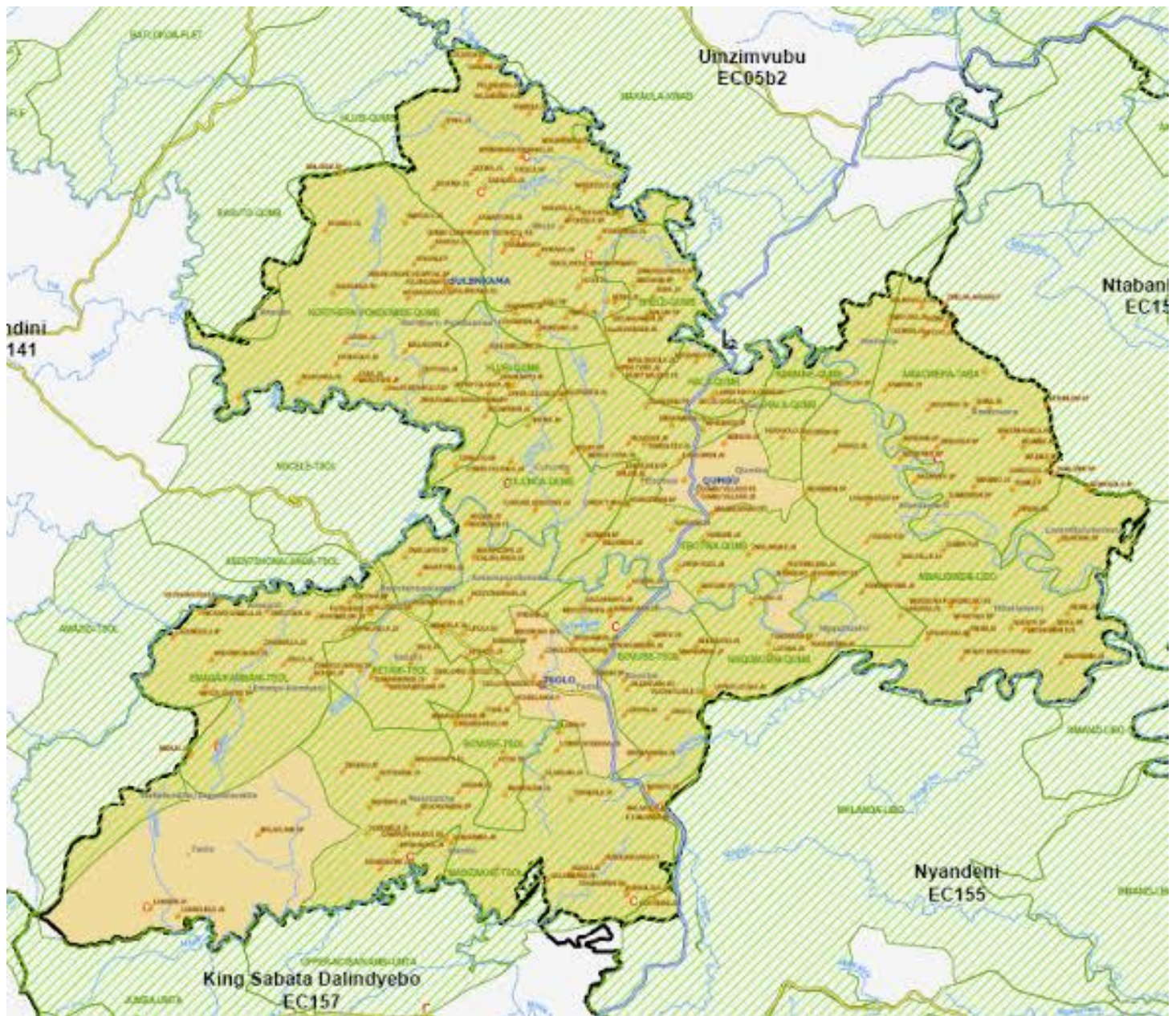
Short listed service professional providers may be invited to a further interview prior to finalizing the award.

## **B. Background and Demographics**

Main offices for Mhlontlo Local Municipality (MLM) are situated approximately 40 km North of Mthatha towards Kokstad on N2 provincial road. MLM has identified a gap during the implementation of this project (Qumbu community hall and offices) hence it intends to identify professional service providers that shall assist municipality in during the project implementation for the duration of the project. Service providers will project motoring focusing on quality check, project timelines, expenditure and the expected quality.

Mhlontlo Local Municipality has 43919 households (Stats SA) that depends on services provided by Mhlontlo Local Municipality. Population of households is approximately 5 people per households and the municipality is dominated by rural growth with just 0.3% of households in towns of both Qumbu and Tsolo.

The project in question needs the attention of Architecture, quantity surveyors, Land surveyors, civil engineers, electrical engineers mechanical engineers, health and safety practioners . The key activity would be to deliver aesthetic building with the required safety futures with in the relevant specification, expenditure and timeframes.



### C. Scope of Works

The duties to be performed by the consulting engineer shall be as detailed in the Government Gazette 39480 of 04 December 2015.

### **2.1.1 Intended Services from Professional Service Provider**

**The General Conditions of Construction would be the 'General Conditions of Contract for Construction Works, Second Edition, 2015 ('GCC 2015)' by SAICE.**

The following are primarily identified services; the professional service provider has to offer under this contract without limiting him to offer required services for the successful completion of the projects.

#### **A. Normal Services**

The 'Normal Services' will be as per Clause 3.2 of ECSA Guideline (Ref: No. 39480, Government Gazette, 04 December 2015; ECSA Board Notice 138 of 2015) and construction contract would be according to the latest GCC for Construction by SAICE along with CIDB Guide Line for Professional Services including reporting and certifications) to fulfil the project requirement as explained in the tender documents and will follow the stages mentioned below:

Stage 5: Contract Administration and Inspection (Ref: Clause 3.2.5 of above-mentioned ECSA Guideline);

Stage 6: Close-Out (Ref: Clause 3.2.6 of above-mentioned ECSA Guideline).

***Bidders are to note that deliverables according to the stages and reporting are mandatory and part of normal services; no payment will be made for services without receipt of acceptable deliverable(s) and reports in time.***

#### **B. Additional Services**

The 'Additional Services' will be as per Clause 3.3 of ECSA Guideline (Ref: No. 39480, Government Gazette, 04 December 2015; ECSA Board Notice 138 of 2015) to fulfil the project requirement as explained in the tender documents and will follow/ categorised as below:

- i. Survey and setting out: referred to Clause 3.3.1 (8) and (9) of above-mentioned ECSA Guideline;
- ii. Testing and Investigation: referred to Clause 3.3.1 (8) of above-mentioned ECSA Guideline;
- iii. Occupational Health and Safety (Act, 1993; Act No. 85 of 1993) up to the completion of the project: referred to Clause 3.3.3 of above-mentioned ECSA Guideline;

### **C. Reimbursable Services/ Disbursement**

- i. Environmental Impact Assessment (EIA) and Environmental Impact Management (EIM): To fulfil the requirement of Environmental Impact Assessment (EIA) and Environmental Impact Management (EIM) relevant to the projects under the group according to the NEMA Act No. 107 of 1998 and subsequent amendments and to arrange the necessary authorization from DEDEA and DME, the Professional Services Provider should have to appoint an individual or a company or a firm professionally qualified and registered to take care of the issues of EIA and EIM and independent of the Service provider. The Professional Service Provider has to enter a cession agreement with proposed individual or company or firm at award of bid and has to submit a proper agreement and necessary quotation from the individual or company or firm in this regard with the bid.
- ii. Travelling: Travelling or conveyance of Consulting Engineer or a member of Consulting Engineer's staff should be according to Clause 4.5 (2) of above-mentioned ECSA Guideline would be deemed to cover all cost on lump-sum basis and be reimbursed on the basis of progress of project.

### **D. Project Set up**

- i. Establishment of a project implementation programme and time frame in consultation with the Employer;
- ii. Ensuring that community participation at all the level of project implementation is maximised;
- iii. Establishing of project steering committee and that the community endorses the proposed project.

### **E. Deliverables**

Following are the deliverables at various stages of services to be provided by the Professional Service Provider according to the Clause 3.2 of ECSA Guideline (Ref: No. 39480, Government Gazette, 04 December 2015; ECSA Board Notice 138 of 2015) and tender documents without limiting requirement of any other reports or documents may be deemed necessary during the course of the projects implementation:

#### Stage 1: Inception

- i. Signed Agreement/ Contract
- ii. Signed Cession Agreement with the EIA Services Provider
- iii. Inception Report covering
  - ✓ Report on project, site and functional requirement
  - ✓ Agreed scope of services and work

- ✓ Consultants Team with Organogram and responsibilities
- ✓ Schedule of Consent and Approvals (Project Implementation Time Frame)

#### Stage 5: Contract Administration and Inspection

- i. Schedule of predicted cash flow
- ii. Construction documentation
- iii. Drawing register
- iv. Estimates of proposed variation with recommendation, if any
- v. Contract administration and inspection according to GCC for Construction Works, SAICE
- vi. Financial control reports
- vii. Progressive and draft final accounts
- viii. Valuation and recommendation of payment certificates
- ix. Practical completion certificate and defects list

#### Stage 6: Close-Out

- i. Valuations and recommendations for payment certificates
- ii. Final Completion Certificate and close-out reports
- iii. As-built drawings and documentation
- iv. Operation and maintenance manuals, guarantees and warranties
- v. Final accounts

#### **Other Routine Reports and documentation**

Following are other routine reports and documentations that are foreseen to be submitted by Professional Services Provider without limiting any necessary of preparing other reports and documentations:

- i. Project progress reports within the prescribed timeframes and in agreed formats.
- ii. All reports and information according to MIG (MIG 1, MIG 4, MIG 5, MIG 6, MIG 8, MIG 9 and MIG 10)
- iii. Site meeting and technical committee meeting minutes

## PROJECT IMPLEMENTATION TIMEFRAME

The Professional Service Provider shall work within the timeframes as agreed and approved by the Municipality. The detail implementation schedule shall be discussed and agreed in between the Employer and the successful bidder. **The stages mentioned would be considered completed only at submission/ concluding all the deliverables of any stage.** As the start the following pro-forma time would be utilised to give tentative dates as to program intact.

| Mile Stone/ Stage of Work                       | Days | Start Date | End Date |
|---|------|------------|----------|
| Commencement of Work                            |      |            |          |
| Stage 1: Inception                              |      |            |          |
| Stage 5: Contract Administration and Inspection |      |            |          |
| Stage 6: Close-Out                              |      |            |          |

### 2.1.2 Deliverables for Building works

Deliverables at various stages of services to be provided by the Professional Service Provider according to the Clause 10.6 of Amendment of Tariff of Professional fees: Quantity Surveying Profession Act (Act 49 of 2000) prepare by The South African Council for the Quantity Surveying Profession) and tender documents without limiting requirement of any other reports or documents may be deemed necessary during the course of the projects implementation:

#### Stage 1: Inception

- ✓ Assisting in developing a clear project brief
- ✓ Attending project initiation meetings
- ✓ Advising on the procurement policy for the project
- ✓ Advising on other professional consultants and services required
- ✓ Defining the quantity Surveyors scope of work and services



- ✓ Concluding the terms of the client/quantity surveyor professional services agreement with the client
- ✓ Advising on economic factors affecting the project
- ✓ Advising on appropriate financial design
- ✓ Providing necessary information within the agreed scope of the project to the other consultants
- ✓ Agreed scope of works
- ✓ Agreed services
- ✓ Signed client/quantity surveyor professional services agreement

#### Stage 5: Contract Administration and Inspection

- ✓ Attending site handover
- ✓ Preparing schedules of predicted cash flow
- ✓ Preparing pro-active estimates for proposed variations for the client decision making
- ✓ Attending regular site, technical and progress meetings
- ✓ Adjudication and resolving financial claims by the contractor(s)
- ✓ Assisting in the resolution of contractual claims by the contractor(s)
- ✓ Establishing and maintaining a financial control system
- ✓ Preparing valuations for payment certificate to be issued by the principal agent.
- ✓ Preparing final account(s) including re-measurement(s) as required for the works on a progressive bases
- ✓ Schedule(s) of predicted cash flow
- ✓ Estimates for proposed variations
- ✓ Financial control reports
- ✓ Valuations for payment certificates
- ✓ Progressive and draft final account(s)

#### Stage 6: Close-Out

- ✓ Preparing valuations for payment certificates to be issued by the principal agent
- ✓ Concluding final account(s)
- ✓ Valuation for payment certificates
- ✓ Final account(s)

### Other Routine Reports and documentation

Following are other routine reports and documentations that are foreseen to be submitted by Professional Services Provider without limiting any necessary of preparing other reports and documentations:

- i. Project progress reports within the prescribed timeframes (normally by the 7<sup>th</sup> of next month) and in agreed formats.
- ii. All reports and information according to MIG (MIG 1, MIG 4, MIG 5, MIG 6, MIG 8, MIG 9 and MIG 10)
- iii. Site meeting and technical committee meeting minutes

### PROJECT IMPLEMENTATION TIMEFRAME

The Professional Service Provider shall work within the timeframes as agreed and approved by the Municipality. The detail implementation schedule shall be discussed and agreed in between the Employer and the successful bidder. **The stages mentioned would be considered completed only at submission/ concluding all the deliverables of any stage.** As the start the following pro-forma tame would be utilised to give tentative dates as to program intact.

| Mile Stone/ Stage of Work                       | Days | Start Date | End Date |
|---|------|------------|----------|
| Commencement of Work                            |      |            |          |
| Stage 1: Inception                              |      |            |          |
| Stage 5: Contract Administration and Inspection |      |            |          |
| Stage 6: Close-Out                              |      |            |          |

### **2.1.3 Deliverables for Environmental works**

#### **ENVIRONMENTAL IMPACT ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT**

Bidders are required to fulfil the requirement of Environmental Impact Assessment (EIA) and Environmental Impact Management (EIM) relevant to the projects assigned to perform according to the NEMA Act No. 107 of 1998 and subsequent amendments and to arrange the necessary authorization from DEDEA and DME, the PSP must be qualified and registered to take care of the issues of EIA and EIM.

#### Stage 1: Inception

- iv. Signed Agreement/ Contract
- v. Inception Report covering
  - ✓ Report on project, site and functional requirement
  - ✓ Agreed scope of services and work
  - ✓ Schedule of Consent and Approvals (Project Implementation Time Frame)

#### Stage 3: Contract Administration and Inspection

- ✓ Perform site audits at least twice a week
- ✓ Submit Monthly audit reports with recommendations

#### Stage 4: Close-Out

Prepare closeout report related to environmental related scope of works.

Service Providers are to update the HOD and/or PMU Manager: Infrastructure Services Section or his/her representative on an ongoing basis, along with written monthly progress reports which will clearly reflect progress, time lines, and budget expenditures. The monthly progress report will be required with submission of each invoice.

## D. Information Required from the Consultant

### 1. Technical Proposal

Provide a description of the methodology, work product, and schedule for completing each element of the scope of work. A proposal should be prepared simply and economically, providing a straight forward, concise description of the consultant's ability to meet the requirements. Fancy bindings, colored displays, promotional material, and similar ornamental features should not be included. Emphasis should be on completeness and clarity of content.

- **Business organization**

State the full name and address of the organization and, if applicable the branch office or subordinate element that will perform or assist to perform the works.

- **Consultant qualifications and past experience**

Include in the proposal a brief statement of the past experience of the persons from the firm that will be actively involved in the project. Not the firm's experience unless persons that will work in the project participated in that experience and clearly state his/her role.

According to the Municipal Supply Chain Management Policy, bidders must provide particulars of:

- a) All consultancy services provided to an organ of state in the last five years; and
- b) Any similar consultancy services provided to an organ of state in the last five years.

***NB: Specialist skills in the relevant service must be demonstrated.***

Demonstrate through a brief statement the firm's past experience in handling and implementing of such specialist projects.

Provide details of persons to be involved in the project who have completed or are registered for training towards the following skills programmes:

- NQF Level 7 unit standard “Develop and Promote Labour Intensive construction Strategies.
- NQF Level 5 unit standard “Manage Labour Intensive Construction Projects”.
- Project Management

Provide a detailed project plan that shows the milestones and deliverables. Include the number of hours allocated for each staff person for each task for the duration of the contract.

**D.1.1 SCHEDULE OF WORK CARRIED OUT BY TENDERER**

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or specifically bridge construction of the similar size or more. This information is material to the award of the Contract.

| Project Description | Value in Rand | Year Completed | Client and Representative | Contact No |
|---------------------|---------------|----------------|---------------------------|------------|
|                     |               |                |                           |            |
|                     |               |                |                           |            |
|                     |               |                |                           |            |
|                     |               |                |                           |            |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

This information is material to the assessment of company’s capabilities to handle a project of this magnitude.

**D.1.2 PROPOSED KEY PERSONNEL**

The Tenderer shall list below the key personnel (including first nominee and the second choice alternate), whom he proposes to employ on the project should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, mentoring experience, experience on building and structural projects (**Offices and Workshop**) similar nature, positions held and their qualifications.

| Name | Qualification | Designation | HDI Status | PR Number |
|------|---------------|-------------|------------|-----------|
|      |               |             |            |           |
|      |               |             |            |           |
|      |               |             |            |           |
|      |               |             |            |           |

*(Provide more details on the CV’S on personnel proposed)*

**D.1.3. SCHEDULE OF INFRASTRUCTURE AND RESOURCES**

Provide information on the following:

**Infrastructure and resources available**

**Physical facilities and Buildings.**

| <b>Description</b> | <b>Address</b> | <b>Area (m<sup>2</sup>)</b> |
|--------------------|----------------|-----------------------------|
|                    |                |                             |
|                    |                |                             |
|                    |                |                             |
|                    |                |                             |
|                    |                |                             |

**Equipment**

Provide information on equipment and resources that you have available for this project.

|  |                        |
|--|------------------------|
| <b>Description: Hardware: Printers and Plotters</b>  | <b>Number of units</b> |
|  |                        |
|  |                        |
|  |                        |
|  |                        |
| <b>Description :Personal Computers</b>               | <b>Number of units</b> |
|  |                        |
|  |                        |
|  |                        |
| <b>Description: Software: Design and Draughting.</b> | <b>Number of units</b> |
|  |                        |

**D.1.4. Size of enterprise and current workload**

What was your turnover in the previous financial year? -----

What is the estimated turnover for your current financial year? -----

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| Description | Value (R) | Start date | Duration | Expected completed date |
|-------------|-----------|------------|----------|-------------------------|
|             |           |            |          |                         |
|             |           |            |          |                         |
|             |           |            |          |                         |
|             |           |            |          |                         |
|             |           |            |          |                         |

**Staffing Profile**

Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient)

| Permanently employed staff | Gender and Race | Number of staff |
|----------------------------|-----------------|-----------------|
|                            |                 |                 |
|                            |                 |                 |
|                            |                 |                 |



| Temporary staff to be employed for the project | Gender and Race | Number of staff |
|--|-----------------|-----------------|
|  |                 |                 |
|  |                 |                 |
|  |                 |                 |
|  |                 |                 |

**SCHEDULE OF PROPOSED SUBCONSULTANT**

The Tenderer shall, in accordance with the provisions of condition of tender, list below the subcontractors s/he proposes to employ for part(s) of the work.

The naming of any proposed sub consultant/s hereunder shall not be deemed to constitute a qualification of the Tender, and acceptance of a Tender shall not be construed as approval of any or all of the listed sub consultant/s, neither shall it in any way limit or detract from the powers of the Engineer and the obligations of the Contractor pertaining to subcontracting as stated in the Contract, nor shall it prevent the Tenderer from deviating In any way during the Contract from the list of proposed sub consultant/s hereunder if the Tender is accepted

If any or all of the sub consultant/s listed hereunder are not approved subsequent to acceptance of the Tender, it shall in no way invalidate the Tender or the Contract, and the Tendered unit rates for the respective items of work shall remain final and binding even if a sub consultant/s not listed below is approved by the Client.

| Part or Type of Work | Proposed Sub-Consultant | Work Recently Executed by Sub-consultant |
|----------------------|-------------------------|--|
|                      |                         |  |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

## 2. Price Proposal

The price proposal must be divided into the proposed deliverables. For each proposed deliverable there must be a separate cost for:

- **Professional fees** - persons working on the project must be listed, their hourly rate provided and the estimated time spent working on the deliverable
- **Training of students** - provision of in-service training or internship for students that are graduates or students that require experience for graduation compliance.
- **Disbursements** – estimated expenses to be incurred which are recoverable.
- **Constraints studies**-should there be any constraint studies required, related costs and name should be indicated.
- **Assumptions**-the service provider must clearly state assumptions and it must be based on the inexistence of data.

### 2.1 PRICING INSTRUCTIONS

2.1.1 The Standard for Uniformity, the Guidelines for scope of Services and Tariffs of Fees, the Contract Data, the Specifications (including the Project Specifications) shall be read in conjunction with the Bill of Quantities.

2.1.2 The Bill comprises items covering the Consulting Engineer's profit and costs of general liabilities and of the professional services rendered for the planning, design and contract supervision.

2.1.3 The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and

expenses that may be required in and for the planning, design and contract supervision of the work described, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Bid is based.

2.1.4 The professional fees shall be based on the estimated construction amount stated in the bill and it should include all additional services such as working on waste water treatment plant, civil, mechanical and electrical, concrete work, and alteration to the existing work and landfill site.

2.1.5 An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.

The Bidder shall also fill in a rate against the items where the words "**rate only**" appears in the amount column. Although no work is foreseen under these items and no quantities are consequently given in the quantity column, the bidder rates shall apply should work under these items actually be required.

2.1.6 The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Consulting Engineer. The validity of the Contract shall in no way be affected by differences between the quantities in the Bill of Quantities and the quantities certified for payment.

2.1.7 A price or rate is to be entered, in **BLACK INK** and no erasing fluid can be used. When a mistake has been made, you must put a line across the figure and initial next to it before putting a new figure.

2.1.9 The construction supervision level proposed must be stated in the bill before pricing the item

**BILL OF QUANTITIES (Estimates based on 6 months construction period for project below R15 million)**

| MUNICIPAL FUNDED PROJECT: COST ESTIMATES TO BE DEVELOPED |                                |      |     |      |        |
|--|--------------------------------|------|-----|------|--------|
| ITEM   | NORMAL SERVICES                | UNIT | QTY | RATE | AMOUNT |
| 1.0  | Professional Team of Engineers |      |     |      |        |

|             |  |           |   |  |  |
|-------------|--|-----------|---|--|--|
| 1.1         | Construction Supervision and Monitoring  | 30%       | 1 |  |  |
| 1.2         | Close up Report  | 5%        | 1 |  |  |
| <b>1.3</b>  | <b>Sub-total</b>   |           |   |  |  |
| <b>2.</b>   | <b>Additional Services</b>   |           |   |  |  |
| <b>2.1.</b> | <b>Survey</b>  |           |   |  |  |
| 2.1.1       | Survey Data and analysis   | Prov. Sum | 1 |  |  |
| 2.1.2       | Mark up for item 2.1.1   | %         |   |  |  |
| <b>2.2</b>  | <b>Geotechnical</b>  |           |   |  |  |
| 2.2.1       | Geotechnical investigation, Analysis and Report Development  | Prov. Sum | 1 |  |  |
| 2.2.2       | Mark up for item 2.2.1   | %         |   |  |  |
| <b>2.3</b>  | <b>Environmental Management</b>  |           |   |  |  |
| 2.3.1       | Environmental Advisory and Compliance (Co-ordinate with Appointed Health and Safety Consultants)   | Prov. Sum | 1 |  |  |
| 2.3.2       | Mark up for item 2.3.1   | %         |   |  |  |
| <b>2.4</b>  | <b>Occupational Health and Safety, and Training</b>  |           |   |  |  |
| 2.4.1       | Occupational Health & Safety Management  | Sum       | 1 |  |  |
| 2.4.2       | Enforcement and Management of Health and Safety on site  | Sum       | 1 |  |  |
| 2.4.3       | Civil Engineering Student/ Quantity Surveyor Intern 12 months mentoring programme – Student or intern to be provided by Mhlontlo Local Municipality to the Professional Service Provider | Sum       | 1 |  |  |
| 2.4.4       | Mark up for item 2.4.1-3   | %         |   |  |  |
| <b>2.5</b>  | <b>Co-ordinate with Other Service Providers</b>  |           |   |  |  |
| 2.5.1       | Co-ordinate with identified service providers (ISD, Environment etc)   | Sum       | 1 |  |  |
| 2.5.2       | Mark up for item 2.5.1   | %         |   |  |  |

|            |   |     |          |  |  |
|------------|---|-----|----------|--|--|
| <b>2.6</b> | <b>Sub total</b>  |     |          |  |  |
| 3.0        | <b>Construction monitoring</b>  |     |          |  |  |
| 3.1        | Additional 15 days/month site monitoring for category B individual for actual duration of the contract (assumed for 2 months) | Sum |          |  |  |
| <b>3.2</b> | <b>Sub total</b>  |     |          |  |  |
| 4.0        | <b>Expenses &amp; costs for actual duration of the contract</b>   |     |          |  |  |
| 4.1        | Travel  | Sum | <b>1</b> |  |  |
| 4.2        | Recoverable expenses  | Sum | <b>1</b> |  |  |
| <b>4.3</b> | <b>Sub-total</b>  |     |          |  |  |
| <b>5.0</b> | <b>Time basis</b>   |     |          |  |  |
| 5.1        | Category A  | hr  |          |  |  |
| 5.2        | Category B  | hr  |          |  |  |
| 5.3        | Category C  | hr  |          |  |  |
| 5.4        | Category D  | hr  |          |  |  |
| 6.0        | <b>TOTAL (sum of items (1.6; 2.6; 3.2; 4.3 )</b>  |     |          |  |  |
| 6.1        | Add: VAT (15%)  |     |          |  |  |
| 6.2        | <b>TENDER AMOUNT</b>  |     |          |  |  |

## E. EVALUATION AND ADJUDICATION CRITERIA

All bid proposals received will be evaluated and adjudicated on 80/20 preference point system.

### Technical Proposals

All bid proposals received will firstly be evaluated on the following scoring criteria on the basis of functionality (100 points which is 100%). Prospective bidders must at least achieve a minimum score of 70 points in respect of functionality in order to be regarded as responsive and to qualify for further evaluation.

## FUNCTIONALITY BREAKDOWN AND WEIGHTS

Values:1=Poor; 2=Average; 3=Good; 4=Very Good; 5= Excellent

| CRITERIA   | WEIGHT         | VALUE 1-5 | MAXIMUM POSSIBLE SCORES |
|--|----------------|-----------|-------------------------|
| Methodology and Approach   | 5              | Max 5     | 25                      |
| Company Experience to carry out works  | 5              | Max 5     | 25                      |
| Management team/Individual Experience in to carry out works  | 5              | Max 5     | 25                      |
| Qualifications and Professional Registration of members with statutory institutions of built environment (ECSA, SACPCMP/PMP, SAQS, SAA, SAS) | 5              | Max 5     | 25                      |
| <b>TOTAL</b>   | <b>20 (TW)</b> |           | <b>100 (MPS)</b>        |

$$Ps = (So / Ms) \times Ap$$

Where

Ps = % scored for functionality by bid / proposal under consideration

So = total score of bid under consideration

Ms = maximum possible score

Ap = % allocated for functionality

### Financial Proposals

All bidders who have scored a minimum of 70 points on functionality will be considered for further evaluation and all those who failed to achieve the minimum percentage (70% equivalent to 70 points) will be disqualified.

The following formula will be used to calculate the percentage for price / financial proposals:

$$P_s = (P_{min} / P_t) \times A_p$$

Where

$P_s$  = % scored for price bid / proposal under consideration

$P_{min}$  = lowest acceptable bid / proposal

$P_t$  = price of bid / proposal under consideration

$A_p$  = % allocated for price

## EVALUATION CRITERIA

| Criteria          |                  | Project Rand Value<br>≤ R1 000 000.00 |                   |
|-------------------|------------------|---------------------------------------|-------------------|
|                   |                  | Maximum<br>Points Allocated           | Points<br>Claimed |
| Preference Points | Points for BBBEE | 20                                    |                   |
| Price             | Points for Price | 80                                    |                   |
| <b>Total</b>      |                  | <b>100</b>                            |                   |

## Scoring on Functionality

The criteria for functionality are kept to the essential so as not to render the evaluation a mechanical exercise but rather a professional assessment. A few pointers are, however, relevant:

- **Past Experience** refers to previous experience in relevant projects. In this stage the evaluation is focusing on the company rather than individuals. Similar type of experience in more than one projects which are of similar project are providing basis for scoring in the evaluation process.
- **Past Experience** refers to previous relevant projects and overall track record. It is considered less important in larger, conceptually difficult and multi-disciplinary projects. It should also be noted that past experience is realistically linked to individuals rather than firms in the case of professional services for this project.
- **Methodology** considers the responsiveness to the *request for proposals*, the level of detail in the proposal, attention to project management and innovative approaches and ideas in preparation of business plan. Methodology proposed shall be in line with the scope of the works proposed for the project.
- **Team Qualifications and Capability** considers the technical and professional skills of the project team, regional knowledge if relevant and proven conceptual abilities (supported by other client references if needed). The qualifications of the proposed team to be delegated on the project will be primarily assessed for their capacity to implement the project. Overall qualifications of the staff within the company and their minimum time allocation for the project will be secondary in assessing the qualifications.
- **HDI Participation** promotes the participation (in terms of direct project involvement and fees earned) of HDI's. It is considered more important in the smaller projects to build capacity and promote SMME's. Points scored here should be proportionate to the participation rate that is proposed. Again gender and disability needs to be taken account of. The participation rate serves to build capacity in order to enable HDI's to eventually participate as lead PSP's in bigger projects. Points for these points will be allocated through BBBEE points allocated to companies.

## F. General

Statutory compliance that may be used with this document during evaluation until completion of the project may be extracted from the following guidelines



- Engineering Guidelines (PMI, SACPCMP, ECSA);
- South African Council for Quantity Surveyors Professionals (SACQSP);
- South African Council for Natural Scientists Professionals (SACNASP) for environmentalists;
- South African Council for architectural profession (SACAP)
- Construction industry development board (CIDB);
- General Conditions of Contract for construction works 2015;
- Standard for Infrastructure Procurement and Delivery Management (SIPDM);
- New Engineering Contract (NEC 3);
- SAACE and/or National Society of Black Engineers;
- SABTACO;
- Municipal Supply chain Policy;
- Supply chain regulations

**NB: On completion of projects all the drawings, designs and relevant documentation must be handed (5 Hard copies and 2 Soft copies) to the MHLONTLO Municipality on completion of the project and for processing of the final completion certificate which will be property of the Municipality.**