

MHLONTLO LOCAL MUNICIPALITY



“PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS

BID NUMBER: MLM/BPS/Cons-2023-2026

TENDERER:

REVISED CLOSING DAT: 17 FEBRUARY 2023

CLOSING TIME: 12h00

Trading Name of Tenderer:	
Registration No. of Entity:	
Contact Person:	CSD No:
Tel. No.:	E-mail Address:
Cell No.:	Fax No:

Prepared BY:

**The Municipal Manager
MHLONTLO LOCAL MUNICIPALITY
P O BOX 31
QUMBU
5180**

Contact Details:

Contact Person: Ms. X.Y. Nqatyelwa
Telephone Number: 047 553 7000
Fax Number: 047 553 0189
E-mail:

**ADDENDUM TO THE BID:
 PANEL OF PROFESSIONAL SERVICE PROVIDER (CIVIL, BUILDING, ENVIRONMENT
 & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF
 THREE YEARS**

PROJECT NAME	CONTRACT NUMBER	ADVERT DATE	BRIEFING DATE	ORIGINAL CLOSING DATE	REVISED COMPLETION DATE
PANEL OF PROFESSIONAL SERVICE PROVIDER (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS	MLM/BPS/Cons-2023-2026	12 December 2022	10 JANUARY 2023	30 th JANUARY 2023	17 th FEBRUARY 2023

Bid proposals are hereby invited from suitably qualified and accredited service providers who are interested in being appointed to a **Multi Discipline (Built Environment) Panel of Consultants for a Period of 3 Years (2023/2024, 2024/2025 and 2025/2026)**.

The Scope of work entails the preparation of Feasibility Studies, EIAs, Technical Reports or Business Plans, Preliminary Designs, Detailed Designs, Tender Documentation, Contract Documentation and Management, Progress Reports, and Close out Reports (Geotechnical, Structural, Buildings, Transportation, etc).

Bid documents with the necessary specifications/terms of reference may be obtained from www.etender.gov.za and www.mhlontlolm.gov.za starting from the 13 December 2022. A **compulsory briefing session** will be held at Mhlontlo Local Municipal Offices on **Tuesday, 10 January 2023 @ 11:00 am**.

The bids/ Proposals will be evaluated on functionality as follows:

CRITERIA	Maximum Possible Score	Expected Evidence	Score
Company Experience- This covers years of existence of the company and the experience in framework contracts. Bidders are expected to provide	40	15 – 20 years of Company Experiences per the company registration documents and registration with professional	40

proof of company registration, dated and signed appointment letters from the client together with reference letters stating the level of service that the bidders had provided to the clients. Proof of Company registration with the accreditation bodies(ECSA, SACPMP/PMS, etc)		bodies. (5 x Appointment letters together with reference letters)	
		10-15 years of Company Experiences per the company registration documents and registration with professional bodies (4 x Appointment letters together with reference letters)	30
		5-10 years of Company Experiences per the company registration documents and registration with professional bodies (3 x appointment letters together with reference letters)	20
		0-5 years of Company Experiences per the company registration documents and registration with professional bodies (1x Appointment letters together with reference letters)	10
Expertise- Management team/Individual Experience in carrying out works. This refers to experience and proof of registration with professional bodies. Bidders to attach Curricula vitae with proof of qualification from the relevant accredited institutions. Proof of registration with professional bodies (ECSA, SACPMP/PMS etc.).	40	Curriculum vitae accompanied by copies of qualification certificates and proof of registration with the professional bodies indicating more than 20 years of experience	40
		Curriculum vitae accompanied by copies of qualification certificates and proof of registration with the professional bodies indicating more than 15 years of experience and more	30
		Curriculum vitae accompanied by copies of qualification certificates and proof of registration with the professional bodies indicating more than 10 years of experience	20
		Curriculum vitae accompanied by copies of	10

		qualification certificates and proof of registration with the professional bodies indicating more than 5 years of experience	
		Curriculum vitae accompanied by copies of qualification certificates, proof of registration with the professional bodies indicating experience of 5 years or less	5
Methodology- A detailed description on how the service will provided and full compliance with terms of reference. Risk and Quality Management	20	Clear methodology with detailed description on how the service will be provided and full compliance with terms of reference including Risk and Quality Management.	20
		Unclear methodology	5
Total	100		100 MPS

Bidders should score a minimum of 70% for functionality in order to be considered for further evaluation.

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:

- A copy of Entity Registration Documents.
- Detailed Company Profile (with relevant past experience)
- Key members of the team in the company must be Registered with ECSA/SACQSP/SACAP as a Professional of the relevant field of specialization
- One of the senior personnel in the firm must have NQF Level 7 CETA certification for Labour Intensive Construction (LIC)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS (With clear expiry dates)
- Declaration of Interest MBD4, MBD 8 and MBD 9
- Billing Clearance Certificate/ Statement of Municipal Accounts or Copy of a Valid Lease agreement.
- A certified copy or Original BBBEE Status Level Certificate or original affidavit
- Original Tender Document
- Joint Venture Agreement signed by all parties of the Joint Venture
- Completed data base registration form (if not currently registered with Mhlontlo Local Municipality)
- In case of a joint venture (JV), Entity Tax Compliance Status PIN & Entity Tax Reference Number of both partners should be submitted as well as a JV agreement signed by both parties
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should**

- **be provided in writing).** (not older than 3 months)
- **The provisions of Preferential Procurement Regulations 2017 will apply**
- Tenders submitted are to hold good for a period of **90 days**.

NB: ADDITIONAL COMPLIANCE REQUIREMENTS Failure to submit the following document(s) may render the bid null and

Civil

- Key members of the team in the company must be Registered with ECSA as a Professionals for a period of 10 years and more. It is critical that the company must have more than one person registered with ECSA with more than 10years of experience after registration.
- One of the senior personnel in the firm must have NQF Level 7 CETA certification for Labour Intensive Construction (LIC).

Building

- Key members of the team in the company must be Registered with ECSA/SACQSP/SACAP as a Professional with at least more than 10 years of experience after registration in the relevant field of Engineering
- One of the senior personnel in the firm must have NQF Level 7 CETA certification for Labour Intensive Construction (LIC)

Environmental Services

- Key members of the Company is recommended to be the member with SACNASP/ EAPASSA relevant qualification/s (whom his/her details reflect on the company registration document) of relevant field of Engineering.

Social Facilitation

- The Company Personnel is recommended to have relevant qualification/s in developmental studies/engineering.

Bids in a sealed envelope clearly marked **“BID NUMBER (e.g. MLM/BPS/Cons-2023-2026)”and “PANEL OF PROFESSIONAL SERVICE PROVIDER (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS** must be placed in the tender box at the reception, Mhlontlo Local Municipality, L.G Mabindla street, Qumbu on or before **12:00 pm on the 17th of February 2023** 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 reserves the right to accept part or full bid.

For technical enquiries, please contact Ms. Y. Nqatyelwa at (047) 553 7000 and/or Ms. Z. Petse at (047) 5553 7000 during working hours.

For Supply Chain Management related enquiries, you may contact Ms. B. Jara @ (047) 553 7000.

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Mr. L. Ndabeni

ACTING MUNICIPAL MANAGER
Mhlontlo Local Municipality
Private Bag x 504
Qumbu, 5180



BID INVITATION – “PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS”

Bid proposals are hereby invited from suitably qualified and accredited service providers who are interested in being appointed to a **Multi Discipline (Built Environment) Panel of Consultants for a Period of 3 Years (2023/2024, 2024/2025 and 2025/2026)**.

The Scope of work entails the preparation of Feasibility Studies, EIAs, Technical Reports or Business Plans, Preliminary Designs, Detailed Designs, Tender Documentation, Contract Documentation and Management, Progress Reports, and Close out Reports (Geotechnical, Structural, Buildings, Transportation, etc).

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<p>Expertise- Management team/Individual Experience in carrying out works. This refers to experience and proof of registration with professional bodies. Bidders to attach Curricula vitae with proof of qualification from the relevant accredited institutions. Proof of registration with professional bodies (ECSA, SACPMP/PMS etc) for the written, dated and client signed reference letters from organisations where the bidder has rendered professional services .</p>	40	Curriculum vitae accompanied by copies of qualification certificates and proof of registration with the professional bodies indicating more than 20 years of experience	40
		Curriculum vitae accompanied by copies of qualification certificates and proof of registration with the professional bodies indicating more than 15 years of experience and more	30
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Building

- Key members of the team in the company must be Registered with ECSA/SACQSP/SACAP as a Professional with at least more than 10 years of experience after registration in the relevant field of Engineering
- One of the senior personnel in the firm must have NQF Level 7 CETA certification for Labour Intensive Construction (LIC)

Environmental Services

- The Director of the Company is recommended to be the member with SACNASP relevant qualification/s (whom his/her details reflect on the company registration document) of relevant field of Engineering.

Social Facilitation

- The Company Personnel is recommended to have relevant qualification/s in developmental studies/engineering.

Bids in a sealed envelope clearly marked “**BID NUMBER (e.g. MLM/BPS/Cons-2023-2026)**” and “**PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS**” must be placed in the tender box at the reception, Mhlontlo Local Municipality, L.G Mabindla street, Qumbu on or before **12:00 pm on the 17th of February 2023** where after bids will be opened in public.

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For Supply Chain Management related enquiries, you may contact Ms. B. Jara @ (047) 553 7000.

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Mr. L. Ndabeni
ACTING MUNICIPAL MANAGER
Mhlontlo Local Municipality
PO. Box 31
Qumbu, 5180

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MHLONTLO LOCAL MUNICIPALITY

BID NUMBER: MLM/BPS/Cons-2023-2026 AMENDED CLOSING DATE: 17 FEBRUARY 2023, CLOSING TIME: 12H00

DESCRIPTION: "PANEL OF PROFESSIONAL SERVICE PROVIDER (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS"

The successful bidder will be required to fill in and sign a written Contract Form (MBD 4, 8 & 9).

BID DOCUMENTS MAY BE POSTED TO:

Mhlontlo Local Municipality Offices, LG Mabindla Street, Qumbu, 5180

OR

DEPOSITED IN THE BID BOX SITUATED AT

MUNICIPALITY BUILDING
P.O Box 31
Qumbu
5180

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

The bid box is generally open 8 hours a day (8:00 to 16:30), 5 days a week (Monday to Friday).

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

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

NAME OF BIDDER:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE NUMBER: CODE: NUMBER:

CELLPHONE NUMBER:

FACSIMILENUMBER: CODE NUMBER:

E-MAIL ADDRESS:

VAT REGISTRATION NUMBER:

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED?

YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?

YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO

(IF YES

ENCLOSE PROOF)

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS BID IS

SIGNED.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED:

.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: Mhlontlo Local Municipality

Department : BUDGET AND TREASURY

Contact Person : Ms. B. Jara

Tel : 047 553 7000

Fax : 047 553 0189

Municipality / Municipal Entity: Mhlontlo Local Municipality

Department : INFRASTRUCTURE AND DEVELOPMENT

Contact Person : Ms X.Y Nqatyelwa

Tel : 047 553 7000

Fax : 047 553 0189

A. GENERAL INFORMATION

PURPOSE

Mhlontlo Local Municipality is soliciting proposals from Professional Services Providers in built environment to assist the municipality in engineering designs, construction supervision and monitoring, planning, contract management and administration. This is to promote planning and improve municipal information with accurate cost estimates based on investigated analogy. **MLM intends to appoint 3 PSP in each panel.** All professional service providers will be appointed for 3 years (2023/24, 24/25 and 25/26) for MTEF period.

Type of contract (Construction Management)

Civil Engineering

The PSP(s) is required to provide professional services for infrastructure projects when required as outlined in ECSA Guidelines for Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000).

The services required shall include, but not limited to conduct the following duties: -

- Planning- Studies, Investigations and Assessment
- Normal Services
- Additional Services

Building Works/ Quantity Surveyors

The PSP(s) (Consortium) is required to provide professional services for building infrastructure projects (when required as outlined in SACQSP Guidelines for Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 49 of 2000 and SACAP Guidelines for Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 44 of 2000).

The services required shall include, but not limited to conduct the following duties: -

- Planning- Studies, Investigations and Assessment
- Normal Services
- Additional Services

Environmental Services

The PSPs is required 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 DEDEAT and DWS.

Social Facilitation

The PSP(s) is required to provide professional services for infrastructure projects when required as outlined in the Institutional and Social Development (ISD) Framework (Eastern Cape):

- Research / baseline studies
- Establishment of village-based structures
- Training of committees
- Site meetings
- Development of exit strategies

- Facilitate establishment of community operation & maintenance
- Close out report/ project and handing over

Compliance Requirements

Personnel	<p>Civil</p> <ul style="list-style-type: none"> • Key members of the team in the company must be Registered with ECSA as Professionals. It is critical that the company have more than one person within the company registered with ECSA with more than 10 years of experience after registration. • One of the senior personnel in the firm must have NQF Level 7 CETA certification for Labour Intensive Construction (LIC). <p>Building</p> <ul style="list-style-type: none"> • Key members of the team in the company must be Registered with ECSA/SACQSP/SACAP as a Professional of relevant field of Engineering • One of the senior personnel in the firm must have NQF Level 7 CETA certification for Labour Intensive Construction (LIC) <p>Environmental Services</p> <ul style="list-style-type: none"> • Key members of the Company are recommended to be the member with SACNASP/ relevant qualification/s (whom his/her details reflect on the company registration document) of relevant field of Engineering. <p>Social Facilitation</p> <ul style="list-style-type: none"> • The Company Personnel is recommended to have relevant qualification/s in developmental studies/engineering.
Contract	<p>Civil & Building Works</p> <ul style="list-style-type: none"> • Upon appointment in the panel, the PSP will sign Service Level Agreement (SLA) when undertaking any instruction from Mhlontlo LM. • The PSP is bound by the Code of conduct as described in the Engineering Professional Act 2000 • PSP shall calculate their prices for the various stages of 'Services' as detailed in Pricing Schedule based on of ECSA/SACQSP/SACAP Guideline (R-10-GFF, Government Gazette, 09 December 2020). • During the construction PSP (Principal Agent) have agreed to enter into an agreement with Mhlontlo Local Municipality in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act No 85 of 1993, as amended by OHS Act Amendment Act No 181/1993 (hereinafter referred to as the ACT); • The PSP is required to provide following insurances within 14 days of the award of contract or prior to signing agreement whichever is earlier: <ul style="list-style-type: none"> ✓ Insurance Against: Professional Liability (Professional Indemnity). Cover is: Full project value (as determined after completion).

	<ul style="list-style-type: none"> ✓ Period of cover: Until after issuance of completion certificates and submission of close up reports of the Project. • The PSP is required to provide Insurance Against: Public Liability <ul style="list-style-type: none"> ✓ Cover is: Full project value as determined after completion. ✓ Period of cover: Entire preconstruction period of the Project - Till site hand over to the construction Contractor). <p>Environmental Services</p> <ul style="list-style-type: none"> • Upon appointment in the panel, the PSP will sign Service Level Agreement (SLA) when undertaking any instruction from Mhlontlo Local Municipality. • Based on the scope of work of environmental services, a certain percentage of the total project cost should be agreed upon. • The PSP is bound by the Code of conduct as described in the Natural Scientific Professions Act of 2003/ Engineering Professional Act 2000 <p>Social Facilitation</p> <ul style="list-style-type: none"> • Upon appointment in the panel, the PSP will sign Service Level Agreement (SLA) when undertaking any instruction from Mhlontlo Local Municipality. • Based on the scope of work of social facilitation, a certain percentage of the total project cost should be agreed upon. • The PSP is bound by the Code of conduct as described in the Engineering Professional Act 2000/ Social Services Profession Act 110 of 1978
Experience & Expertise	<p>Civil & Building Works</p> <ul style="list-style-type: none"> • Qualifications (Professional registered person in the relevant field) • Individual Experience in Design in the relevant field • Relevant equipment in the field. <p>Environmental Services & Social Facilitation</p> <ul style="list-style-type: none"> • Relevant qualification and experience in the field
Communication	<p>ALL</p> <ul style="list-style-type: none"> • The communication by e-mail will only be accepted on submission of hard copy print out in letterhead and properly signed by the authorized person. Faxes will only be acceptable on submission of original signed documents. • The PSP shall not release public or media statements or publish material related to the Services or the Project under any circumstances without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld. • Copyright of all documents prepared for the Project shall be vested with the Employer

	<ul style="list-style-type: none"> Travelling and time costs will be limited to a maximum of 300km radius and 3 hours respectively, with the first 50km and first 2 hours deductible.
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NB: No project will be stopped when the period lapse whist the commitment on the project has already been engaged and implemented. This means the contract will expire at the completion of project if appointment period of 3-year MTEF lapses prior completion of the project.

Submission of proposals

- The project proposal must be submitted in one envelope with the technical proposal clearly marked **Bid Name “PANEL OF PROFESSIONAL SERVICE PROVIDER (CIVIL, BUILDING, ENVIRONMENT & SOCIAL FACILITATION) TO MHLONTLO LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS** in the tender box of Mhlontlo Local Municipality on or before the amended closing date of **17 February 2023 at 12h00**.

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

Addendum to the Request for Proposals (RFP)

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

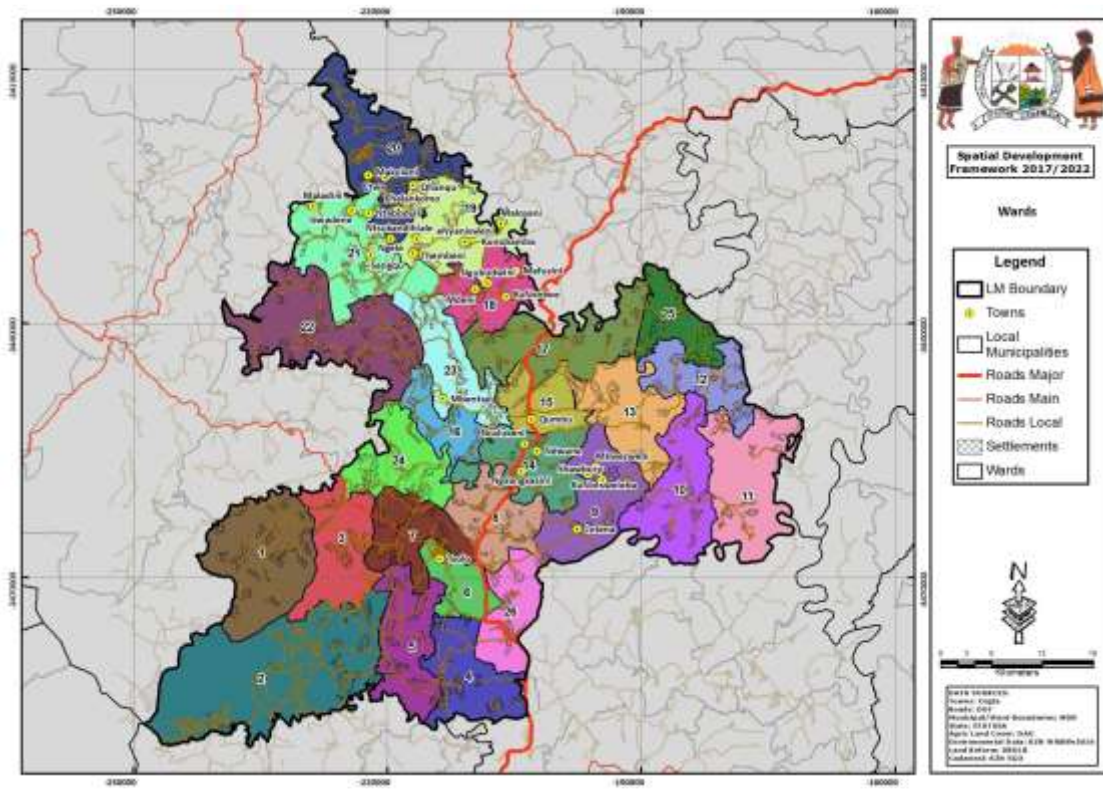
Compulsory Briefing Session/Meeting

Questions will be addressed at the compulsory briefing session to be held on **10 January 2023 @ at 11:00 am** in the **Municipal Offices, LG Mbindla street, Qumbu ,5180**

B. BACKGROUND ANDB DEMOGRAPHICS

Mhlontlo local Municipality bordered by King Sabata Dalindyebo Local Municipality to the South, Nyandeni Local Municipality to the East, both under OR Tambo District Municipality, Umzimvubu Local Municipality to the North, and Ntabankulu Local Municipality to the North East both under Alfred Nzo District Municipality and Elundini Local Municipality to the West which is under Joe Gqabi District Municipality. The Municipal Departments and Council Chambers are located in Qumbu with satellite offices in Tsolo. An official in a level of an Assistant Manager has been dedicated to manage the satellite offices in Tsolo.

The municipal area covers 2,826km² and has a population density of 68,2901people per square km². Municipality comprised of 48 200 households. This equates to the average annual growth rate of 0.53% in the number of households. The average household size in the Mhlontlo Local Municipality is by implication decreasing. This is confirmed by the data where the average household size in 2009 decreases approximately 4.3 individuals per household to 4.1 persons per household in 2019.



C. SCOPE OF WORKS

The duties to be performed by the consulting engineer shall be as detailed in the Professional Gazette

2.1.1 Intended Services from Professional Service Provider

IT IS IMPORTANT TO NOTE THAT THE PROJECTS ARE INTENDED TO CONSTRUCT FOLLOWING THE 'LABOUR INTENSIVE CONSTRUCTION METHOD', HENCE THE PROFESSIONAL SERVICE PROVIDER HAS TO DESIGN, PREPARE THE CONSTRUCTION TENDER DOCUMENT AND GUIDE AND SUPERVISE THE CONTRACTOR IN CONSTRUCTING THE PROJECT FOLLOWING THE SAME METHOD.

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 (R-10-GFF, Government Gazette, 09 December 2020.) 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 1: Inception (Ref: Clause 3.2.1 of above-mentioned ECSA Guideline);

Stage 2: Concept and Viability (Preliminary Design), (Ref: Clause 3.2.2 of above-mentioned ECSA Guideline);

Stage 3: Design Development (Detail Design), (Ref: Clause 3.2.3 of above-mentioned ECSA Guideline);

Stage 4: Documentation and Procurement (Ref: Clause 3.2.4 of above-mentioned ECSA Guideline);

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 (R-10-GFF, Government Gazette, 09 December 2020.) 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. 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 (R-10-GFF, Government Gazette, 09 December 2020.) and tender documents without limiting requirement of any other reports or documents may be deemed necessary during the course of the project's implementation:

Stage 1: Inception

- i. Signed Agreement/ Contract
- ii. Inception Report covering
 - ✓ Report on project, site and functional requirement
 - ✓ Agreed scope of services and work
 - ✓ Consultants Team with Organogram and responsibilities
 - ✓ Schedule of required surveys, analyses, site and other investigation
 - ✓ Schedule of Consent and Approvals (Project Implementation Time Frame)

Stage 2: Concept and Viability (Preliminary Design)

- i. Preliminary Design Report covering
 - ✓ Design concept
 - ✓ Construction Specifications
 - ✓ Result/ analyses/ report of Survey and investigations
 - ✓ Road alignment, cross-sections including proposed storm-water drainage (design drawings)
 - ✓ Cost estimates in the form of bill of quantities along with cost analyses and life cycle costs
 - ✓ Alternatives if envisaged
- ii. EIA and EIM reports

Stage 3: Design Development (Detail Design)

- i. Detail Design Report covering
 - ✓ Design concept, final and accepted
 - ✓ Construction Specifications, final and accepted
 - ✓ Result/ analyses/ report of Survey and investigations, final and accepted

- ✓ Road alignment, cross-sections including proposed storm-water drainage (detail design drawings), final and accepted
- ✓ Cost estimates in the form of bill of quantities, final and accepted
- ii. EIA and EIM letter of authorization from DEDEA and DME

Stage 4: Documentation and Procurement

- i. Tender Documents covering
 - ✓ Specifications
 - ✓ Working drawings
 - ✓ Bill of quantities
- ii. Project budget, final estimates
- iii. Tender evaluation report along with recommendations

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			

Mile Stone/ Stage of Work	Days	Start Date	End Date
Stage 2: Concept and Viability (Preliminary Design)			
Stage 3: Design Development (Detail Design)			
Stage 4: Documentation and Procurement			
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 (PSP) (*Consortium*) according is required to provide professional services for building infrastructure projects (when required as outlined in SACQSP Guidelines for Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 49 of 2000 and SACAP Guidelines for Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 44 of 2000 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 2: Concept and Viability (Preliminary Design)

- ✓ Agreeing the documentation programme with the principal consultant and other professional consultants
- ✓ Attending design and consultants' meeting
- ✓ Reviewing and evaluating design concepts and advising on viability in conjunction with the other consultants
- ✓ Receiving relevant data and cost estimates from the other professional consultants
- ✓ Preparing preliminary and elemental or equivalent estimates of construction cost
- ✓ Assisting the client in preparing financial viability report
- ✓ Auditing space allocation against the initial brief
- ✓ Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants
- ✓ Preliminary estimate(s) of construction cost
- ✓ Elemental or equivalent estimate(s) of construction cost
- ✓ Space allocation audit for the project

Stage 3: Design Development (Detail Design)

- ✓ Reviewing the documentation programme with the principal consultant and other professional consultants
- ✓ Attending design and consultants meeting
- ✓ Reviewing and evaluating design and outline specifications and exercising cost control in conjunction with the other professional consultants
- ✓ Reviewing relevant data and cost estimates on construction cost
- ✓ Assisting the client in reviewing the financial viability report
- ✓ Commenting on space and accommodation allowance and preparing an area schedule
- ✓ Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants
- ✓ Detailed estimate(s) of construction cost
- ✓ Area schedule

Stage 4: Documentation and Procurement

- ✓ Attending design and consultants' meetings
- ✓ Assisting the principal consultant in the formulation of the procurement of the procurement strategy for contractors, subcontractors and suppliers
- ✓ Reviewing working drawings for compliance with the approved budget of construction cost and/or financial viability
- ✓ Preparing documentation for both principal and subcontract procurement
- ✓ Assisting the principal consultant with calling of tenders and/or negotiating of price
- ✓ Assisting with financial evaluation of tenders
- ✓ Assisting with preparation of contract documentation for signature
- ✓ Budget of construction cost
- ✓ Tender documentation
- ✓ Financial evaluation of tenders
- ✓ Priced contract documentation

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 basis
- ✓ 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 7th 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 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 2: Concept and Viability (Preliminary Design)			
Stage 3: Design Development (Detail Design)			
Stage 4: Documentation and Procurement			
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

- iii. Signed Agreement/ Contract
- iv. 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 2: Concept and Viability (Preliminary Design)

- ✓ Preliminary application form to the relevant authority
- ✓ Submission of final application forms to the relevant authority.
- ✓ Follow up on the submitted application form for approval with relevant department and therefore approval.

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.

2.1.4 Deliverables for Social Facilitation Services

The expected deliverables shall include the following components:

- Baseline Surveys,
- Established community structures for project management at community level,
- Appointment of a CLO,
- Recruitment of labour,
- Training and Capacity Building of CLO and local structure and ongoing support for these structures,
- Sitting of of all PSC and Site meetings,
- Monitoring and Evaluation,
- Conflict Resolutions,
- Negotiations with community on behalf of the municipality,
- Monthly reports and minutes,
- Impact assessments report
- Project hand overs and Close Out report

During the Planning Phase of the project, when instructed by the Project Manager, the ISD consultant will engage the community and be responsible for ensuring community participation by making the community aware of the project, discussing the involvement of the community and informing the community of the requirements of the Municipality.

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.

Description	Address	Area (m ²)

Equipment

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

Description: Hardware: Printers and Plotters	Number of units
Description: Personal Computers	Number of units
Description: Software: Design and Draughting.	Number of units

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? -----

List your current contracts and obligations

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 R5 million)

MUNICIPAL FUNDED PROJECT: COST ESTIMATES TO BE DEVELOPED					
ITEM	NORMAL SERVICES	UNIT	QTY	RATE	AMOUNT
1.0	Professional Team of Engineers				
1.1	Preliminary Design	20%	1		
1.2	Design and Tender	30%	1		
1.3	Working Drawings	15%	1		
1.4	Construction Supervision and Monitoring	30%	1		
1.5	Close up Report	5%	1		
1.6	Sub-total				
2.	Additional Services				
2.1.	Survey				
2.1.1	Survey Data and analysis	Prov. Sum	1		
2.1.2	Mark up for item 2.1.1	%			
2.2	Geotechnical				
2.2.1	Geotechnical investigation, Analysis and Report Development	Prov. Sum	1		
2.2.2	Mark up for item 2.2.1	%			
2.3	Environmental Management				
2.3.1	Environmental Advisory and Compliance (Coordinate with Appointed Health and Safety Consultants)	Prov. Sum	1		
2.3.2	Mark up for item 2.3.1	%			
2.4	Occupational Health and Safety, and Training				
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	Sum	1		

	intern to be provided by Mhlontlo Local Municipality to the Professional Service Provider				
2.4.4	Mark up for item 2.4.1-3	%			
2.5	Co-ordinate with Other Service Providers				
2.5.1	Co-ordinate with identified service providers (ISD, Environment etc)	Sum	1		
2.5.2	Mark up for item 2.5.1	%			
2.6	Sub total				
3.0	Construction monitoring				
3.1	Additional 15 days/month site monitoring for category B individual for actual duration of the contract (assumed for 2 months)	Sum			
3.2	Sub total				
4.0	Expenses & costs for actual duration of the contract				
4.1	Travel	Sum	1		
4.2	Recoverable expenses	Sum	1		
4.3	Sub-total				
5.0	Time basis				
5.1	Category A	hr			
5.2	Category B	hr			
5.3	Category C	hr			
5.4	Category D	hr			
6.0	TOTAL (sum of items (1.6; 2.6; 3.2; 4.3)				
6.1	Add: VAT (15%)				
6.2	TENDER AMOUNT				

ENVIRONMENTAL IMPACT ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT

ITEM NO	NORMAL SERVICES	UNIT	QTY	RATE	Amount
1.	Application for Environmental Impact Assessment at Planning	No	1		
2.	Application for Water Use License	No	1		
3.	Application for Borrow-pit License	No	1		
4.	Monthly Monitoring and Evaluation	No	1		
5.	Production of Monthly Reports and Minutes	No	1		
6.	Environmental Impact Assessment	No	1		
7.	Facilitate Completed Project Hand Over and Close out Report	No	1		
8.	Travelling to and From Site	No	1		
9.	Add contingency of 10% of Sub - Total	No			

Social Facilitation

Item No	Description	Unit	Quantity	Rate	Amount
1	The projects include Conducting Baseline Surveys	No	1		
2	Conceptualization and Familiarization with the	No	1		

	project				
3	Establishment of the community structures for project management at community level	No	1		
4	Facilitate the appointment of a CLO	No	1		
5	Recruitment of labour	No	1		
6	Training and Capacity Building of CLO and local structure and ongoing support for these structures	No	1		
7	Attendance of all PSC and Site meetings	No	1		
8	Monitoring and Evaluation	No	1		
9	Conflict Resolutions	No	1		
10	Negotiations with community on behalf of the municipality	No	1		
11	Producing monthly reports and minutes	No	1		
12	Impact assessments	No	1		
13	Facilitate completed project hand overs and Close Out report	No	1		
	SUB-TOTAL				
	Add contingency 10% of sub-total				
	VAT (15 %)				
	TOTAL				

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 because of functionality (100 points which is 100%). Prospective Bids should score a minimum of 70% for functionality in order to be considered for further evaluation.

FUNCTIONALITY BREAKDOWN AND WEIGHTS

CRITERIA	Maximum Possible Score	Expected Evidence	Score
Company Experience- This covers years of existence of the company and the experience in framework contracts. Bidders are expected to provide proof of company registration, dated and signed appointment letters from the client together with reference letters stating the level of service that the bidders had provided to the clients.	40	15 – 20 (years of experience after registration as a professional)	40
		10-15 (years of experience after registration as a professional)	30
		5-10(years of experience after registration as a professional)	20
		0-5(years of experience after registration as a professional)	10
Expertise- Management team/Individual Experience in carrying out works. This refers to experience and proof of registration with professional bodies. Bidders to attach Curricula vitae with proof of qualification from the relevant accredited institutions. Proof of registration with professional bodies (ECSA, SACPMP/PMS for the written, dated and client signed reference letters from organisations where the bidder has rendered professional services in the past three (3) years.	40	5 x (Appointment letters together with reference letters)	40
		4 x (Appointment letters together with reference letters)	30
		3 x (Appointment letters together with reference letters)	20
		2 x (Appointment letters together with reference letters)	10
		1 x (Appointment letters together with reference letters)	5
Methodology- A detailed description on how the service will provided and full compliance with terms of reference. Risk and Quality Management	20	Clear methodology with detailed description on how the service will be provided and full compliance with terms of reference including Risk and Quality Management.	20
		Unclear methodology	5
Total	100		100 MPS

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

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% on functionality will be considered for further evaluation and all those who failed to achieve the minimum percentage (70% equivalent) 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 ≤ R1 000 000.00	
		Maximum Points Allocated	Points Claimed
Preference Points	Points for BBBEE	20	
Price	Points for Price	80	
Total		100	

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 and individuals that will play a role in the project (CVs to be attached). 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.

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;
- Municipal Supply Chain Management 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 Local Municipality on completion of the project and for processing of the final completion certificate which will be property of the Municipality.

