

MHLONTLO LOCAL MUNICIPALITY



**REQUEST FOR PROPOSALS: PROVISION OF PROFESSIONAL SERVICES FOR MVUMELWANO SPORTS
PHASE 2''**

BID NAME: BID NO: MLM-MSF/PS-2019/20

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

SARS PIN: _____

CSD NO.: _____

TELEPHONE NO.: _____

FAX NO.: _____

CONTACT PERSON: _____

BID PRICE (Incl. VAT): _____

TABLE OF CONTENT

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

MHLONTLO LOCAL MUNICIPALITY



PROJECT NAME	CONTRACT NUMBER	ADVERT DATE	SITE BRIEFING/ INSPECTION DATE	TENDER CLOSING DATE
Provision of Professional Services for Mvumelwano sport field phase 2	MLM-MSF/PS-2019/20	26 th September 2019	4 th October 2019 10h00 AM Qumbu Foyer	16 th October 2019 12h00 PM

INVITATION TO BID FOR “PROVISSION OF PROFESSIONAL SERVICES FOR MVUMELWANO SPORTS PHASE 2”

Mhlontlo Local Municipality invites qualified professional service providers for planning and construction monitoring of Mvumelwano Sports field: PHASE 2.

The Scope of work entails the preparation of feasibility studies, Technical Reports or business plans, preliminary designs, detailed design, tender documentation, contract documentation and management, progress reports, and close out reports (geotechnical, roads & storm water, structural, buildings, transportation etc).

Compulsory site briefing/inspection will be held on 04 October 2019, 10h00am, at Qumbu town hall, 96 church street Qumbu and the tender document will be available from www.etenders.gov.za and www.mhlontloim.gov.za.

The bids will also be evaluated on functionality as follows:

CRITERIA	POINTS ALLOCATED	MAXIMUM POSSIBLE SCORES
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Methodology:		30
• Methodology and Approach with Estimated time frames	30	
• Methodology and Approach with no Estimated time frames	15	
• No methodology	0	
Company Experience to carry out works:		40
• Five completed jobs and above	40	
• Three to Four completed jobs	25	
• One to Two completed jobs	15	
• No completed jobs	0	
Qualifications and Professional Registration of members with statutory institutions of built environment (ECSA, SACPCMP/PMP, SAQS, SAA, SAS) :		30
• 15 years and above post registration	30	
• Between 10 and 15 years post registration	15	
• Below 10years post registration	5	
TOTAL	70	100

Bids should score a minimum of 70% (70points) for functionality in order to be considered for further evaluation. The Bids will be evaluated on the **80/20** preferential points system

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

- Tenderers are required to submit SARS Tax compliance status pin
- Certificate for Compensation for Occupational Injuries and Diseases Act (COIDA)
- Tenderers are required to submit the Company Profile.
- Tenderers must submit certified copy for B-BBEE certificate to be considered for equity points.
- Submit Joint Venture agreement in the case of joint venture.
- Tenderers are required to submit the methodology
- Submit central supplier database report not later than one month
- Submit Proof of Municipal rates not later than one month

Bids in a sealed envelope clearly marked **“PROVISSION OF PROFESSIONAL SERVICESFOR MVUMELWANO SPORTS FIELD PHASE 2”** must be placed in the tender box at the reception, Mhlontlo Local Municipality, 96 Church street, Qumbu 5180, before **12:00 pm on Wednesday, 16th October 2019**, where after bids will be opened in public.

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

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

For Supply Chain Management related enquiries, please contact Mr T Mbono at (047) 553 7000 during working hours.

Mr. SG. Sotshongaye

MUNICIPAL MANAGER

Mhlontlo Local Municipality

P.O. Box 31

Qumbu

5180

RETURNABLES AND COMPLIANCE

BID NAME: "PROVISSION OF PROFESSIONAL SERVICES FOR MVUMELWANO SPORTS PHASE 2"

1. Bid proposals are hereby invited from suitably qualified and accredited professional service providers to assist the municipality in preparing designs, construction supervision and monitoring for the above mentioned project;
2. The conditions contained in the General Conditions of Contract (GCC 2015), Latest Guidelines for ECSA, South African Council for Project and Construction Management Professionals and/or Project Management Institute;
3. The work procedure, the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the New Engineering Contract (NEC 3);
4. All documents accompanying this invitation must be completed in detail where applicable, be sealed in an envelope and be deposited in the bid box before the closing date and time;
5. Duly completed and signed original bid documents should be sealed in an envelope marked (refer to paragraph 9.2):
6. No telegraphic or facsimile bids / proposals will be considered.
7. Compulsory site briefing/inspection will be held on 04/10/2019, 10h00am, at Qumbu town hall, and the tender document will be available from www.etenders.gov.za and www.mhlontlolo.gov.za.
8. The Mhlontlo Local Municipality reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid at all.
9. Bid Requirements
 - 9.1 Only suitably qualified professional service providers (i.e. Civil Engineers) outlined hereunder will be eligible for evaluation:
 - if a sole practitioner, the firm must have a professionally registered person as a principal; and
 - If a partnership / close corporation / company, the firm must have at least 50% of its partners, members or directors professionally registered/ eligible to register.

- If the company has under its employment a professionally registered person or a sub-consultants that has professionally registered person/eligible to register. Proof of thereof must be attached.

9.2 Late bids/proposals will not be accepted. Please note that bids are late if they are received at the address given in the invitation after the bid closing date and time, and will be returned unopened.

9.3 Bids / proposals will be valid for a period of 90 days after the closing date.

9.4 All bid prices must be quoted in South African currency, including VAT and must be in terms of the ECSA fee scale for professionals.

9.5 All relevant documents attached to this bid must be completed and signed in black ink by an authorized representative of the business.

9.6 Please ensure that you submit and attach the following documents:

9.6.1 Original completed and signed applicable Municipal bid documents (MBD) and preference claim forms in terms of the Preferential Procurement Regulations;

9.6.2 SARS Pin;

9.6.3 In the case of a Joint Venture, an original valid Tax Clearance Certificate of both partners should be submitted as well as a signed Agreement by both parties;

9.6.4 Copy of business registration certificate from the Registrar of Companies and BBBEE Certificate;

9.6.5 Proof of qualifications of key personnel and appropriate professional registration with relevant Professional Council, Body and Association;

9.6.6 Proof of valid Professional Indemnity Insurance cover;

9.6.7 Compensation for Occupational Injuries and Diseases Act (COIDA);

9.6.8 Filling of all Municipal Bid Documents (MBD) forms 4,8 and 9;

9.6.9 A record of relevant previous projects managed and completed in the last five years by the firm and key personnel including contact details of client references; and

9.6.10 Certified copies of Identity Documents of main members / directors of the firm.

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

11. EVALUATION CRITERIA TO BE USED

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

BBBEE level of Contributor	Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non- Contributor	0

NB: MHLONTLO Local Municipality policy will be applicable.

A. General Information

Purpose

Mhlontlo Local Municipality is soliciting proposals from Professional Civil Engineering companies to assist the municipality in engineering designs, construction supervision and monitoring, planning, contract management and administration for Mvumelwano Sports field Phase 2. This is to promote planning and improve municipal information with accurate cost estimates based on investigated analogy and proper project management. The professional service providers will be appointed for 2019/20 financial and as such the project is only intended to be completed in the same year.

Type of contract (Construction Management)

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

Environmental Professionals contract is **Term service contract** as per NEC 3 (Professional contract).

Tariff and fees will be guided by SACNASP guidelines applicable during project implementation

Design and Construct: this contract is implemented across 4 phases of project management which are planning, design, construction, and handover/commissioning. Professional team will be appointed by Mhlontlo Local Municipality (MLM) and a brief will be provided by client to professional team for the expected outcomes of the project. Professional service team will therefore provide feasibility studies after investigations, preliminary designs, detailed designs, business plan or technical report, monthly reports, contract management, close out reports.

Term Service Contract: The engineering company will be engaged and be provided with a brief by client to assess the project in question. Reports shall be submitted to PMU Manager and copied to Senior Manager Infrastructure Development on all processes engaged upon until record of decision is attained.

NB: No project will be stopped when the period lapse whilst the commitment on the project has already been engaged and implemented.

Submission of proposals

The project proposal must be submitted in one envelope with the technical proposal clearly marked **Bid Name “ PROVISSION OF PROFESSIONAL SERVICES FOR MVUMELWANO SPORTS FIELD PHASE 2** “ in the tender box of MHLONTLO Local Municipality, 96 church street Qumbu 5180 on or before the closing date of **16 October 2019 at 12h00.**

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

Addenda to the Request for Proposals (RFP)

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

B. Background and Demographics

Main offices for Mhlontlo Local Municipality (MLM) are situated approximately 40 km North of Mthatha towards Kokstad on N2 provincial road. MLM has identified a gap on planning of Mvumelwano sports field Phase 2 hence it intends to identify a professional service provider that shall assist municipality during planning and implementation of the above mentioned project. The Service provider will assist municipality in developing cost estimates and credible designs that will assist the municipality to achieve the intended purpose.

Mhlontlo Local Municipality has 61447 households (Stats SA) that depends on services provided by Mhlontlo Local Municipality. Population of households is approximately 5 people per households and the municipality is dominated by rural growth with just 2% of households in towns of both Qumbu and Tsolo.



C. Scope of Works

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

2.1.1 Intended Services from Professional Service Provider

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

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

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

A. Normal Services

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

Stage 1: Inception (Ref: Clause 3.2.1 of above-mentioned ECSA Guideline);

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

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

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

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

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

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

B. Additional Services

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

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

C. Reimbursable Services/ Disbursement

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

D. Project Set up

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

E. Deliverables

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

Stage 1: Inception

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

Stage 2: Concept and Viability (Preliminary Design)

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

Stage 3: Design Development (Detail Design)

- i. Detail Design Report covering
 - ✓ Design concept, final and accepted
 - ✓ Construction Specifications, final and accepted
 - ✓ Result/ analyses/ report of Survey and investigations, final and accepted
 - ✓ Road alignment, cross-sections including proposed storm-water drainage (detail design drawings), final and accepted

- ✓ Cost estimates in the form of bill of quantities, final and accepted
- ii. EIA and EIM letter of authorization from DEDEA and DME

Stage 4: Documentation and Procurement

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

Stage 5: Contract Administration and Inspection

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

Stage 6: Close-Out

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

Other Routine Reports and documentation

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

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

PROJECT IMPLEMENTATION TIMEFRAME

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

Mile Stone/ Stage of Work	Days	Start Date	End Date
Commencement of Work			
Stage 1: Inception			
Stage 2: Concept and Viability (Preliminary Design)			
Stage 3: Design Development (Detail Design)			
Stage 4: Documentation and Procurement			
Stage 5: Contract Administration and Inspection			
Stage 6: Close-Out			

2.1.2 Deliverables for Building works

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

Stage 1: Inception

- ✓ Assisting in developing a clear project brief
- ✓ Attending project initiation meetings
- ✓ Advising on the procurement policy for the project

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

Stage 2: Concept and Viability (Preliminary Design)

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

Stage 3: Design Development (Detail Design)

- ✓ Reviewing the documentation programme with the principal consultant and other professional consultants
- ✓ Attending design and consultants meeting

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

Stage 4: Documentation and Procurement

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

Stage 5: Contract Administration and Inspection

- ✓ Attending site handover
- ✓ Preparing schedules of predicted cash flow
- ✓ Preparing pro-active estimates for proposed variations for the client decision making
- ✓ Attending regular site, technical and progress meetings
- ✓ Adjudication and resolving financial claims by the contractor(s)
- ✓ Assisting in the resolution of contractual claims by the contractor(s)

- ✓ Establishing and maintaining a financial control system
- ✓ Preparing valuations for payment certificate to be issued by the principal agent.
- ✓ Preparing final account(s) including re-measurement(s) as required for the works on a progressive bases
- ✓ Schedule(s) of predicted cash flow
- ✓ Estimates for proposed variations
- ✓ Financial control reports
- ✓ Valuations for payment certificates
- ✓ Progressive and draft final account(s)

Stage 6: Close-Out

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

Other Routine Reports and documentation

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

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

PROJECT IMPLEMENTATION TIMEFRAME

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

Mile Stone/ Stage of Work	Days	Start Date	End Date
Commencement of Work			
Stage 1: Inception			
Stage 2: Concept and Viability (Preliminary Design)			
Stage 3: Design Development (Detail Design)			
Stage 4: Documentation and Procurement			
Stage 5: Contract Administration and Inspection			
Stage 6: Close-Out			

2.1.3 Deliverables for Environmental works

ENVIRONMENTAL IMPACT ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT

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

Stage 1: Inception

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

Stage 2: Concept and Viability (Preliminary Design)

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

Stage 3: Contract Administration and Inspection

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

Stage 4: Close-Out

Prepare closeout report related to environmental related scope of works.

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

D. Information Required from the Consultant

1. Technical Proposal

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

- **Business organization**

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

- **Consultant qualifications and past experience**

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

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

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

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

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

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

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

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

D.1.1 SCHEDULE OF WORK CARRIED OUT BY TENDERER

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

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

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

D.1.2 PROPOSED KEY PERSONNEL

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

Name	Qualification	Designation	HDI Status	PR Number

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(Provide more details on the CV'S on personnel proposed)

D.1.3. SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

Infrastructure and resources available

Physical facilities and Buildings.

Description	Address	Area (m ²)

Equipment

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

Description: Hardware: Printers and Plotters	Number of units

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

D.1.4. Size of enterprise and current workload

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

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

Description	Value (R)	Start date	Duration	Expected completed date

Staffing Profile

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

Permanently employed staff	Gender and Race	Number of staff

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

SCHEDULE OF PROPOSED SUBCONSULTANT

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

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

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

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

2. Price Proposal

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

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

2.1 PRICING INSTRUCTIONS

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

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

2.1.3 The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the planning, design and contract supervision of the work described, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Bid is based.

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

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

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

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

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

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

BILL OF QUANTITIES (Estimates based on 6 months construction period)

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

2.3.2	Mark up for item 2.3.1	%			
2.4	Occupational Health and Safety, and Training				
2.4.1	Occupational Health & Safety Management	Sum	1		
2.4.2	Enforcement and Management of Health and Safety on site	Sum	1		
2.4.3	Civil Engineering Student/ Quantity Surveyor Intern 12 months mentoring programme – Student or intern to be provided by Mhlontlo Local Municipality to the Professional Service Provider	Sum	1		
2.4.4	Mark up for item 2.4.1-3	%			
2.5	Co-ordinate with Other Service Providers				
2.5.1	Co-ordinate with identified service providers (ISD, Environment etc)	Sum	1		
2.5.2	Mark up for item 2.5.1	%			
2.6	Sub total				
3.0	Construction monitoring				
3.1	Additional 15 days/month site monitoring for category B individual for actual duration of the contract (assumed for 2 months)	Sum			
3.2	Sub total				
4.0	Expenses & costs for actual duration of the contract				
4.1	Travel	Sum	1		
4.2	Recoverable expenses	Sum	1		
4.3	Sub-total				
5.0	Time basis				
5.1	Category A	hr			
5.2	Category B	hr			
5.3	Category C	hr			

5.4	Category D	hr			
6.0	TOTAL (sum of items (1.6; 2.6; 3.2; 4.3)				
6.1	Add: VAT (15%)				
6.2	TENDER AMOUNT				

E. EVALUATION AND ADJUDICATION CRITERIA

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

Technical Proposals

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

CRITERIA	POINTS ALLOCATED	MAXIMUM POSSIBLE SCORES
Methodology: <ul style="list-style-type: none"> Methodology and Approach with Estimated time frames Methodology and Approach with no Estimated time frames No methodology 	30 15 0	30
Company Experience to carry out works: <ul style="list-style-type: none"> Five completed jobs and above Three to Four completed jobs One to Two completed jobs No completed jobs 	40 25 15 0	40

Qualifications and Professional Registration of members with statutory institutions of built environment (ECSA, SACPCMP/PMP, SAQS, SAA, SAS) :		30
• 15 years and above post registration	30	
• Between 10 and 15 years post registration	15	
• Below 10years post registration	5	
TOTAL	70	100

Financial Proposals

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

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

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

Where

P_s = % scored for price bid / proposal under consideration

P_{min} = lowest acceptable bid / proposal

P_t = price of bid / proposal under consideration

A_p = % allocated for price

EVALUATION CRITERIA

Criteria	Project Rand Value Less than R50 000 000.00
-----------------	--

		Maximum Points Allocated	Points Claimed
Preference Points	Points for BBBEE	20	
Price	Points for Price	80	
Total		100	

Scoring on Functionality

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

- ❑ **Past Experience** refers to previous experience in relevant projects. In this stage the evaluation is focusing on the company rather than individuals. Similar type of experience in more than one projects which are of similar project are providing basis for scoring in the evaluation process.
- ❑ **Past Experience** refers to previous relevant projects and overall track record. It is considered less important in larger, conceptually difficult and multi-disciplinary projects. It should also be noted that past experience is realistically linked to individuals rather than firms in the case of professional services for this project.
- ❑ **Methodology** considers the responsiveness to the *request for proposals*, the level of detail in the proposal, attention to project management and innovative approaches and ideas in preparation of business plan. Methodology proposed shall be in line with the scope of the works proposed for the project.
- ❑ **Team Qualifications and Capability** considers the technical and professional skills of the project team, regional knowledge if relevant and proven conceptual abilities (supported by other client references if needed). The qualifications of the proposed team to be delegated on the project will

be primarily assessed for their capacity to implement the project. Overall qualifications of the staff within the company and their minimum time allocation for the project will be secondary in assessing the qualifications.

- **HDI Participation** promotes the participation (in terms of direct project involvement and fees earned) of HDI's. It is considered more important in the smaller projects to build capacity and promote SMME's. Points scored here should be proportionate to the participation rate that is proposed. Again gender and disability needs to be taken account of. The participation rate serves to build capacity in order to enable HDI's to eventually participate as lead PSP's in bigger projects. Points for these points will be allocated through BBBEE points allocated to companies.

F. General

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

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

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

MUNICIPAL BIDDING DOCUMENTS

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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 favouritism, 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 authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

¹ 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.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.8 Are you presently in the service of the state?..... **YES / NO**

3.8.1 If yes, furnish particulars.....

.....

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

3.9.1 If yes, furnish particulars.....
.....

3.10 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**

3.10.1 If yes, furnish particulars
.....

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

3.11.1 If yes, furnish particulars.....
.....

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

3.12.1 If yes, furnish particulars
.....

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

3.13.1 If yes, furnish particulars.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?..... **YES / NO**

3.14.1 If yes, furnish particulars.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</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(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE
 AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
 TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

cludes price quotations, advertised competitive bids, limited bids and proposals.

d rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to ompete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying quotation:

(Quotation Number and Description)

in response to the invitation for the quotations made by:

Mhlontlo Local Municipality

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying quotation will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying quotation, on behalf of the bidder;
4. Each person whose signature appears on the accompanying quotation has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying quotation, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a quotation in response to this invitation for quotations;
 - (b) could potentially submit a quotation in response to this invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying quotation independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. 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 quotation;
 - (e) the submission of a quotation, which does not meet the specifications and conditions of this invitation; or
 - (f) submitting a quotation with the intention not to win the quotation.
8. 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 invitation to quote relates.
9. The terms of the accompanying quotation have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening or of the awarding of the quotation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder