



**SA** FARMERS  
DEVELOPMENT  
**Association**

**PROVISION OF MULTIDISCIPLINARY PROFESSIONAL TEAM FOR THE  
DEVELOPMENT AND IMPLEMENTATION OF SIX FARMERS  
PRODUCTION SUPPORT UNIT (FPSU) PRECINCTS IN THE PROVINCE  
OF KWAZULU NATAL.**

**CLOSING DATE: 23 AUGUST 2022**

**CLOSING TIME: 12H00**

**SOUTH AFRICAN FARMERS DEVELOPMENT ASSOCIATION (SAFDA)**

170 Flanders Drive

Blackburn Estate

**MOUNT EDGECOMBE**

4302

**Contact Person**

Name: Mduduzi Dube

Telephone: 031 508 7283 or 073 179 6920

email: [mdube@sa-fda.org.za](mailto:mdube@sa-fda.org.za)

**NAME OF RESPONDENT:**.....

**TOTAL BID PRICE (Incl. VAT):**.....

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**T1.1 TENDER NOTICE**

**BID NO: SAFDA-PS/08/22/003**

**PROVISION OF MULTIDISCIPLINARY PROFESSIONAL TEAM FOR DEVELOPMENT OF SIX (6) FARMERS PRODUCTION SUPPORT UNIT (FPSU's).**

Proposals are hereby invited from suitably qualified and accredited service providers for the **PROVISION OF MULTIDISCIPLINARY PROFESSIONAL TEAM FOR DEVELOPMENT OF SIX (6) FARMERS PRODUCTION SUPPORT UNIT (FPSU's)**.

It is compulsory that service providers download a copy of the bid document that will only be available as from **01 August 2022** on the SAFDA website on the procurement folder, free of charge. Compulsory briefing will take place on the 08 August 2022 at 170 Flanders Drive, Blackburn Estate, MOUNT EDGECOMBE. Technical inquiries may be directed to the Project Manager through the email address: [mdube@sa-fda.org.za](mailto:mdube@sa-fda.org.za)

Duly completed bid documents and supporting documents, viz. **TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE / SWORN AFFIDAVIT FOR B-BBEE, RATES AND TAXES CLEARANCE FROM RELEVANT LOCAL AUTHORITY / PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY (PTO.)** (If the business directors reside or the business operates in a rural area) / **LEASE AGREEMENT FOR THE BUSINESS AND BUSINESS DIRECTORS & CSD REGISTRATION FULL REPORT (SUMMARY WILL NOT BE ACCEPTED)**, together with the bid document must be sealed in an envelope clearly marked: "BID NO: SAFDA-PS/08/22/003, **PROVISION OF MULTIDISCIPLINARY PROFESSIONAL TEAM FOR DEVELOPMENT OF SIX (6) FARMERS PRODUCTION SUPPORT UNIT (FPSU's).PRECINCTS IN THE PROVINCE OF KWAZULU NATAL. CLOSING DATE: 23 August 2022**" with the name of the bidder shall be placed in the bid box at 170 Flanders Drive, Blackburn Estate MOUNT EDGECOMBE 4302, before 12:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted nor considered

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the

Preferential Procurement Policy Framework Act, no 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2017, where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE status level of contribution.

**Administrative Enquiries : Ayanda Khulu**

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Email: [akhulu@sa-fda.org.za](mailto:akhulu@sa-fda.org.za)

**Technical Enquiries : Mduduzi Dube**

Tel No: 031 508 7283 or 073 179 690

Email: [mdube@sa-fda.org.za](mailto:mdube@sa-fda.org.za)

**Employer : South African Farmers Development Association**

**(SAFDA)**

170 Flanders Drive, Blackburn Estate, **MOUNT EDGECOMBE** 4302

The Consulting Engineering Firm shall indicate the categories on which they prefer to be appointed. However, notwithstanding preferences, South African Farmers Development Association shall at own discretion decide on which projects category the Firm will be appointed. This will be based on the Firms' strength

Guideline Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000).

Clause number	
F.1.1	<p>The Client is:</p> <p><b>South African Farmers Development Association</b></p> <p>170 Flanders Drive, Blackburn Estate</p> <p><b>MOUNT EDGECOMBE</b></p> <p>4302</p>
F.1.2	<p>The tender documents issued by the Employer consists of the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering Procedures</b></p> <p>T1.1 Tender Notice and invitation to tender</p> <p>T1.2 Tender Data</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable Schedule</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreement and Contract Data</b></p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>C1.3 Occupational Health and Safety Agreement</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 Pricing Assumption</p> <p>C2.2 Pricing Data</p> <p><b>Part C3: Scope of Works</b></p> <p>C3 Scope of work</p> <p><b>Part C4: Site Information</b></p> <p>C4.1 Site information</p> <p><b>CIDB Professional Services Contract, Edition 3 (July 2009)</b></p>
F.1.4	<p>The Client is: South African Farmers Development Association (SAFDA)</p>

	<p>Name: Mduduzi Dube Tel Office: (031) 508 7283 or (073) 179 6920 Email: mdube@sa-fda.org.za</p>	<p>Address: 170 Flanders Drive Blackburn Estate <b>MOUNT EDGECOMBE</b> 4302</p>
F.2.7	Please note that the briefing session will be held on the 08. August 2022.	
F.2.13.3	Only original document.	
F.2.13.5	The clients' address for delivery of Bid offers and identification details to be shown on each Bid offer package are:	
	Location of Bid box: Main Entrance. 170 Flanders Drive, Blackburn Estate MOUNT EDGECOMBE 4302	
	Physical address: 170 Flanders Drive, Blackburn Estate, MOUNT EDGECOMBE 4302	
	Identification details: Bid Box ground floor	
F.2.15	The closing time for submission of Bid offers is <b>12h00</b> on 23 August 2022.	
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.	
F.2.16.1	The tender offer validity period is 90 days.	
F.2.19	Not applicable	
F.2.22	No bids will return after the expiry of the validity period	
F.2.23	<p>The bidder is required to submit with his bid.</p> <p>(1) an original valid Tax Compliance Status issued by the south African Revenue Services; and</p> <p>(2) Curriculum Vitae for project team shall be submitted together with the bid document.</p>	
F.3.4	<p>The time and location for opening of the Bid offers are:</p> <p><b>Time: 12h00, 23 August 2022</b></p> <p>Location: 170 Flanders Drive, Blackburn Estate MOUNT EDGECOMBE 4302</p>	
F.3.11	Evaluation of Tender Offers	
F.3.11.1	<p>The procedure for evaluation of responsive Tender Offers will be as described in Method 2: Functionality, Price and Preference as contained in Form of Preference Points claim Form in terms of the Preferential Procurement Regulation 2017, bound into this document</p>	
F.3.11.3	<p>The 80/20 evaluation criteria will be used where Price will be allocated 80 points and Preference will be scored out of 20 points</p> <p>A maximum of 20 points may be allocated in accordance with sub-regulation (2).</p> <p>The points scored by a tenderer in respect of the level of B-BBEE contribution contemplated in sub-regulation (2) must be added to the points scored for price as calculated in accordance with sub-regulation (1).</p> <p>Subject to Preferential Procurement Regulations, 2017 and which took effect from 1 April 2017</p>	

The panel members will individually evaluate the responses received against the following criteria set out below:

Functionality Criteria/ Sub Criteria		Maximum Points Score
Tenderers Experience		20
Proposed Organogram and Staffing		10
Experience of Key Resources in executing work of similar nature	Project Manager	10
	Architect	10
	Quantity Surveyor	10
	Civil Engineer	20
Preliminary Program		10
Approach and Methodology		10
<b>Maximum possible score for functionality (Ms)</b>		<b>100</b>

Each evaluation criteria will be assessed in terms of five indicators-no response, poor, satisfactory, good, and very good. Scores 0, 40, 70, 90, 100 will be allocated to no response, poor, satisfactory, good, and very good, respectively.

The prompt for judgement and the associated scores used in the evaluation of Functionality shall be as follows:

Level	Score	Prompt for Judgement
0	0	Failed to address the question/ issue
1	40	Less than acceptable- response/answer/solution lacks convincing evidence of skill/experience sought or medium risk that relevant skills will not be available.
2	70	Acceptable response/ answer/solution to the particular aspect of the requirements and evidence given of skill/experience sought.
3	90	Above acceptable- response/ answer/solution demonstrating real understanding of requirements and evidence of ability to meet it
4	100	Excellent- response/ answer/solution gives real confidence that the tenderer will add real value

Evaluation criteria will be adjudicated according to submissions made in accordance with the following schedule which are found in **Part T2.2: Returnable Schedules**:

Functionality Scoring	Returnable Schedules
Tenderers Experience	<ul style="list-style-type: none"> <li>• Experience of a Tenderer</li> </ul>
Proposed Organogram and Staffing	<ul style="list-style-type: none"> <li>• Proposed Organogram and Staffing</li> </ul>
Experience of Key Resources in executing work of a similar nature	<ul style="list-style-type: none"> <li>• Key Personnel</li> <li>• CVs with Experience of Key Personnel</li> </ul>
Preliminary Programme	<ul style="list-style-type: none"> <li>• Preliminary Programme</li> </ul>

	<p><b>Approach and Methodology</b></p>	<ul style="list-style-type: none"> <li>• Approach</li> <li>• Methodology and Quality Control</li> <li>• Schedule of Proposed Sub-Contractors</li> <li>• Plant and Equipment</li> </ul>
<p>Unless otherwise stated, evaluation criteria will be adjudicated with respect to the contract specific Scope of Work as specified in <b>Part C3</b>. In this regard the following definitions apply to the evaluation criteria prompt for judgement:</p>		
<p>In addition to the requirements of the Condition of Tender, offers will only be accepted if it complies/submit the following:</p> <ol style="list-style-type: none"> <li>1) An original Tax Clearance Compliance Status issued by the South African Revenue Services (SARS) <b>(Failure to comply shall lead to the disqualification of bids)</b></li> <li>2) Company Registration Documentation <b>(Failure to comply shall lead to the disqualification of bids)</b></li> <li>3) Proof of Registration with the full Central Suppliers Database report drawn from the National Department of National Treasury website not older than 10 days from the closing date summary will not be accepted. <b>(Failure to comply shall lead to the disqualification of bids)</b></li> <li>4) Bidder to submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years. <b>(Failure to comply shall lead to the disqualification of bids)</b></li> <li>5) BBBEE Verification certificate or Sworn Affidavit <b>(Failure to comply shall lead to the disqualification of bids)</b></li> <li>6) All members in the Joint Venture (JV's) must also attached the Mandatory Documentation above <b>(Failure to comply shall lead to the disqualification of bids)</b></li> <li>7) Rates and taxes from the company and all company directors             <ul style="list-style-type: none"> <li>• Copies of municipal rates and taxes certificates from relevant local authority / proof of residential from tribal authority (if the business is operating or the directors are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes for both the business and all business directors. Prospective bidders should ensure that the physical address details of the company and directors reflected on the CSD is similar to the one reflected on the company registration certificate. The municipality reserves the right to verify both the municipal rates and taxes of the company details reflected on the CSD and company registration certificates. The municipality further reserves the right to use ID numbers of the directors to verify if any municipal rates and taxes are not owned by each director. It is prudent and remains the responsibilities of the prospective bidders to ensure that each director, lessor and company rates are cleared with regards to the municipal rates and taxes.</li> </ul> </li> <li>8) Certified ID copies of active business directors</li> </ol>		

9) Usage of pencil or Erasable ink and Tippex is prohibited

NB: For any cancellations in the tender document, a date and signature must be appended. Certified copies of documentation must not be older than three months to be regarded as valid. Copies of "certified copies" will not be acceptable as true copies of original documents. Failure to adhere will lead to immediate disqualification.

**T.1.3 THE ADDITIONAL CONDITIONS OF TENDER ARE:**

(As published in Annexure F of the CIDB Standard for Uniformity for construction Procurement, Board Notice 136 Government Gazette No 38960 of 10 July 2015)

**F.1 General****F.1.1 Actions**

**F.1.1.1** The employer and each Tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

**F.1.1.2** The employer and the Tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

**F.1.1.3** The employer shall not seek and a Tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

**F.1.2 Tender Documents**

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

**F.1.3 Interpretation**

**F.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**F.1.3.2** These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

**F.1.3.3** For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
- i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.
  - ii) an individual or organization is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) incompatibility or contradictory interests exist between an employee and the organization which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilized to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;
- f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service and technical capacity and ability of a Tenderer.

#### F.1.4 Communication and employer's agent

Each communication between the employer and a Tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a Tenderer. The name and contact details of the employer's agent are stated in the tender data.

#### F.1.5 Cancellation and Re-Invitation of Tenders

F1.5.1 An organ of state may, prior to the award of the tender, cancel a tender if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received.

F1.5.2 The decision to cancel a tender must be published in the CIDB website and in the government Tender Bulletin for the media in which the original tender invitation was advertised.

## **F.1.6 Procurement procedures**

### **F.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the Tenderer who in terms of F.3.11 is the highest ranked or the Tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

### **F.1.6.2 Competitive negotiation procedure**

**F.1.6.2.1** Where the tender data require that the competitive negotiation procedure is to be followed, Tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the Tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of Tenderers shall not apply.

**F.1.6.2.2** All responsive Tenderers, or not less than three responsive Tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a Tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

**F.1.6.2.3** At the conclusion of each round of negotiations, Tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

**F.1.6.2.4** The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after Tenderers have been requested to submit their best and final offer.

### **F.1.6.3 Proposal procedure using the two stage-system**

#### **F.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the Tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

#### **F.1.6.3.2 Option 2**

**F.1.6.3.2.1** Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive Tenderers to submit tender offers in the second stage, following the issuing of procurement

documents.

**F.1.6.3.2.2** The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender.

## **F.2 Tenderer's obligations**

### **F.2.1 Eligibility**

**F.2.1.1** Submit a tender offer only if the Tenderer satisfies the criteria stated in the tender data and the Tenderer, or any of his principals, is not under any restriction to do business with employer.

**F.2.1.2** Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the Tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

### **F.2.2 Cost of tendering**

**F.2.2.1** Accept that, unless otherwise stated in the tender data, the employer will not compensate the Tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

**F.2.2.2** The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

### **F.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### **F.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **F.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

### **F.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

#### **F.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which Tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

#### **F.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

#### **F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The Tenderer is advised to seek qualified advice regarding insurance.

#### **F.2.10 Pricing the tender offer**

**F.2.10.1** Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful Tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

**F2.10.2** Show VAT payable by the employer separately as an addition to the tendered total of the prices.

**F.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

**F.2.10.4** State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

#### **F.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the Tenderer. All signatories to the tender offer shall initial all such alterations.

#### **F.2.12 Alternative tender offers**

**F.2.12.1** Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

- F.2.12.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.
- F.2.12.3** An alternative tender offer may only be considered in the event that the main tender offer is the winning tender.
- F.2.13 Submitting a tender offer**
- F.2.13.1** Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
- F.2.13.2** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
- F.2.13.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
- F.2.13.4** Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the Tenderer. Signatories for Tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.
- F.2.13.5** Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the Tenderer's name and contact address.
- F.2.13.6** Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the Tenderer's name and contact address.
- F.2.13.7** Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.
- F.2.13.8** Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
- F.2.13.9** Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

**F.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.

**F.2.15 Closing time**

**F.2.15.1** Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

**F.2.15.2** Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

**F.2.16 Tender offer validity**

**F.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

**F.2.16.2** If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

**F.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

**F.2.16.4** Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

**F.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of Tenderers or substance of the tender offer is sought, offered, or permitted.

**Note:** *Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred Tenderer following a competitive selection process, should the Employer elect to do so.*

**F.2.18 Provide other material**

**F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the Tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should

the Tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

**F.2.18.2** Dispose of samples of materials provided for evaluation by the employer, where required.

**F.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**F.2.20 Submit securities, bonds and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**F.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**F.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

**F.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

**F.3 The employer's undertakings**

**F.3.1 Respond to requests from the Tenderer**

**F.3.1.1** Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all Tenderers who drew procurement documents.

**F.3.1.2** Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a Tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual

- firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

### **F.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each Tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Tenderers who drew documents.

### **F.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the Tenderer concerned.

### **F.3.4 Opening of tender submissions**

**F.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of Tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**F.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each Tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its B-BBEE status level and time for completion for the main tender offer only.

**F.3.4.3** Make available the record outlined in F.3.4.2 to all interested persons upon request.

### **F.3.5 Two-envelope system**

**F.3.5.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of Tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each Tenderer whose technical proposal is opened.

**F.3.5.2** Evaluate functionality of the technical proposals offered by Tenderers, then advise Tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of Tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on B-BBEE status level. Return unopened financial proposals to Tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

**F.3.6 Non-disclosure**

Not disclose to Tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Tenderer.

**F.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

**F.3.8 Test for responsiveness**

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**F.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

**F.3.9 Arithmetical errors, omissions and discrepancies**

**F.3.9.1** Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:

- d) line-item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - i) the summation of the prices.

**F3.9.2** The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern, and the Tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the Tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

### **F.3.10 Clarification of a tender offer**

Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **F.3.11**

#### **Evaluation of tender offers**

#### **F.3.11.1 General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

#### **F.3.11.2 Method 1: Price and Preference**

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for B-BBEE contribution
- 3) Add the points scored for price and B-BBEE.

### F.3.11.3 Method 2: Functionality, Price and Preference

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 4 and 5 below.

#### The 80/20 preference point system for acquisition of services, works or goods up to Rand value up to R50 million

- 4)(a) (i) The following formula must be used to calculate the points for price in respect of tenders( including price quotation) with a rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 ( all applicable taxes included):

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

Where

$P_s$  = Points scored for comparative price of tender or offer under consideration;  $P_t$   
= Comparative price of tender or offer under consideration; and  
 $P_{min}$  = Comparative price of lowest acceptable tender or offer.

- (4)(a) (ii) An employer of state may apply the formula in paragraph (i) for price quotations with a value less than R30 000, if and when appropriate:  
Subject to subparagraph(4)(c), points must be awarded to a tender for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE status level of contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- (4)(c) A maximum of 20 points may be allocated in accordance with subparagraph (4)(b)
- (4)(d) The points scored by tender in respect of B-BBEE contribution contemplated in contemplated in subparagraph (4) (b) must be added to the points scored for price as calculated in accordance with subparagraph (4)(a).
- (4)(e) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points.

**The 80/20 preference points system for acquisition of services, works or goods with a Rand value of R 50 million or less.**

- (5)(a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value of R 50 000 000 (all applicable taxes included):

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

Where

*P<sub>s</sub>* = Points scored for comparative price of tender or offer under consideration; *P<sub>t</sub>*

= Comparative price of tender or offer under consideration; and

*P<sub>min</sub>* = Comparative price of lowest acceptable tender or offer.

- (5)(b) Subject to subparagraph(5)(c), points must be awarded to a tender for attaining the B- BBEE status level of contributor in accordance with the table below:

B-BBEE status level of contributor	Number of points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- (5)(c) A maximum of 10 points may be allocated in accordance with subparagraph (5)(b).
- (5)(d) The points scored by tender in respect of B-BBEE contribution contemplated in contemplated in subparagraph (5) (b) must be added to the points scored for price as calculated in accordance with subparagraph (5)(a). The tenderer must include an original Sworn Affidavit
- (5)(e) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points.

**F.3.11.6 Decimal places**

Score price, preference and functionality, as relevant, to two decimal places.

**F.3.11.7 Scoring Price**

Score price of remaining responsive tender offers using the following formula:

$$NFO = W1 \times A$$

where: *NFO* is the number of tender evaluation points awarded for price.

*W1* is the maximum possible number of tender evaluation points awarded for price as stated in the Tender Data.

*A* is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

**Table F.1: Formular for calculating the value of A**

Formula	Comparison aimed at achieving	Option 1a	Option 2 a
1	Highest price or discount	$A = (1 + \frac{P - P_m}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{P - P_m}{P_m})$	$A = P_m / P$
A	<i>P<sub>m</sub></i> is the comparative offer of the most favourable comparative offer. <i>P</i> is the comparative offer of the tender offer under consideration.		

**F.3.11.8 Scoring preferences**

Confirm that Tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where Tenderers are not eligible for such preferences.

Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

**F.3.11.9 Scoring functionality**

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$NQ = W2 \times SO / MS$$

where: *SO* is the score for quality allocated to the submission under consideration;  
*MS* is the maximum possible score for quality in respect of a submission; and  
*W2* is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

### **F.3.12 Insurance provided by the employer**

If requested by the proposed successful Tenderer, submit for the Tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

### **F.3.13 Acceptance of tender offer**

Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the Tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest

### **F.3.14 Prepare contract documents**

**F.3.14.1** If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful Tenderer.

**F.3.14.2** Complete the schedule of deviations attached to the form of offer and acceptance, if any.

**F.3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**F.3.16 Notice to unsuccessful Tenderers**

**F.3.16.1** Notify the successful Tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

**F.3.16.2** After the successful Tenderer has been notified of the employer's acceptance of the tender, notify other Tenderers that their tender offers have not been accepted.

**F.3.17 Provide copies of the contracts**

Provide to the successful Tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**F.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to Tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Tenderers or might prejudice fair competition between Tenderers.

**F3.19 Transparency in the procurement process**

**F3.19.1** The cidb prescripts require that tenders must be advertised and be registered on the cidb i-Tender system.

**F3.19.2** The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

**F3.19.3** The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

**F3.19.4** The client must publish the information on a quarterly basis which contains the following information:

- Procurement planning process
- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate

- Contract title
- Contract firm(s)
- Contract price
- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

**F3.19.5** The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

**F3.19.6** Consultative Forum must be an independent structure from the bid committees.

**F3.19.7** The information must be published on the employer's website.

**F 3.19.8** Records of such disclosed information must be retained for audit purposes

**PART T.2: LIST OF RETURNABLE DOCUMENTS**

- a) Failure to fully complete the **compulsory** returnable documents shall render such a tender offer unresponsive.
- b) Tenderers shall note that their signatures appended to each returnable form **represents a declaration that they vouch for the accuracy and correctness of the information provided**, including the information provided by candidates proposed for the specified key positions.
- c) Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. **If subsequently any information is found to be incorrect such discovery shall be taken as willful misrepresentation by that tenderer to induce the contract.** In such event the Employer has the discretionary right under contract condition 8.4 to terminate the contract.

**The Tenderer must complete the following returnable Schedules:**

**Returnable Schedules required for Tender evaluation purposes**

FORM A	CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING
FORM B	RECORD OF ADDENDA TO TENDER DOCUMENT.
FORM C	COMPULSORY QUESTIONNAIRE
FORM D	DECLARATION OF INTEREST
FORM E	DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APLICABLE TAXES INCLUDED)
FORM F	PREFERENCE POINTS CLAIM FORM IN TERMS
FORM G	CONTRACT FROM- RENDERING OF SERVICES
FORM H	DECLARATION OF TENDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD 9
FORM I	CERTIFICATE OF INDEPENDENT TENDER
<b>COMPULSORY RETURNABLE</b>	
FORM J	AUTHORITY OF SIGNATORY
FORM K	COMPANY REGISTRATION DOCUMENTS

FORM L	VALID TAX CLEARANCE CERTIFICATE
FORM M	BBBEE VERIFICATION CERTIFICATE
FORM N	CENTRAL SUPPLIERS DATABASE REPORT
FORM O	CERTIFICATE OF INSURANCE COVER
FORM P	SCHEDULE OF RELEVANT COMPANY EXPERIENCE
<b>RETURNABLE FOR QUALITY CRITERIA</b>	
FORM Q	KEY PERSONNEL
FORM R	COMPANY EXPERIENCE: PREVIOUS RELATED PROJECTS
FORM S	APPROACH AND METHODOLOGY/ PROGRAMME

**FORM A      CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING**

Notes to Tenderer:

1. Unless the attendee's name, details and signature also appear on the attendance register this Certificate of Attendance shall not be accepted and the tenderer's offer shall be deemed non- responsive.

This is to certify that \_\_\_\_\_

Representative of \_\_\_\_\_

Of (Address) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Attended Clarification  
Meeting on (date) \_\_\_\_\_

Signature of  
Representative \_\_\_\_\_

Employers Representative \_\_\_\_\_

Signature \_\_\_\_\_

Stamp

**FORM B RECORD OF ADDENDA TO TENDER DOCUMENT**

We confirm the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into consideration in this tender offer:

Addendum Number	Date	Title or Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Attach additional pages if more space is required.

I, undersigned, warrant that I am duly authorized to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

**FORM C COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a joint venture separate enterprise questionnaire in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:**.....

**Section 2: VAT Registration number, if any:**.....

**Section 3: CIDB Registration number, if any:**.....

**Section 4: Particular of sole proprietor and partners in partnership**

Name	Identity Number	Personal Income Tax Number

\*Complete only if sole proprietor or partnership and attach separate page is more than 3 partners.

**Section 5: Particulars of companies and close corporations**

Company Registration number:.....

Close corporation number:.....

Tax Reference number:.....

**Section 6: The attached SBD 4 must be completed for each tender and attached as a tender requirement**

**Section 7: The attached SBD 6.1 must be completed for each tender and attached as a tender requirement.**

**Section 8: The attached SBD 8 must be completed for each tender and attached as a tender requirement**

**Section 9: The attached SBD 9 must be completed for each tender and attached as a tender requirement**

**The undersigned who warrants that he/she is duly authorised to do so on behalf of the enterprise:**

- i. Authorised the Employer to obtain a tax clearance certificate from the South African Revenue Services that my/our tax matters are in order,
- ii. Confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004,
- iii. Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption,
- iv. Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest, and
- v. Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct

Signed: .....

Date:.....

Name:.....

Position:.....

Enterprise Name:.....

**FORM D      DECLARATION OF INTEREST**

**SBD 4**

- 1. No bid will be accepted from persons in the service of the state\*
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudication authority and/or take an oath declaring his/her interest.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax Reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* YES / NO

3.6.1 If so, furnish particulars.

.....

.....

3.6.2 Have you been in the service of the state for the past twelve months?  
YES / NO

3.6.3 If so, furnish particulars

.....

.....

\*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or

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

- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999)
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.7 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid.  
YES / NO

3.7.1 If so, furnish particulars  
.....  
.....

3.8 Are you, aware of any relationship (family, friend, other) Between a bidder and any persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.8.1 If so, furnish particulars  
.....  
.....

3.9 Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state? YES / NO

3.9.1 If so, furnish particulars.  
.....  
.....

3.10 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state? YES / NO

3.10.1 If so, furnish particulars.  
.....

.....

**CERTIFICATION**

I, THE UNDERSIGNED.....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position Name of bidder

.....

**FORM E      DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

**SBD 5**

**This form shall only be completed if the Tender Sum exceeds R10 million (all applicable taxes included).**

- Are you by law required to prepare annual financial statements for auditing?

**YES / NO** (Delete whichever is not applicable)

- 1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2. Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

**YES / NO** (Delete whichever is not applicable)

- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

- 2.2 If yes, provide particulars.

.....  
.....

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**YES / NO** (Delete whichever is not applicable)

3.1 If yes, furnish particulars

.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

YES / NO (Delete whichever is not applicable)

4.1 If yes, furnish particulars

.....  
.....

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THE DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



purchaser.

## 2. DEFINITIONS

- a. "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- b. "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad - Based Black Economic Empowerment Act;
- c. "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- d. "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- e. "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- f. "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- g. "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- h. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- i. "EME" means any enterprise with an annual total revenue of R5 million or less.
- j. "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the tendering costs of any service, for the execution of the contract;
- k. "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- l. "non-firm prices" means all prices other than "firm" prices;
- m. "person" includes a juristic person;

- n. "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- o. "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- p. "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- q. "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- r. "trustee" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

## **2. ADJUDICATION USING A POINT SYSTEM**

- a. The bidder obtaining the highest number of total points will be awarded the contract.
- b. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- c. Points scored must be rounded off to the nearest 2 decimal places.
- d. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- e. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- f. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 3. POINTS AWARDED FOR PRICE

#### a. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \frac{\{Pt - Pmin\}}{Pmin} \quad \text{or} \quad Ps = 90 \frac{\{Pt - Pmin\}}{Pmin}$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

#### 4. Points awarded for B-BBEE Status Level of Contribution

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

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

- b. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting

verification and issuing EMEs with B-BBEE Status Level Certificates.

- c. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- d. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- e. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- f. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- g. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- h. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- a. B-BBEE Status Level of Contribution: ..... = (maximum of 20 points)

**(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA, or an Accounting Officer as contemplated in the CCA) and also include original Sworn Affidavit for EMEs.**

## 7. SUB-CONTRACTING

- a. Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- i. If yes, indicate:
  - 1) What percentage of the contract will be sub-contracted? \_\_\_\_\_
  - 2) The name of the contractor? \_\_\_\_\_
  - 3) the BBBEE status level of the sub-contractor? \_\_\_\_\_

- 4) whether the sub-contractor is an EME? YES/NO (delete which is not applicable)

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

- a) **Name of the Firm** \_\_\_\_\_  
 b) **VAT registration Number** \_\_\_\_\_  
 c) **Company Registration Number** \_\_\_\_\_  
 d) **Type of company**

- Partnership/Joint Venture/Consortium
- One person business/ Sole Proprietor
- Close Corporation
- Company
- (Pty) Limited

[ Tick applicable box]

- e) **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- f) **Company Classification**
- Manufacturer
  - Supplier
  - Professional Service Provider
  - Other service provider e.g., Transport etc.

[Tick applicable box]

- g) **Municipal Information**
- Municipal where it is situated \_\_\_\_\_  
 Registered Account Number \_\_\_\_\_  
 Stand Number \_\_\_\_\_

- h) **Total Number of Years the company has been in business** \_\_\_\_\_

- i) I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 1) The information furnished is true and correct;
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 4) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other

remedy it may have –

- a) disqualify the person from the bidding process;
- b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
- d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

**WITNESSES**

Date

Address

Signature of the bidder

-----  
-----  
-----  
-----  
-----

**FORM G CONTRACT FORM- RENDERING OF SERVICES****SBD7.2**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2) BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives/ proposal specifications stipulated in Bid Number.....at the price/s quoted. My offers remain binding upon me and upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement:
  - i. **Bidding documents, viz**
    - Invitation to bid,
    - Tax Clearance certificate,
    - Pricing Schedule (s),
    - Filled in task directive/proposal,
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011,
    - Declaration of interest,
    - Declaration of bidders past SCM practices,
    - Certificate of Independent Bid Determination,
    - Special Condition of Contract.
  - ii. **General Conditions of Contract and**
  - iii. **Other (Specify).**
3. I confirm that I have satisfied myself as to the correctness and validity of my bid, that the price(s) and rates(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at your own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign the contract

NAME -----  
(PRINT)  
CAPACITY -----  
SIGNATURE -----

<p><b>WITNESSES:</b></p> <p>1. _____</p> <p>2. _____</p>
--

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....in my capacity as .....accept your bid under reference number.....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICES	PRICE (ALL TAXES APPLICABLE INCLUDED)	COMPLETION DATE	BBBEE STATUS OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE.....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

**FORM H DECLARATION OF TENDERERS PAST SUPPLY CHAIN MANAGEMENT PRACTICE SBD 9****Note to tenderer:**

1. This tender document must form part of all tenders invited.
2. This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The tender of any tenderer may be disregarded if that tenderer or any of its directors have:
  - a) Abused the institutions supply chain management system,
  - b) Committed fraud or any other improper conduct in relation to such system,
  - c) Failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.

Item	Question	Yes	No
4.1	<p>Is the tenderer or any of its directors listed on the National Treasury's Database or Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the homepage.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars		
4.2	<p>Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>For Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the homepage.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>

4.3.1	If so, furnish particulars		
4.4	Does the tenderer or any of its directors owe any municipality rates or taxes or municipal charges to the municipality/ municipal entity, or to any other municipality/ municipal entity, that is in arrears for more than three months?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars		
4.5	Was any contract between the tenderer and the municipality/ municipal entity or any other organ of the state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.5.1	If so, furnish particulars		

**CERTIFICATION**

I, THE UNDERSIGNED (NAME) .....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THE DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

FORM I

## CERTIFICATE OF INDEPENDENT TENDER

SBD 9

**Notes to tenderer:**

- a) This certificate conforms to Treasury Regulation 16A9 and the requirement of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, that prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive tendering.
- b) Collusive tendering is a conspiracy between businesses that would normally be expected to compete, to agree not to compete, in a tender process.
- c) This certificate serves as a declaration by the tenderer that the tender submitted is free from any collusion with a competitor.

**CERTIFICATE OF INDEPENDENT TENDER DETERMINATION****I, the undersigned, in submitting the accompanying tender:**

---

**(Tender Number and Description)**

**in response to the invitation for the tender made by:**

---

**(Name of Client)**

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do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of that: \_\_\_\_\_

**(Name of Tenderer)**

- i) I have read and I understand the contents of this Certificate;
- ii) I understand that the accompanying tender will be disqualified if this Certificate is found not to be true and complete in every respect;
- iii) I am authorized by the tenderer to sign this Certificate, and to submit the accompanying tender, on behalf of the tenderer;
- iv) Each person whose signature appears on the accompanying tender has been authorized by the tenderer to

determine the terms of, and to sign, the tender, on behalf of the tenderer;

- v) For the purposes of this Certificate and the accompanying tender, I understand that the word “competitor” shall include any individual or organization, other than the tenderer, whether or not affiliated with the tenderer, who:
- a) has been requested to submit a tender in response to this tender invitation;
  - b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer
- vi) The tenderer has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- vii) In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) prices;
  - b) geographical area where product or service will be rendered (market allocation)
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a tender;
  - e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - f) bidding with the intention not to win the tender.
- viii) In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
- ix) The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

**Signature**

---

**Date**

---

**Capacity under which Tender is Signed**

---

**Name of Tenderer**

**COMPULSORY RETURNABLE**

**FORM J AUTHORITY OF SIGNATORY**

**Tenderer shall attach to this page a certificate of Authority of Signatory.**

The certificate shall be printed on the company letterhead and shall be a duly signed and dated copy of the relevant resolution of the board of directors/partners duly authorizing the person to sign all documents in connection with the tender.

In the event that the tenderer is a joint venture/ consortium, a certificate is required from each member of the joint venture or consortium clearly setting out the following:

- a) Authority for signatory
- b) Undertaking to formally enter into a joint venture/ consortium contract should an award be made of the joint venture or consortium,
- c) Name of designated lead member of the intended joint venture/consortium, as required by Clause F2.13.4 of the Conditions of Tender.

NB: The resolution below given as **an example** of an acceptable format for authorization. Submission of this page with the example completed shall not be accepted as authorization of the tenderer’s signatory.

**EXAMPLE**

By resolution of the board of directors/ partners passed at a meeting held on (insert place and date).....Mr/Ms.....whose signature appears below, has been duly authorised to sign all documents in connection with the tender or Contract No (insert contract number and Description).....and any contract which may arise therefrom on behalf of (insert tenderer                      Company                      Name                      in                      BLOCK                      CAPITALS)

.....

SIGNED ON BEHALF OF THE COMPANY:.....

IN HIS/HER CAPACITY AS:.....

DATE:.....

SIGNATURE OF DULY AUTHORISED SIGNATORY:.....

WITNESSES:

- 1. Name:..... Signature:.....
- 2. Name:..... Signature:.....

**FORM K**

**COMPANY REGISTRATION DOCUMENT**

Certified copy of Company registration Document and ID of director(s). In case of Joint Venture, attach Joint Venture Agreement as well as documents for each Joint venture member.

**FORM L**

**VALID TAX CLEARANCE**

An active Tax Compliance Status (TCS) Pin issued by the South African Revenue Services

**FORM M            BBBEE VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT**

Bidders who qualify as EMEs in terms of the BBBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA) or a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor, or an original affidavit. The required format for such affidavit is included on the next page of this Bid document. Registered auditors do not need to meet the prerequisite for the independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with BBBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid BBBEE status level verification certificate or a certified copy thereof, substantiating their BBBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS, or an original sworn affidavit is included on the next page of this Bid document.

**IMPORTANT NOTE** It is **not** a requirement for bidders to submit a BBBEE certificate **as well as** a sworn affidavit; bidders are required to submit **either** the BBBEE certificate **or** the sworn affidavit.

**FORM N          CENTRAL SUPPLIERS DATABASE REPORT**

Tenderer to submit a FULL report not older than 10 days. Please note that Summary Report will not be acceptable.

**FORM O      CERTIFICATE OF INSURANCE COVER**

In the event of the tenderer being joint venture/ consortium, the details of the individual members must be provided.

The tenderer shall provide the following details of the insurance cover and attach to this page a copy of proof of the stated Professional Indemnity Cover:

- i. Name of Tenderer:.....
- ii. Period of Validity:.....
- iii. Value of Insurance:
  - o **Professional Indemnity (for each and every case) Minimum R5 million**  
Company:.....  
Value:.....

I, undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed: ..... Date:.....

Name:..... Position:.....

Enterprise Name:.....

**FORM P SCHEDULE OF RELEVANT EXPERIENCE**

Tenderer are required to demonstrate their ability to undertake the work and provide proof of previous experience and expertise to undertake a project of this nature. Bidders shall provide details (including traceable references) of similar projects currently in progress or carried out in the **past ten years**.

Tenderer need only provide details of projects in the **past ten years** It is essential that full details of the projects and of the Employer/ Engineer references be provided. Failure to provide the necessary information will compromise the tender.

RELEVANT KEY PERSONEEL	EMPLOYER OR REFEREE (CONTACT NAME: TEL No: EMAIL)	DETAILS OF PROJECT INCLUDING THE ROLE PLAYED BY THE TENDERER AND THE NOMINATED KEY PERSONEEL	VALUE OF PROJECTS (TOTAL)	YEAR

I, undersigned, warrant that I am duly authorized to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed..... Date.....

Name..... Position.....

Tenderer.....

# **RETURNABLE FOR QUALITY CRITERIA**

**FORM P KEY PERSONNEEL**

The Tenderer shall list below the **KEY PERSONNEL** which will be to utilize on the project and their relevant experience. The information will be verified with the references provided. Any information found to be untruthful will lead to the immediate disqualification of the Service Provider.

The Key Personnel offered by the Service Provider must meet the minimum experience for this tender, as specified below. Failure to meet the minimum criteria will lead to the disqualification of the tender submission. The project team offered by the Service Provider must meet the following minimum criteria:

Personal particulars	Qualifications	Skills	Name of current employer and position in enterprise	Outline of recent assignments / experience that has a bearing on the scope of work
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Criterion: Experience of Key Resources in executing work of similar nature								
Job Title	Minimum Qualification Required	Professional Registration Required	Numbers of Years Relevant Experience on projects of a similar nature					Total Points
			Level 0 0 pts	Level 1 40 pts	Level 2 70 pts	Level 3 90 pts	Level 4 100 pts	
Project Manager	BSc Eng. Or BEng. Or BTech	Pr.CPM	No submission	≤ 3	< 3 ≤ 7	< 7 ≤ 10	> 10	10
Job Title	Minimum Qualification Required	Professional Registration Required	Numbers of Years Relevant Experience on projects of a similar nature					Total Points
			Level 0 0 pts	Level 1 40 pts	Level 2 70 pts	Level 3 90 pts	Level 4 100 pts	
Architect	BSc Eng. Or BEng. Or BTech	Pr. Eng. Or Pr. Tech. Eng.	No submission	≤ 2	< 2 ≤ 4	< 4 ≤ 7	> 7	10
Quantity Surveyor	BSc Eng. Or BEng. Or BTech	Pr. QS	No submission	≤ 2	< 2 ≤ 4	< 4 ≤ 7	> 7	10
Civil Engineer	BSc Eng. Or BEng. Or BTech	Pr. Eng. Or Pr. Tech. Eng.	No submission	≤ 2	< 2 ≤ 4	< 4 ≤ 7	> 7	20
Note 1: "experience" implies experience on projects of a similar nature with respect to the scope								
Note 2: "accredited degree/ diploma" implies a minimum 3-year qualification with the built environment from a registered University or Institute of Technology.								

Level	Pts	Criterion: Proposed Organogram and Staffing
-------	-----	---

0	0	No submission or submission of no substance/ irrelevant information provided
1	40	The organisation chart is sketchy, the staffing plan is weak in important areas. There is no clarity in allocation of tasks and responsibilities  Very few of key staff are locally based
2	70	The organisation chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate. Some of the key staff are locally based
3	90	Besides meeting the satisfactory rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, some members of the project team have worked together before on limited occasions  Key staff are generally locally based
4	100	Besides meeting the good rating, the proposed team is well integrated, and several members have worked together extensively in the past.  Key staff almost entirely locally based

**FORM Q COMPANY EXPERIENCE PREVIOUS RELATED PROJECTS**

The experience of the tendering entity or joint venture partners in the case of an incorporated joint venture or consortium, as opposed to the key staff members/ experts, in similar projects completed over the last five years will be evaluated.

Tenderers should very briefly describe their experience in this regard and attach this to this schedule. Proof of participation/ case studies and contact details of clients of the relevant projects must also be provided.

The description should be put in tabular form with the following headings:

<b>Employers, contact person and telephone number, where applicable</b>	<b>Description of Event</b>	<b>Detail of work undertaken nature of work &amp; nature</b>	<b>Date undertaken</b>
---	-----------------------------	--	------------------------

The scoring of the tenderer's experience will be as follows

<b>Level</b>	<b>Pts</b>	<b>Criterion: Tenderers Experience</b>
0	0	No information provided, or submission of no substance/ irrelevant information provided
1	40	To have successfully completed <u>0 to 1 projects</u> of a similar nature within the past 5 years
2	70	To have successfully completed <u>1 to 3 projects</u> of a similar nature within the past 5years
3	90	To have successfully completed <u>3 to 5 projects</u> of a similar nature within the past 5 years
4	100	To have successfully completed <u>5+ projects</u> of a similar nature within the past 5years

**FORM R            APPROACH PAPER/ METHODOLOGY/ PROGRAMME**

The approach paper must respond to the scope of work and outline the proposed approach/ methodology including proposals for outsourcing (including details of the companies to be used), leading to the delivery of the design and construction monitoring deliverables listed in the scope of the works. The approach paper should articulate what value add the tenderer will provide in achieving the stated objectives for the project.

The tenderer must explain their understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach should explain the methodologies to be adopted and should also include a project plan and programme which outlines processes, procedures, an associated resource, indicates how risks will be managed and identifies what contribution can be made regarding value management.

Tenderers must attach their approach paper to this page. The approach paper should not be longer than 6 pages.

The scoring will be as follows:

Level	Pts	Criterion: Approach, Methodology and Quality Control
0	0	No information provided, or submission of no substance/ irrelevant information provided
1	40	The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements.  The Tenderer has misunderstood certain
2	70	The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and manner in which risk is to be managed etc is tailored to the key aspects of the programme
3	90	The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects.
4	100	Besides meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches.  The programme is well throughout and makes allowance for all key issues

Level	Pts	Criterion: Preliminary Program
0	0	No information provided, or submission of no substance/ irrelevant information provided

1	40	The tenderer has misunderstood certain aspects of the Scope of Work and does not deal with the critical aspects of the project
2	70	The programme does not adequately deal with the critical characteristics of the project or the plan and manner in which risk is to be managed.
3	90	Programme covers all the applicable individual activities which are in an acceptable sequence, with appropriate durations, and is in accordance with generally accepted construction practice, and is in in line with Clause 1.1.8.7 of the conditions of Contract (time for Completion).  Program must show the critical path
4	100	In addition to the requirements of level 3, the programme covers all activities, meetings, requirements and is sufficiency flexible to accommodate changes that may be required during execution within project completion time.

# **PART C1**

# **CONTRACT DATA**

**C.1.1 FORM OF OFFER AND ACCEPTANCE**

**TENDER NUMBER: SAFDA-PS/08/22/003**

**FORM OF OFFER**

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

**Provision of Multidisciplinary professional team for the Development and Implementation of six Farmers Production Support Unit (FPSU) Precinct in the Province of KwaZulu Natal.**

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

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

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS: AS PER PRICING INSTRUCTIONS OFFERED RATES**

R.....Words.....  
.....  
.....

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

Signature .....

Name .....

Capacity .....

**for the Tenderer**

(Name and address of organization) .....

Name and signature of witness .....

Date .....

**ACCEPTANCE**

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

The terms of the contract, are contained in:

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

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

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

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Tenderer (now the Consultant) within five working days of the date of such receipt notifies the client in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature .....

Name .....

Capacity .....

**for the**  
**Client**            **South African Farmers Development Association**  
                          **(SAFDA)**  
                          170 Flanders Drive, Blackburn Estate,  
                          **MOUNT EDGECOMBE**  
                          4302

Name and  
signature  
of witness

.....  
.....

Date .....

**SCHEDULE OF DEVIATIONS**

1 Subject .....

Details .....

2 Subject .....

Details .....

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

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

**For the Tenderer:**

Signature(s) .....

Name(s) .....

Capacity .....

(Name and address of organization) .....

Name and signature of witness .....

Date .....

**For the Client:**

Signature(s) .....

Name(s) .....

Capacity .....

(Name and .....  
address of .....  
organization) .....

.....  
Name and .....  
signature .....  
of witness ..... Date .....

## C.1.2 CONTRACT DATA

### GENERAL CONDITIONS OF CONTRACT

#### 1. DEFINITIONS

In the Contract, the following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are signified in the text of the Contract by the use of capital initial letters.

**Contract**

The Contract signed by the Parties and of which these General Conditions of Contract form part.

**Contract Data**

Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract.

**Contract Price**

The price to be paid for the performance of the Services in accordance with the Pricing Data.

**Day**

A calendar day.

**Defect**

A part of the Services, as performed, which does not comply with the requirements of the Contract.

**Deliverable**

Any measurable, tangible, verifiable outcome, result or item that must be produced or completed.

**Employer**

The contracting party named in the Contract who employs the Service Provider.

**Force Majeure**

An event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

**Key Persons**

Persons who are named as such in the Contract Data who will be engaged in the performance of the Services.

**Others**

Persons or organizations who are not the Employer, the Service Provider or any employee, Subcontractor, or supplier of the Service Provider.

**Parties**

The Employer and the Service Provider.

**Period of Performance**

The period within which the Services are to be performed and completed.

**Personnel**

Persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof.

**Personnel Schedule**

A schedule naming all Personnel and Key Persons.

**Pricing Data**

Data that establishes the criteria and assumptions that were taken into account when developing the Contract Price and the record of the components that make up the Contract Price.

**Project**

The project named in the Contract Data for which the Services are to be provided.

**Scope of Work**

The document which defines the Employer's objectives and requirements and specifies the Services which must, or may, be provided under the Contract.

**Service Provider**

The contracting party named in the Contract Data who is employed by the Employer to perform the Services described in the Contract, and legal successors to the Service Provider and legally permitted assignees.

**Services**

The work to be performed by the Service Provider pursuant to the Contract as described in the Scope of Work.

**Subcontractor**

A person or body corporate who enters into a subcontract with the Service Provider to perform part of the Services.

## 2. INTERPRETATION

2.1 Unless inconsistent with the context, an expression which denotes :

- a) any gender includes the other genders;
- b) a natural person includes a juristic person and vice versa;
- c) the singular includes the plural and vice versa.

2.2 If there is any conflict between the provisions of these General Conditions of Contract and the Contract data, the provisions of the Contract Data shall prevail.

2.3 The clause headings shall not limit, alter or affect the meaning of the Contract.

## 3. GENERAL

### 3.1 Governing law

Law governing the Contract shall be the law of the Republic of South Africa.

### 3.2 Change in legislation

If after the commencement of the Contract, the cost or duration of the Services is altered as a result of changes in, or additions to, any statute, regulation or bye-law, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 14 Days of first having become aware of the change, the Provider furnished the Employer with detailed justification for the adjustment to the Contract Price or Period of Performance (or both)..

### 3.3 Language

3.3.1 The language of the Contract and of all communications between the Parties shall be English.

3.3.2 All reports, recommendations and reports prepared by the Service Provider under the Contract shall be in English.

### 3.4 Notices

3.4.1 Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data, when sent by e-mail or facsimile to such Party

3.4.2 A Party may change its address for receipt of communications by giving the other Party 30 Days advance notice of such change.

**3.5 Location**

The Services shall be performed at such locations as are specified in the Contract Data, and where the location of a particular task is not so specified, at such locations as the Employer may approve.

**3.6 Publicity and publication**

Unless otherwise stated in the Contract Data, the Service Provider shall not release public or media statements or publish material related to the Services or Project within two (2) years of completion of the Services without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.

**3.7 Confidentiality**

Both parties shall keep all sensitive information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other Party.

**3.8 Variations**

3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service Provider to submit proposals, including the time and cost implications, for variations to the Services.

3.8.2 The reasonable cost of preparation and submission of such proposals and the incorporation into the Contract of any variations to the Services ordered by the Employer, including any change in the Contract Price, shall be agreed between the Service Provider and the Employer.

3.8.3 Where a variation is necessitated by default or breach of Contract by the Service Provider, any additional cost attributable to such variation shall be borne by the Service Provider.

**3.9 Sole agreement**

The Contract constitutes the sole agreement between the Parties for the performance of the Services and any representation not contained therein shall be of any force or effect. No amendments will be of any force or effect unless reduced to writing and signed by both Parties.

**3.10 Indemnification**

The Service Provider shall, at his own expense, indemnify, protect and defend the Employer, its agents and employees, from and against all actions, claims, losses and damage arising from any negligent act or omission by the Service Provider in the performance of the Services, including any violation of legal provisions, or rights of others, in respect of patents, trade marks and other forms of intellectual property such as copyrights.

**3.11 Penalty**

3.11.1 If due to his negligence, or for reasons within his control, the Service Provider does not perform the Services within the Period of Performance, the Employer shall without prejudice to his other remedies under the Contract or in law, be entitled to levy a penalty for every Day or part thereof, of the which shall elapse between the end of the period specified for performance, or an extended

Period of Performance, and the actual date of completion, at the rate and up to the maximum amount stated in the Contract Data.

3.11.2 If the Employer has become entitled to the maximum penalty amount referred to in 3.11.1, he may after giving notice to the Service Provider :

- a) terminate the Contract
- b) complete the Services at the Service Provider's cost.

### **3.12 Equipment and materials furnished by the Employer**

3.12.1 Equipment and materials made available to the Service Provider by the Employer, or purchased by the Service Provider with funds provided by the Employer for the performance of the Services shall be the property of the Employer and shall be marked accordingly. Upon termination or expiration of the Contract, the Service Provider shall make available to the Employer an inventory of such equipment and materials and shall dispose of them in accordance with the Employer's instructions.

3.12.2 The Service Provider shall, at his own expense, insure the equipment and materials referred to in 3.12.1 for their full replacement value.

### **3.13 Illegal and impossible requirements**

The Service Provider shall notify the Employer immediately, on becoming aware that the Contract requires him to undertake anything which is illegal or impossible.

### **3.14 Programme**

3.14.1 The Service Provider shall, within the time period set out in the Contract Data, submit to the Employer a programme for the performance of the Services which shall, *inter alia*, include:

- a) the order and timing of operations by the Service Provider and any actions required of the Employer and Others;
- b) the dates by which the Service Provider plans to complete work needed to allow the Employer and Others to undertake work required of them; and
- c) other information as required in terms of the Scope of Work or Contract Data.

3.14.2 The Employer may, during the course of the Contract, request the Service Provider to amend the programme. Where this is not practicable, the Service Provider shall advise the Employer accordingly and advise him of alternative measures, if any, which might be taken.

3.14.3 The Service Provider shall regularly update the programme to reflect actual progress to date and expected future progress.

## 4. EMPLOYER'S OBLIGATIONS

### 4.1 Information

4.1.1 The Employer shall timeously provide to the Service Provider, free of cost, all available information and data in the Employer's possession which may be required for the performance of the Services.

4.1.2 The Employer shall provide the Service Provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.

### 4.2 Decisions

The Employer shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service Provider so as not to delay the performance of Services.

### 4.3 Assistance

4.3.1 The Employer shall co-operate with the Service Provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:

- a) authorize the Service Provider to act as his agent insofar as may be necessary for the performance of the Services.
- b) provide all relevant data, information, reports, correspondence and the like, which become available.
- c) procure the Service Provider's ready access to premises, or sites, necessary for the performance of the Services;
- d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data.

4.3.2 Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the Services.

### 4.4 Services of Others

The Employer shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.

### 4.5 Notification of material change or defect

The Employer shall immediately advise the Service Provider on becoming aware of:

- a) any matter other than a change in legislation which will materially change, or has changed the Services; or
- b) a material defect or deficiency in the Services.

**4.6 Issue of instructions**

Where the Service Provider is required to administer the work or services of Others, or any contract or agreement, on behalf of the Employer, then the Employer shall issue instructions related to such work, services, contract or agreement only through the Service Provider.

**4.7 Payment of Service Provider**

The Employer shall pay the Service Provider the Contract Price in accordance with the provisions of the Contract.

**5. SERVICE PROVIDER'S OBLIGATIONS****5.1 General**

5.1.1 The Service Provider shall perform the Services in accordance with the Scope of Work with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

5.1.2 If the Service Provider is a joint venture or consortium of two or more persons, the Service Provider shall designate one person to act as leader with authority to bind the joint venture or consortium. Neither the composition nor the constitution of the joint venture or consortium shall be altered without the prior consent in writing of the Employer, which shall not be unreasonably withheld.

**5.2 Exercise of authority**

The Service Provider shall have no authority to relieve Others appointed by the Employer to undertake work or services on the Project of any of their duties, obligations, or responsibilities under their respective agreements or contracts, unless expressly authorized by the Employer in response to an application by the Service Provider in writing to do so.

**5.3 Designated representative**

Unless otherwise communicated, the authorized and designated person named in the Contract Data has complete authority to receive instructions from and give information to the Employer on behalf of the Service Provider.

**5.4 Insurances to be taken out by the Service Provider**

5.4.1 The Service Provider shall as a minimum and at his own cost take out and maintain in force all such insurances as are stipulated in the Contract Data.

5.4.2 The Service Provider shall, at the Employer's request, provide evidence to the Employer showing that the insurance required in terms of Clause 5.4.1 has been taken out and maintained in force.

**5.5 Service Provider's actions requiring Employer's prior approval**

The Service Provider shall obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions:

- a) appointing Subcontractors for the performance of any part of the Services,
- b) appointing Key Persons not listed by name in the Contract Data.
- c) any other action that may be specified in the Contract Data.

**5.6 Co-operation with Others**

If the Service Provider is required to perform the Services in co-operation with Others he may make recommendations to the Employer in respect of the appointment of such Others. The Service Provider shall, however, only be responsible for his own performance and the performance of Subcontractors unless otherwise provided for.

**5.7 Notice of change by Service Provider**

On becoming aware of any matter which will materially change or has changed the Services, the Service Provider shall within 14 Days thereof give notice to the Employer.

**6. CONFLICTS OF INTEREST****6.1 Service Provider not to benefit from commissions, discounts, etc.**

The remuneration of the Service Provider under the Contract shall constitute the Service Provider's sole remuneration in connection with the Contract, or the Services, and the Service Provider shall not accept for his own benefit any trade commission, discount, or similar payment in connection with activities pursuant to the Contract, or in the discharge of his obligations under the Contract, and shall use his best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them shall, similarly, not receive any additional remuneration.

**6.2 Royalties and the like**

The Service Provider shall not have the benefit, whether directly or indirectly, of any royalty or of any gratuity or commission in respect of any patented or protected article or process used in or for the purposes of the Contract, or Project, unless so agreed by the Employer in writing.

**6.3 Independence**

The Service Provider shall refrain from entering into any relationship which could be perceived as compromising his independence of judgement, or that of Subcontractors or Personnel.

**7. SERVICE PROVIDER'S PERSONNEL****7.1 General**

- 7.1.1 The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services.

- 7.1.2 Where required in terms of the Contract, the Service Provider shall provide Key Persons as listed in the Contract Data to perform specific duties. If at any time, a particular Key Person cannot be made available, the Service Provider may engage a replacement who is equally or better qualified to perform the stated duty, subject to the Employer's approval, which approval shall not be unreasonably withheld.
- 7.1.3 Where the fees for the Services are time-based, the fee payable for a person provided as a replacement to a named Key Person shall not exceed that which would have been payable to the person replaced.
- 7.1.4 The Service Provider shall bear all additional costs arising out of or incidental to replacement of Personnel, except where such replacement is otherwise provided for in the Contract.
- 7.1.5 The Service Provider shall take all measures necessary and shall provide all materials and equipment necessary to enable Personnel to perform their duties in an efficient manner.
- 7.2 Provision of Personnel in terms of a Personnel Schedule**
- 7.2.1 The Service Provider shall, where required in terms of the Contract Data, provide appropriate Personnel for such time periods as required in terms of the Contract and enter all data pertaining to Personnel including titles, job descriptions, qualifications and estimated periods of engagement on the performance of the Services in the Personnel Schedule.
- 7.2.2 Where the Service Provider proposes to utilise a person not named in the Personnel Schedule, he shall submit the name, relevant qualifications and experience of the proposed replacement person to the Employer for approval. Should the Employer not object in writing within 10 Days of receipt of such notification, the replacement shall be deemed to have been approved by the Employer.
- 7.2.3 The Services shall be performed by the Personnel listed in the Personnel Schedule for the periods of time indicated therein. The Service Provider may, subject to the approval of the Employer, make such adjustments to the data provided in terms of Clause 7.2.1 above as may be appropriate to ensure the efficient performance of the Services, provided that the adjustments will not cause payments to exceed any limit placed on the Contract Price.
- 7.2.4 The Service Provider shall, if required in terms of Clause 7.2.1:
- a) forward to the Employer for approval, within 15 Days of the award of the Contract, the Personnel Schedule and a timetable for the placement of Personnel.
  - b) inform the Employer of the date of commencement and departure of each member of Personnel during the course of the Project.
  - c) submit to the Employer for his approval a timely request for any proposed change to Personnel, or timetables.

## 8. COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION

### 8.1 Commencement of Services

The Service Provider shall commence the performance of the Services within the period stated in the Contract Data.

### 8.2 Completion

8.2.1 Unless terminated in terms of the Contract, or otherwise specified in the Contract Data, the Contract shall be concluded when the Service Provider has completed all Deliverables in accordance with the Scope of Work.

8.2.2 The Service Provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:

- a) additional Services ordered by the Employer;
- b) failure of the Employer to fulfil his obligations under the Contract;
- c) any delay in the performance of the Services which is not due to the Service Provider's default;
- d) *Force Majeure*; or
- e) suspension.

8.2.3 The Service Provider shall within 14 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request for the extension of the Period of Performance to which he considers himself entitled and shall within 30 days after the delay ceases deliver to the Employer full and detailed particulars of the request.

8.2.4 The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.

### 8.3 Force Majeure

8.3.1 The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of *Force Majeure*, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to meet the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.

8.3.2 in the event that the performance of the Services has to be suspended on the grounds of *Force Majeure*, the Period of Performance shall be extended by the extent of the delay plus a reasonable

period for the resumption of work.

- 8.3.3 During the period of his inability to perform the Services as a result of an event of *Force Majeure*, the Service Provider shall be entitled to any payment due in terms of the Contract and shall be reimbursed for additional costs reasonably and necessarily incurred by him in suspending, delaying and re-activating the performance of the Services.

#### **8.4 Termination**

- 8.4.1 The Employer may terminate the Contract:

- (a) where the Services are no longer required;
- (b) where the funding for the Services is no longer available;
- (c) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within thirty (30) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;
- (d) if the Service Provider becomes insolvent or liquidated; or
- (e) if, as the result of *Force Majeure*, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days;

- 8.4.2 The Employer shall give the Service Provider not less than thirty (30) Days written notice of any termination made in terms of 8.4.1 (a) or (b).

- 8.4.3 The Service Provider may terminate the Contract, by giving not less than thirty (30) Days written notice to the Employer after the occurrence of any of the following events:

- (a) if the Employer fails to pay any monies due to the Service Provider in terms of the Contract and not subject to dispute pursuant to Clause 12 within forty-five (45) Days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of *Force Majeure*, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; or
- (c) when the Services have been suspended under Clause 8.5 and the period of suspension exceeds the period stated in the Contract Data, or it is clear to the Service Provider that it will be impossible or impractical to resume the suspended Services before the period of suspension has exceeded the period stated in the Contract Data; or
- (d) if the Employer is in material breach of a term of the Contract and fails to rectify such breach within 30 Days of the receipt of written notice requiring him to do so.

- 8.4.4 Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.

- 8.4.5 Should the Service Provider, being an individual or the last surviving principal of a partnership or body corporate, die or be prevented by illness or any other circumstances beyond his control from performing the obligations implied by the Contract, the Contract shall be terminated without prejudice to the accrued rights of either Party against the other.

## **8.5 Suspension**

- 8.5.1 The Employer may temporarily suspend all or part of the Services by notice to the Service Provider who shall immediately make arrangements to stop the performance of the Services and minimize further expenditure.
- 8.5.2 When Services are suspended, the Service Provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost incident to the prompt and orderly suspension of the Contract.

## **8.6 Rights and liabilities of the Parties**

Completion, suspension or termination of the Contract shall not prejudice or affect the accrued rights or liabilities of the Parties.

## **9. OWNERSHIP OF DOCUMENTS AND COPYRIGHT**

- 9.1 Copyright of all documents prepared by the Service Provider in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to Project shall be vested in the party named in the Contract Data. Where copyright is vested in the Service Provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Project and need not obtain the Service Provider's permission to copy for such use. Where copyright is vested in the Employer, the Service Provider shall not be liable in any way for the use of any of the information other than as originally intended for the Project and the Employer hereby indemnifies the Service Provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.
- 9.2 The ownership of data and factual information collected by the Service Provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.
- 9.3 The Employer shall have no right to use any documents prepared by the Service Provider whilst the payment of any fees and expenses due to the Service Provider in terms of the Contract is overdue.

## **10. SUCCESSION AND ASSIGNMENT**

- 10.1 Except as defined in Clause 8.4.4 above, each Party binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other Party and to the other partners, successors, executors, administrators, assigns and legal representatives of the other Party in respect of all obligations and liabilities of the Contract.
- 10.2 An assignment shall be valid only if it is a written agreement, by which the Service Provider transfers his rights and obligations under the Contract, or part thereof, to others.

- 10.3 The Service Provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest there under, except in the following cases:
- (a) by a charge in favour of the Service Provider's bankers of any monies due or to become due under the Contract; or
  - (b) by assignment to the Service Provider's insurers of the Service Provider's right to obtain relief against any other person liable in cases where the insurers have discharged the Service Provider's loss or liability.
- 10.4 The approval of an assignment by the Employer shall not relieve the Service Provider of his obligations for the part of the Contract already performed or the part not assigned.
- 10.5 If the Service Provider has assigned his Contract or part thereof without authorization, the Employer may forthwith terminate the Contract and the third party will have no claim against the Employer resulting from such termination.

## **11. SUBCONTRACTING**

- 11.1 A Service Provider may not subcontract any work which he has the skill and competency to perform, unless otherwise permitted in the Contract Data.
- 11.2 A subcontract, where permitted in terms of the Contract Data, shall be valid only if it is a written agreement by which the Service Provider entrusts performance of a part of the Services to Others.
- 11.3 The Service Provider shall not subcontract to nor engage a Subcontractor to perform any part of the Services without the prior written authorization of the Employer. The services to be subcontracted and the identity of the Subcontractor shall be notified to the Employer. The Employer shall, within 14 Days of receipt of the notification and a full motivation why such services are to be subcontracted, notify the Service Provider of his decision, stating reasons, should he withhold such authorization. If the Service Provider enters into a subcontract with a Subcontractor without prior approval, the Employer may forthwith terminate the Contract.
- 11.4 The Employer shall have no contractual relationships with Subcontractors. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service Provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.
- 11.5 The Service Provider shall advise the Employer without delay of the variation or termination of any subcontract for performance of all or part of the Services.
- 11.6 The Service Provider shall be responsible for the acts, defaults and negligence of Subcontractors and their agents or employees in the performance of the Services, as if they were the acts, defaults or negligence of the Service Provider, his agents or employees. Approval by the Employer of the

subcontracting of any part of the Contract or of the engagement by the Service Provider of Subcontractors to perform any part of the Services shall not relieve the Service Provider of any of his obligations under the Contract.

## **12. RESOLUTION OF DISPUTES**

### **12.1 Settlement**

12.1.1 The Parties shall negotiate in good faith with a view to settling any dispute or claim arising out of or relating to the Contract and may not initiate any further proceedings until either Party has, by written notice to the other, declared that such negotiations have failed.

12.1.2 Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to either mediation or adjudication as provided for in the Contract Data.

### **12.2 Mediation**

12.2.1 If the Contract Data does not provide for dispute resolution by adjudication, not earlier than 14 Days after having advised the other Party, in terms of Clause 12.1, that negotiations in regard to a dispute have failed, an aggrieved Party may require that the dispute be referred, without legal representation, to mediation by a single mediator. The mediator shall be selected by agreement between the Parties, or, failing such agreement, by the person named for this purpose in the Contract Data. The costs of the mediation shall be borne equally by the Parties.

12.2.2 The mediator shall convene a hearing of the Parties and may hold separate discussions with any Party and shall assist the Parties in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and advice. The Parties shall record such agreement in writing and thereafter they shall be bound by such agreement.

12.2.3 The mediator is authorised to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Parties.

12.2.4 If either Party is dissatisfied with the opinion expressed by the mediator or should the mediation fail, then such Party may require that the dispute be referred to arbitration or litigation in a competent civil court, as provided for in the Contract Data.

### **12.3 Adjudication**

12.3.1 If the Contract Data does not provide for dispute resolution by mediation, an aggrieved Party may refer the dispute to adjudication. Adjudication shall be in accordance with the latest edition of the separately published CIDB Adjudication Procedures.

12.3.2 The adjudicator shall be appointed in terms of the Adjudicator's Agreement bound in the Construction Industry Development Board's Adjudication Procedure.

12.3.3 The Adjudicator shall be any person agreed to by the parties or, failing such agreement, shall be

nominated by the person named in the Contract Data. The Adjudicator shall be appointed in accordance with the Adjudicator's Agreement contained in the CIDB Adjudication Procedure.

- 12.3.4 If a Party is dissatisfied with the decision of the Adjudicator, the Party may give the other Party notice of dissatisfaction within 28 Days of the receipt of that decision and refer the dispute to arbitration or litigation in a competent civil court as provided for in the Contract Data. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties.

## **12.4 Arbitration**

- 12.4.1 Arbitration, where provided for in the Contract Data, shall be by a single arbitrator in accordance with the provisions of the Arbitration Act of 1965 as amended and shall be conducted in accordance with such procedure as may be agreed between the Parties or, failing such agreement, in accordance with the Rules for the Conduct of Arbitrations published by the Association or Arbitrators current at the date the arbitrator is appointed.

- 12.4.2 The arbitrator shall be mutually agreed upon or, failing agreement, to be nominated by the person named in the Contract Data.

## **13. LIABILITY**

### **13.1 Liability of the Service Provider**

- 13.1.1 The Service Provider shall be liable to the Employer arising out of or in connection with the Contract if a breach of Clause 5.1 is established against him.
- 13.1.2 The Service Provider shall correct a Defect on becoming aware of it. If the Service Provider does not correct a Defect within a reasonable time stated in a notification and the Defect arose from a failure of the Service Provider to comply with his obligation to provide the Services, the Service Provider shall pay to the Employer the amount which the latter assesses as being the cost of having such Defect corrected by Others.
- 13.1.3 All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance stated in the Contract Data, if any.

### **13.2 Liability of the Employer**

The Employer shall be liable to the Service Provider arising out of or in connection with the Contract if a breach of an obligation of his in terms of the Contract is established. The Service Provider shall have no separate Legal right of action against the Employer.

### **13.3 Compensation**

If it is established that either Party is liable to the other, compensation shall be payable only on the following terms:

- (a) Compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of the breach.
- (b) In any event, the amount of compensation will be limited to the amount specified in Clause 13.5.

### **13.4 Duration of Liability**

Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service Provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within the period stated in the Contract Data or, where no such period is stated, within a period of three years from the date of termination or completion of the Contract.

### **13.5 Limit of Compensation**

13.5.1 Unless otherwise indicated in the Contract Data, the maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to:

- a) the sum insured in terms of 5.4 in respect of insurable events; and
- b) the sum stated in the Contract Data or, where no such amount is stated, to an amount equal to twice the amount of fees payable to the Service Provider under the Contract, excluding reimbursement and expenses for items other than salaries of Personnel, in respect of non-insurable events.

13.5.2 Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.

13.5.3 If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.

### **13.6 Indemnity by the Employer**

Unless otherwise indicated in the Contract Data, the Employer shall indemnify the Service Provider against all claims by third parties which arise out of or in connection with the performance of the Services save to the extent that such claims do not in the aggregate exceed the limit of compensation in Clause 13.5, if applicable, or are covered by the insurances arranged under the terms of Clause 5.4.

### **13.7 Exceptions**

13.7.1 Clauses 13.5 and 13.6 shall not apply to claims arising from deliberate misconduct.

13.7.2 The Service Provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by:

- a) the Employer omitting to act on any recommendation, or overriding any act, decision or

- recommendation, of the Service Provider, or requiring the Service Provider to implement a decision or recommendation with which the Service Provider disagrees or on which he expresses a serious reservation; or
- b) the improper execution of the Service Provider's instructions by agents, employees or independent contractors of the Employer.

#### **14. REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER**

The Employer shall remunerate and reimburse the Service Provider for the performance of the Services as set out in the Pricing Data. If not otherwise stated in the Pricing Data, the following shall apply:

- 14.1 The Service Provider shall be entitled to render interim monthly accounts for fees and reimbursements throughout the duration of the Contract. Interim amounts of lump sum fees due shall be based on progress.
- 14.2 Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Employer, at the prime interest rate charged by his bank and certified by such bank, plus 2% per annum, and calculated from the due date of payment.
- 14.3 If any item or part of an item in an invoice submitted by the Service Provider is disputed by the Employer, the latter shall, before the due date of payment, give notice thereof with reasons to the Service Provider, but shall not delay payment of the balance of the invoice. Clause 14.2 shall apply to disputed amounts which are finally determined to be payable to the Service Provider.
- 14.4 In respect of Services charged for on a time basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of twenty four months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Day notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.

#### **15. AMOUNTS DUE TO THE EMPLOYER**

Amounts due to the Employer shall be paid by the Service Provider within thirty (30) Days of receipt by him of the relevant invoices. If the Employer does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service Provider, at the rate stated in the Contract Data, calculated from the due date for payment.

**C.1.3 CONTRACT SPECIFIC DATA PROVIDED BY THE CLIENT**

The following **contract specific data** are applicable to this Contract:

Clause		
	Please note that the word “employer” must be erased and replaced with the word “client” in all referred to documentation such as the Standard Professional Services contract (July 2009) (Third Edition of CIDB document 1014)	
	The Client is the South African Farmers Development Association (SAFDA)	
3.4 and 4.3.2	The Authorized and Designated representative of the Client is	
	Name: M d u d u z i D u b e <b>T e c h n i c a l D e p a r t m e n t</b>	
	The Client’s address for receipt of communications:	
	Physical address: 170 Flanders Drive Blackburn Estate MOUNT EDGECOMBE 4302	Postal address: PO Box 1769 MOUNT EDGECOMBE 4302
	Telephone: (031) 508 7283	
	The Project is for the Provision of Professional Services for the following projects:  <b><i>Tender No: SAFDA-PS/08/22/003 Provision of Multidisciplinary professional team for the Development and Implementation of six Farmers Production Support Unit (FPSU) Precinct in the Province of KwaZulu Natal.</i></b>	
3.6.1	Omit and replace with:  The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.	
3.11.1	PENALTY  Add: The Service Provision shall be completed within the duration as indicated in the Tenderers programme submitted with this tender, with the following key milestones	
	<b>MILESTONE</b>	<b>PERNALTY AS PER CALENDAR DAY</b>
	Prelim Design	0.1% of total tendered professional fees
	Detail Design and Cost Estimate	0.1% of total tendered professional fees
	Tender Documentation	0.1% of total tendered professional fees

	<p>A penalty not less than an amount equal to the points allocated expressed as a percentage of the total points wrongly allocated to the Tendering Entity as a result of the wrong information provided by the Tendering Entity, multiplied by 1.25 of the total Tendered professional fees.</p> <p>Penalty = (Points wrongly claimed as %) x 1.25 x (Tendered Professional Fees)</p>	
3.15	<p>A Programme shall be submitted with this Tender, the programme will be amended once the Tender has been awarded with the start date the commencement of the project.</p>	
3.15.1	<p>The amended programme shall be submitted within 14 <b>Days</b> of the award of the Contract.</p>	
5.4.1	<p>The Service Provider is required to provide the following insurances:</p>	
	1. Insurance against	Risk in performing professional services (Professional Indemnity cover)
	Cover is:	R 5,000,000.00
	Period of cover:	Duration of Project
	Deductibles are:	NONE
5.5	<p>Add:</p> <p>The Service Provider is required to obtain the Client's prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> <li>1. Commencement of detailed design</li> <li>2. Commencement of Tender Advertisement for calling of Tenders</li> <li>3. Appointing Sub Consultants for the performance of any part of the Services</li> <li>4. All variation orders with cost implications</li> <li>5. For exceeding the budgeted amount.</li> </ol>	
7.3	<p>Add:</p> <p>The Client will not be responsible for any overtime worked by or overtime payments made to Personnel.</p>	
8.1	<p>Omit and Replace with:</p> <p>The Service Provider is to commence the performance of the Services within 14 <b>Days</b> of date that the Contract becomes effective.</p>	
9.1	<p>Omit and Replace with:</p> <p>Copyright of documents prepared for the Project shall be vested with the <b>South African Farmers Development Association</b></p>	

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12	Omit and Replace with:  <b><u>Settlement of disputes</u></b> is to be in terms of part 49 and 50 of the Supply chain Management Policy of the South African Farmers Development Association
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**C.1.4 DATA PROVIDED BY THE SERVICE PROVIDER**

Clause		
1	The Service Provider is:	
5.3	The authorized and designated representative of the Service Provider is:	
	Name:	
	The Service Provider's address for receipt of communications is	
	Physical address:	Postal address:
	Telephone:	
Fax:		
	E-mail:	

# **PART C2**

# **PRICING DATA**

## PART C.2: PRICING DATA

### C.2.1 PRICING DATA & INSTRUCTIONS

1. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.
2. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
3. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
4. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
5. **All rates and amounts must be completed by hand in black ink.**
6. The schedule items covering the service provider's profit or general liabilities and the construction of temporary and permanent risk.
7. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the engineer is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.
8. The prices and rates to be inserted in the schedule of quantities are to be the full inclusive prices to be the employer for the work described under several items. The prices shall be exclusive of Value Added Tax (VAT). Such prices shall cover all costs and expenses that may be required in and for the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the document on which the tender is based.
9. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
10. For the purposes of this Schedule of Activities and Bills of Quantities, the following words shall have the meanings hereby assigned to them:
  - Unit: The unit of measurement for each item of Service provided as defined in the Standardized, Project or Particular Specifications.

- Quantity (Qty): The number of units of work/service provision for each item.
- Rate: The payment per unit of work/provision of services at which the Tenderer Tenders to do the work.
- Amount: The quantity of an item multiplied by the Tendered rate of the (same) item.

Sum: An amount Tendered for an item, the extent of which is described in the schedule of activities, the scope of works or elsewhere, b u t of which the quantity of work is not measured in units.

### C.2.2 SCHEDULE OF ACTIVITIES FEE PROPOSAL

Please NOTE:

- The offered professional fees by the South African Farmers Development Association is based on the Guideline Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000)
- The tendered amount in respect of Construction Monitoring and Site Supervision shall be fixed for the duration of the three-year panel contract period
- Additional Services required as part of the project such as Survey, Geotechnical, Traffic Impact, Environmental, Safety etc., will be selected at the sole discretion of South African Farmers Development Association through reasonable and cost-effective methodology.

Item No.	Description	Unit	Qty	Rate	Amount
<b>1.1</b>	<b>Section 1 : Precinct Design</b>				
a	Project Leader	Hr	200		
b	Town and Regional Planner	Hr	400		
c	Architect	Hr	400		
d	Civil Engineer	Hr	400		
e	Social Facilitator	Hr	400		
f	Quantity Surveyor	Hr	400		
g	GIS Specialist	Hr	400		
<b>Sub Total for Section 1 carried forward to summary</b>					

2	Section 2 : Normal Engineering services			<b>Rate</b>	<b>Amount</b>
<b>Estimated construction cost:</b>		<b>227,000,000.00</b>			
2.1	Inception	5%	227,000,000.00		
	Concept and viability	25%	227,000,000.00		
	Design Development	25%	227,000,000.00		
	Tender documentation & procurement	15%	227,000,000.00		
	Contract administration	25%	227,000,000.00		
	Close out	5%	227,000,000.00		

<b>Sub Total for section 2 carried forward to summary</b>	<b>100%</b>	<b>227,000,000.00</b>		
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Item No.	Description	Unit	Qty	Rate	Amount
<b>3</b>	<b>Section 3 : Construction monitoring</b>				
	Full time site supervision				
	Resident Engineer	Month	12		
	Assistant Resident Engineer	Month	12		
	OHS & Environmental (incl. handling fees0	Prov Sum	1		
<b>Subtotal for section 3 forward to summary</b>					

<b>4</b>	<b>Section 4 : Specialist subconsultants</b>		<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
4.1	Environmental impact assessment (EIA)	Prov Sum	1		
4.2	Wula	Prov Sum	1		
4.3	Topographic survey	Prov Sum	1		
4.4	Geotechnical investigations	Prov Sum	1		
<b>Subtotal for section 4 forward to summary</b>					

<b>5</b>	<b>Section 5 : Disbursements</b>		<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
5.1	Travelling	Prov Sum	1		
5.2	Copying, printing and accommodation	Prov Sum	1		
<b>Sub Total for Section 5 carried forward to summary</b>					

<b>6</b>	<b>Section 6 Additional Duties</b>		<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
6.1	Additional Duties				
a	Project Leader	Hr	20		
b	Project Manager/ Lead Design Engineer	Hr	40		

c	Civil Engineer/ Technologist	Hr	40		
d	Technician	Hr	40		
e	Arranging servitudes wayleaves for power supplies, environmental inputs dealing with landowners etc	Sum	1		
<b>Sub Total for Section 5 carried forward to summary</b>					

<b>Summary</b>		<b>Amount</b>
	Section 1 Precinct Designs	
	Section 2 Estimated Construction Cost	
	Section 3 Construction Monitoring	
	Section 4 Specialist Sub-Consultants	
	Section 5 Disbursements	
	Section 6 Additional Duties	
	<b>Subtotal</b>	
	Contingency @ 10%	
	Add 15% VAT	
	<b>TOTAL</b>	

# **PART C3: SCOPE OF WORK**

**C3.1 EMPLOYER'S OBJECTIVES**

The Employer's objective is to create design and construction supervision capacity by appointing Professional Services Providers for the design and construction supervision of various projects in the South African Farmers Development Association.

**C3.3 MANAGEMENT / OVERSIGHT STRUCTURES FOR THE PROJECT**

Projects will be fully managed by South African Farmers Development Association

**C3.4 DESCRIPTION OF THE SERVICES**

**The Service Provider will be required to perform the following services in accordance with the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No.46 of 2000):**

**C3.4.1 Normal Services**

**C3.4.2.1 Stage 1: Inception** (Defined as: Establish employer requirements and preferences assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies).

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Assist in developing a clear project brief.</li> <li>2. Attend project initiation meetings.</li> <li>3. Advise on procurement policy for the project.</li> <li>4. Advise on the rights, constraints, consents and approvals.</li> <li>5. Define the scope of services and scope of work required.</li> <li>6. Conclude the terms of the agreement with the employer.</li> <li>7. Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.</li> <li>8. Determine the availability of data, drawings and plans relating to the project.</li> <li>9. Advise on criteria that could influence the project life cycle cost significantly.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Agreed scope of services and scope of work;</li> <li>♦ Signed agreement;</li> <li>♦ Report on project, site and functional requirements;</li> <li>♦ Schedule of required surveys, tests, analyses, site and other investigations; and</li> <li>♦ Schedule of consents and approvals.</li> </ul>

10. Provide necessary information with the agreed scope of the project to other consultants involved.	
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C3.4.2.2 Stage 2: Concept and Viability (also called Preliminary Design) (Defined as: Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project).

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Agree documentation programme with principal consultant and other consultants involved.</li> <li>2. Attend design and consultants' meetings.</li> <li>3. Establish the concept design criteria.</li> <li>4. Prepare initial concept design and related documentation.</li> <li>5. Advise the employer regarding further surveys, analyses, tests and investigations which may be required.</li> <li>6. Establish regulatory authorities' requirements and incorporate into the design.</li> <li>7. Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.</li> <li>8. Establish access, utilities, services and connections for the design.</li> <li>9. Coordinate design interfaces with other consultants involved.</li> <li>10. Prepare process designs (where required), preliminary designs and related documentation for approval by authorities and employer and suitable for costing.</li> <li>11. Provide cost estimates and life cycle costs as required.</li> <li>12. Liaise, cooperate and provide necessary information to the employer, principal consultant and other consultants.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Concept design;</li> <li>♦ Schedule of required surveys, tests and other investigations and related reports;</li> <li>♦ Process design;</li> <li>♦ Preliminary design; and</li> <li>♦ Cost estimates as required.</li> </ul>

C3.4.2.3 Stage 2 Review: Concept and Viability Review (also called Preliminary Design Review) (Defined as: Review of concept and viability report(s) and all related information (project scope, scale, character, form and function, preliminary programme and viability of the project) of an existing project which were prepared by a previously appointed consultant whose contract has ended/expired.

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Carefully studying and critically reviewing concept and viability report(s).</li> <li>2. Attend meetings with client.</li> <li>3. Critically review of preliminary programme.</li> <li>4. Amending/adjusting of preliminary programme.</li> <li>5. Advise the employer regarding further surveys, analyses, tests and investigations which may be required.</li> <li>6. Advise the employer if project is viable.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Preliminary design review report;</li> <li>♦ Schedule of required surveys, tests and any other investigations that may be required;</li> <li>♦ Adjusted programme;</li> <li>♦ Cost review report; and</li> <li>♦ Statement/Certification indicating that consultant assumes professional liability of Stage 2 after carefully reviewing and amending/adjusting all available information for this stage.</li> </ul>

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>7. Make adjustments to the concept and viability report and all related information.</li> <li>8. Recalculating project costs.</li> <li>9. Taking professional liability of concept and viability report.</li> <li>10. Liaise, cooperate and provide necessary information to the employer, principal consultant and other consultants.</li> </ol>	

C3.4.2.4 Stage 3: Design Development (also termed Detail Design) (Defined as: Develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project)

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Review documentation programme with principal consultant and other consultants involved.</li> <li>2. Attend design and consultants' meetings.</li> <li>3. Incorporate employer's and authorities' detailed requirements into the design.</li> <li>4. Incorporate other consultant's designs and requirements into the design.</li> <li>5. Prepare design development drawings including draft technical details and specifications.</li> <li>6. Review and evaluate design and outline specification and exercise cost control.</li> <li>7. Prepare detailed estimates of construction cost.</li> <li>8. Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.</li> <li>9. Submit the necessary design documentation to local and other authorities for approval.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Design development drawings;</li> <li>♦ Outline specifications;</li> <li>♦ Local and other authority submission drawings and reports;</li> <li>♦ Detailed estimates of construction costs; and</li> <li>♦ Report indicating that consultant assumes professional liability of stage 3 after carefully reviewing and amending/adjusting all available information for this stage.</li> </ul>

- C3.4.2.5 Stage 3 Review: Design Development Review (also termed Detail Design Review) (Defined as: Review of detailed design drawings (dxf/dwg/pdf), design report(s) and all project related information (design specifications, client specifications, health and safety specifications, statutory requirements, costing plan, financial viability and programme for the project) of an existing project which were prepared by a previously appointed consultant whose contract has ended/expired.

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Carefully studying and critically reviewing detailed designs</li> <li>2. Attend meetings with client.</li> <li>3. Critically review of programme.</li> <li>4. Amending/adjusting of programme.</li> <li>5. Making adjustments/changes on the electronic design drawings (dxf/dwg/pdf) where necessary.</li> <li>6. Advise the employer regarding further surveys, analyses, tests and investigations which may be required.</li> <li>7. Reviewing and recalculating of detailed estimates of construction cost.</li> <li>8. Taking professional liability of reviewed and adjusted design drawings and design report.</li> <li>9. Liaise, cooperate and provide necessary information to the employer, principle consultant and other consultants.</li> <li>10. Re-submit the necessary design documentation to local and other authorities for approval (Wayleave).</li> </ol>	<ul style="list-style-type: none"> <li>• Design development drawings;</li> <li>• Outline specifications;</li> <li>• Local and other authority submission drawings and reports; and</li> <li>• Detailed estimates of construction costs.</li> </ul>

C3.4.2.6 Stage 4: Documentation and Procurement (Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project).

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Attend design and consultants' meetings.</li> <li>2. Prepare specifications and preambles for the works.</li> <li>3. Accommodate services design.</li> <li>4. Check cost estimates and adjust designs and documents if necessary to remain within budget.</li> <li>5. Formulate the procurement strategy for contractors or assist the principal consultant where relevant.</li> <li>6. Prepare documentation for contractor procurement.</li> <li>7. Review designs, drawings and schedules for compliance with approved budget.</li> <li>8. Assist in calling for tenders and/or negotiation of prices and/or assist the principal consultant</li> </ol>	<ul style="list-style-type: none"> <li>♦ Specifications;</li> <li>♦ Services co-ordination;</li> <li>♦ Working drawings;</li> <li>♦ Budget construction cost;</li> <li>♦ Tender documentation;</li> <li>♦ Tender evaluation report;</li> <li>♦ Tender recommendations; and</li> <li>♦ Priced contract documentation.</li> </ul>
<p>where relevant.</p> <ol style="list-style-type: none"> <li>9. Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.</li> <li>10. Provide information to the client which will assist in the evaluation of tenders.</li> <li>11. Assist with the preparation of contract documentation for signature.</li> <li>12. Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others</li> <li>13. Assess samples and products for compliance and design intent.</li> </ol>	

C3.4.2.7 Stage 5: Contract Administration and Inspection (Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works)

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Attend site handover.</li> <li>2. Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.</li> <li>3. Carry out contract administration procedures in terms of the contract.</li> <li>4. Prepare schedules of predicted cash flow.</li> <li>5. Prepare pro-active estimates of proposed variations for employer decision making.</li> <li>6. Attend regular site, technical and progress meetings.</li> <li>7. Review the Contractor's quality control programme and advice and agree a quality assurance plan.</li> <li>8. Inspect works for quality and conformity to contract documentation, on average once every 2 weeks during the course of the works as described in more detail C3.4.3.2 for Level 1: periodic construction monitoring.</li> <li>9. Review outputs of quality assurance procedures and advice the contractor and client on the adequacy and need for additional controls, inspections and testing.</li> <li>10. Adjudicate and resolve financial claims by contractor(s).</li> <li>11. Assist in the resolution of contractual claims by the contractor.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Schedules of predicted cash flow;</li> <li>♦ Construction documentation;</li> <li>♦ Drawing register;</li> <li>♦ Estimates for proposed variations;</li> <li>♦ Contract instructions;</li> <li>♦ Financial control reports;</li> <li>♦ Valuations for payment certificates;</li> <li>♦ Progressive and draft final account(s);</li> <li>♦ Practical completion and defects list; and</li> <li>♦ Electrical Certificate of Compliance.</li> </ul>

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>12. Establish and maintain a financial control system.</li> <li>13. Clarify details and descriptions during construction as required.</li> <li>14. Prepare valuations for payment certificates to be issued by the principal agent.</li> <li>15. Instruct, witness and review of all tests and mock ups carried out both on and off site.</li> <li>16. Check and approve contractor drawings for design intent.</li> <li>17. Update and issue drawings register.</li> <li>18. Issue contract instructions as and when required.</li> <li>19. Review and comment on operation and maintenance manuals, guarantee certificates and warranties.</li> <li>20. Inspect the works and issue practical completion and defects lists.</li> <li>21. Arranging for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals.</li> </ol>	

C3.4.2.8 Stage 6: Close-Out (Defined as: Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project)

Typical Functions	Typical Deliverables
<ol style="list-style-type: none"> <li>1. Inspect and verify the rectification of defects.</li> <li>2. Receive, comment and approve relevant payment valuations and completion certificates.</li> <li>3. Facilitate and/or procure operations and maintenance manuals, guarantees and warranties.</li> <li>4. Prepare and/or procure as-built drawings and documentation.</li> <li>5. Conclude the final accounts where relevant.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Valuations for payment certificates.</li> <li>♦ Works and final completion lists.</li> <li>♦ Operations and maintenance manuals, guarantees and warranties.</li> <li>♦ As-built drawings and documentation.</li> <li>♦ Final accounts.</li> </ul>

#### C3.4.2.7 Revision of stages already completed

In cases where Stages 1, 2 or 3 have been previously completed by another consultant the Employer can require a revision of such a stage. The Typical Functions and Deliverables will be adjusted to suit the level and extent of the revision required.

The percentage for the stage in the case of cost based appointments will also be adjusted from the guideline percentages to suit the level and extent of the revision required

### C3.4.3 Additional Services

#### C3.4.3.1 Additional Services pertaining to all stages of the project

- (1) All services related to defining the scope of work, previously carried out under the report stage and that was normally paid for on a time and cost basis.
- (2) Enquiries not directly concerned with the works and its subsequent utilization.
- (3) Valuation for purchase, sale or leasing of plant, equipment, material, systems, land or buildings or arranging for such valuation.
- (4) Making arrangements for way leaves, servitudes or expropriations.
- (5) Negotiating and arranging for the provision or diversion of services not forming part of the works.
- (6) Additional work in obtaining the formal approval of the appropriate Government Departments or Public Authorities, including the making of such revisions as may be required as a result of decisions of such Departments or Authorities arising out of changes in policy, undue delay, or other causes beyond the consulting engineer's control.
- (7) Additional work related to monitoring as required by any Government Departments or Authorities in order to facilitate regulatory approvals and certification (e.g. Mines Health and Safety Act 29 of 1996).
- (8) Topographical and environmental surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out on behalf of the employer.
- (9) Setting out or staking out the works and indicating any boundary beacons and other reference marks.
- (10) Preparation of drawings for manufacture and installation or detailed checking of such for erection or installation fit.
- (11) Detailed inspection, reviewing and checking of designs and drawings not prepared by the service provider and submitted by any contractor or potential contractor as alternative to those embodied in tender or similar documents prepared by the consulting engineer.
- (12) Travel and travel time costs related to offsite inspection and testing of materials and plant during manufacture and or prior to delivery to site.
- (13) Preparing and setting out particulars and calculations in a form required by any relevant authority.
- (14) Abnormal additional services by or costs to the service provider due to the failure of a contractor or others to perform their required duties adequately and on time.
- (15) Executing or arranging for the periodic monitoring and adjustment of the works, after final handover and completion of construction and commissioning, in order to optimize or maintain proper functioning of any process or system.

- (16) Investigating or reporting on tariffs or charges leviable by or to the employer.
- (17) Advance ordering or reservation of materials and obtaining licenses and permits.
- (18) Preparing detailed operating, operation and maintenance manuals.
- (19) Additional services, duties and/or work resulting from project scope changes, alterations and/or instructions by the employer, or his duly authorized agents, requiring the service provider to advise upon, review, adapt and/or alter his completed designs and/or any other documentation and/or change the scope of his services and/or duties. Such additional services are subject to agreement in writing between the consulting engineer and the employer prior to the execution thereof.
- (20) The frequency and extent of site administration and sections that are required relative to the norm. The frequency and duration of works inspections will depend on many factors, such as the nature, complexity and duration of the project, site location, project programme, contractor competence, important elements of the works being enclosed or covered etc. The norm is that meetings and inspections should occur at an average frequency of once every 2 weeks with more frequent occurrences during critical stages of the work as described for Level 1: Construction Monitoring in clause C3.5.3.2. When the frequency of meetings and inspections exceeds this norm then such additional attendance at meetings and related inspections are considered as additional services.
- (21) Preparing as-built drawings and designs done by others or related alterations to existing works.
- (22) Work and or services related to targeted procurement that could entail, but is not necessarily limited to any or all of the following:
  - incorporation of any targeted participation goals;
  - the measuring of key participation indicators;
  - the selection, appointment and administration of participation and;
  - Auditing compliance to the above by any contractors and/or professional consultant.
- (23) Exceptional arrangements, communication, facilitation and agreements with any stakeholders other than the employer and contractors appointed for the works on which the service provider provides services.
- (24) Any other additional services, of whatever nature, specifically agreed to in writing between the service provider and the employer.

#### C3.4.3.2 Construction Monitoring

- (1) Quality Assurance (QA) during construction refers to the engineering activities that are implemented to assure the client that works are highly likely to meet the requirements. This is achieved through a combination of the quality control processes that are put in place by the contractor to control its outputs and the inspection and acceptance testing that is carried out by the consulting engineer to confirm conformance prior to certification. While the contractor takes the ultimate responsibility for quality and meeting the design requirements, the purpose of quality assurance plan and related construction monitoring is to inspect and satisfy the client and the consulting engineer that the risk of these requirements not being met, is acceptable.
- (2) This means that the client and consulting engineer should agree a satisfactory arrangement in respect of construction monitoring that suits the type of work, the project location and the duration of the critical aspects of the works. Disagreement regarding the required level of construction monitoring should not

be taken lightly and the parties should carefully consider the consequences of non-compliances and related responsibilities, bearing in mind that the consulting engineer has a duty of care while the client should strive to ensure quality and minimise life-cycle costs.

- (3) The level of construction monitoring and the frequency and duration of the site visits must be agreed with the client prior to commencement of the works and should be recorded in the agreement with the client. The level of construction monitoring and activities related to the quality assurance plan may change during the course of the works to reduce quality related risks and this will require an amendment of the agreement.
- (4) The stage 5 construction monitoring services described in C3.4.2.5 above will normally suffice for simple projects where more regular inspections are not required other than during critical stages of the works with less frequent visits once the portion of the works in which the consulting engineer is involved has largely been completed. However, there are many other situations where more regular construction monitoring is required for quality assurance and certification.
- (5) Aspects that need to be considered determining the degree to which additional construction monitoring services are required are:
  - a) The type of work;
  - b) The discipline of the work (civil, structural, mechanical, electrical etc.);
  - c) The competency and reputation of the contractor and its related quality control system;
  - d) The speed with which critical elements of the work are covered;
  - e) The consequences of non-compliance; and
  - f) Timing and ease of subsequent detection and rectification of non-compliances.
- (6) Arising from the above, three levels of construction monitoring may be defined and described, as follows:
  - a) **Level 1**: Periodic Construction Monitoring (Normal Services i.e. no additional services).

The Consulting engineer's staff shall:

- i. Visit the works at a frequency of once every two weeks on average over the duration of the works, with additional visits for completion inspections and inspections for defects lists.
  - ii. Review random samples of material and work procedures, for conformity to contract documentation, and review random samples of important completed work prior to covering up, or on completion, as appropriate.
- b) **Level 2**: Part-time Construction Monitoring (Normal Services for building structures and additional services involving part-time staff paid for by the client for other disciplines and projects).

The consulting engineer's staff or part time construction monitoring staff shall:

- i. Regularly visit the site at a frequency which may vary during the course of the project, and such

visits may be daily or weekly, according to the demands of the project.

- ii. Review regular samples of materials and work procedures, for conformity to contract documentation, and review regular samples of important completed work prior to covering up, or on completion, as appropriate.
  - iii. Where the consulting engineer is the sole professional service provider or principal agent, carry out such administration of the project as is necessary on behalf of the client.
- c) **Level 3**: Full-time Construction Monitoring (Full time staff seconded to the client for the duration of the works and paid for by the client).

The full time construction monitoring staff shall:

- i. Maintain a full time presence on site to constantly review samples of materials and work procedures, for conformity to contract documentation, and review completed work prior to covering up, or on completion, as appropriate.
  - ii. Assist with the preparation of as-built records and drawings to the extent required in the agreement with the client.
  - iii. Where the consulting engineer is the sole professional service provider or principal agent, carry out such administration of the project as is necessary on behalf of the client.
- (7) Most structural engineering work typically requires at least Level 2 monitoring and the costs associated with this level of monitoring are included in the guideline fee for building projects to facilitate agreements. For example, in structural concrete work the correct position of reinforcing steel may need to be witnessed for all elements of the structure prior to pouring concrete. The consulting engineer may also require acceptance testing of the concrete on a regular basis depending on the quality controls instituted by the contractor as part of the quality assurance plan.
- (8) In the case of large civil works where all materials and elements are generally regarded as being critical and are covered on a daily basis, work is monitored on a continuous basis for the duration of the works and Level 3 monitoring usually applies. This level is also applied to the structural works that are included in such projects
- (9) In the case of some mechanical and electrical works related to simple routine projects, such as general educational buildings, primary healthcare and some institutional building projects, Level 1 monitoring is usually sufficient. On projects where a significant portion of the work is rapidly covered, such as projects involving underground services and building projects like secondary healthcare, tourism and leisure, commercial, retail and office buildings with complex electrical and mechanical works, level 2 or Level 3 construction monitoring is normally required.

- (10) Where Level 2 construction monitoring is required as an additional service and the works are located close to the consulting engineer's offices, it may be economical to provide the additional service using the consulting engineer's staff on a time and cost basis. Where the works are more remote it may be more cost-effective to second full time or part time staff to the project to carry out the necessary inspections. In all instances the consulting engineer will, with prior written approval having been obtained from the client, appoint or make available additional staff for such construction monitoring on site to the extent specifically defined in the agreement.
- (11) In some instances, staff are made available by the client to assist in construction monitoring in which cases these persons should report to and take instructions from the consulting engineer or an authorized representative of the consulting engineer to avoid mixed messages being passed to the Contractor.

#### C3.4.3.3 Occupational Health and Safety Act, 1993 (Act 85 of 1993) and COVID-19 Mitigation plans

Should the employer require the consulting engineer to undertake duties falling under the Occupational Health and Safety Act, 1993 (Act No.85 of 1993) and the Construction Regulations in terms thereof, on behalf of the employer, the additional services may include the following:

- (1) The consulting engineer must arrange, formally and in writing, for the contractor to provide documentary evidence of compliance with all the requirements of the Occupational Health and Safety Act, 1993 (Act No.85 of 1993).
- (2) The consulting engineer must execute the duties of the employer, as his appointed agent, as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act No.85 of 1993).

#### C3.4.3.4 Quality Assurance System

Where the employer requires that a quality management system or quality assurance services, over and above construction monitoring services, be applied to the project, these are in addition to normal services provided by the consulting engineer and to be specifically defined and separately agreed in writing prior to commencement thereof.

#### C3.4.3.5 Lead Service Provider

Should the employer require the consulting engineer to assume the leadership of a joint venture, consortium or team of service providers, of the same discipline, prescribed or requested by the employer, the additional services may include the following:

- (1) Responsibility for the overall administration of all sections of the services, including those portions of the services, which fall within the ambit of the other consulting engineers.
- (2) Responsibility for the overall co-ordination, programming of design and financial control of all the works included in the services.

- (3) Processing certificates or recommendations for payment of contractors.

### **C3.5 SELECTION PROCEDURE**

See C3.18 below.

### **C3.7 PRICING PROCEDURE**

Not Applicable

### **C3.8 REQUIREMENTS**

#### **C3.8.1 Labour-intensive works**

- (1) The Consultant shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed the NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies" or equivalent QCTO qualifications.
- (2) The staff member of the consultant who is responsible for the administration of any works contract involving labour intensive works must have completed the NQF level 5 unit standard "Manage Labour Intensive Construction Projects" or equivalent QCTO qualifications.

The Consultant must provide the Employer with satisfactory evidence that staff members satisfy the requirements of 1 and 2.

- (3) The Consultant must design and implement the construction/maintenance works in accordance with the Guidelines for the Implementation of the Labour Intensive Projects under the Expanded Public Works Programme (the Guidelines) published by the National Department of Public Works. The Consultant must sign the undertaking (Appendix E of Guidelines) confirming they have complied with EPWP requirements at design and implementation stages
- (4) The Consultant shall, for monitoring purposes, keep monthly records of and transmit to the Client data obtained from the contractor on the following indicators with regard to workers employed:
  - Project budget and planned output according to EPWP requirements
  - Actual Project Expenditure and actual output according to EPWP requirements
  - Planned and achieved labour intensity
  - Number of work opportunities created
  - Demographics of workers employed (disaggregated by women, youth and persons with disabilities)
  - Wage rate earned on project
  - Number of person-days of employment created
  - Copies of identity documents of workers
  - Number of persons who have attended training including the nature and duration of training

provided

- Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M&E Framework
- Services provided or delivered maintained in accordance with indicators in the EPWP M&E Framework

(5) The values for the indicators shall be submitted to the employer according to the agreed time frames on the prescribed reporting template (from the EPWP Unit in the DPW) and obtainable from [www.epwp.gov.za](http://www.epwp.gov.za).

(6) The Consultant shall certify that the works have been completed in accordance with the requirements of the Guidelines and the Contract:

- a) whenever a payment certificate is presented to the Employer for payment; and
- b) immediately after the issuing of a practical completion certificate that signifies that

the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

### **C3.10 FACILITIES AND EQUIPMENT TO BE PROVIDED BY THE EMPLOYER**

The Employer will not supply any facilities, office space, equipment, software, vehicles, telecommunication systems etc.

### **C3.11 REFERENCE DATA**

None

### **C3.12 APPROVALS**

C3.12.1 Wayleave approval

Application to be made to the relevant department for wayleave approvals

### **C3.13 PLANNING AND PROGRAMMING**

C3.13.1 Programmes submitted by the consultants for projects should reflect the following:

- Starting dates, milestone dates, estimated duration and planned completion dates.
- Order and timing of services which the service provider plans to do
- Provisions for
  - Float
  - Time risk allowances
  - Health and safety requirements

C3.13.2 Activities for which the employer are responsible and which shall be included in the service provider's programme are the following:

- Approval of Tender Advertising Request (TAR);
- Approval of Tender Advertising Objectives (TAO);
- Acceptance of tender documentation;
- Acceptance of tender drawings;
- Approval of Tender Advertising Request (TAR) by the SCM(supply chain management);
- Approval of tender documentation by the Bid Specification Committee (BSC);
- Acceptance of Bid Evaluation Report (BER);
- Recommendation of Bid Evaluation Report by Bid Acquisition Committee (BAC);
- Letter of acceptance

### C3.14 SOFTWARE APPLICATION FOR PROGRAMMING

All software shall be compliant with Microsoft Windows 7 and/or the latest operating systems and shall be fully compatible with Microsoft Office 2005 and/or the latest versions.

### C3.15 FORMAT OF COMMUNICATIONS

Consultants will be required to submit documents in the following format:

Document Type	Hard Copy	Electronic
Tender documents	<input type="checkbox"/>	<input type="checkbox"/>
Tender drawings (Printed/PDF/DXD/DWG/AutoCAD)	<input type="checkbox"/>	<input type="checkbox"/>
Reports (all reports including completion and photo reports)	<input type="checkbox"/>	<input type="checkbox"/>
Construction Drawings	<input type="checkbox"/>	<input type="checkbox"/>
As Built test results	<input type="checkbox"/>	<input type="checkbox"/>
As Built drawings	<input type="checkbox"/>	<input type="checkbox"/>

### C3.16 MANAGEMENT MEETINGS

Consultants will be required to attend monthly project progress meetings.

### C3.17 USE OF DOCUMENTS BY THE EMPLOYER

The copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised by a Service Provider in the course of the service is vested in the South African Farmers Development Association.

**C3.18 SELECTION PROCEDURE**

- The South African Farmers Development Association will use the following method of selection and rotation of Service Providers engaged in a Framework Contract.
- Service providers will be ranked from the highest lowest in terms of Functionality Score, Pricing and BBBEE Status
- The Service providers will be allocated projects based on their ranking.
- The Service providers whose ranking are higher, will be allocated projects more complex nature or/with higher estimate Values