



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF

PUBLIC WORKS, ROADS & INFRASTRUCTURE

LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE FOR A PERIOD OF THREE YEARS.

Issued by:

Limpopo Department of Public Works, Roads and Infrastructure
Works Towers Building
43 Church Street
Polokwane
0700

Contact Person: General Queries

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Name of the Bidder :



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

**Tender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR
ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO
DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE**

**Company registration
number:**

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PART T1: TENDERING PROCEDURE

T1.1 Tender Notice and Invitation to Tender

The Limpopo Department of Public Works, Roads and Infrastructure invites tenders for professional Architectural Consultancy Services over a three (3) year term ***without a guarantee of the quantum of work.***

The contracts will be based on the NEC3 Professional Service Contract.

Limpopo Department of Public Works, Roads and Infrastructure will enter into a contract with the successful tenderer. Organs of state including Municipalities and State Owned Entities may make use of these framework agreements and issue Task Orders for work falling within the scope of the contracts that are entered into.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required in this tender are eligible to submit tenders.

This tender will be subjected to the Standard for skills development through infrastructure contracts as per regulation 22B as part of the CIDB BUILD programme. This will only be applicable at the time of issuing of the task orders only on applicable projects where the value of professionals fees is or in excess of R 5 million and project duration is 12 months or higher on all class of works construction works or as the CIDB regulations are amended.

Tender Description	Framework Agreement for Architectural Consultancy Services for the Limpopo Department of Public Works Roads and Infrastructure
Tender Number	LDPWRI-PROF/20338
Tender documents availability	Tender documents available on www.etenders.gov.za , CIDB website and www.dpw.limpopo.gov.za
Address for submission of tenders	DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE. Physical address: Corner River and Blaauwberg Streets, Ladanna, 0699.
Closing date of the tender	As per Tender Notice
Closing time of the tender	11:00 am
Price of the tender document	Tender documents available on online
Enquiries	General: Name : Mr Motsopye NJ Tel No. : 015 284 7219/7421 Email : motsopyenj@dpw.limpopo.gov.za Technical: Name : Mr Modjadji K. Tel No. : 015 284 7347 Email : Modjadji.m@dpw.limpopo.gov.za
	Telegraphic, telephonic, scanned documents, facsimile, e-mail and late tenders will not be accepted.

T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3:2015, *Standard conditions of tender*. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

All references to the terms: "Tender", "Tenders", "bidders", "bid", and/or "Tenderer" and "Tenderers" in these documents and the Conditions of Tender shall have the same meaning as each other and shall be of equal force.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender.

Clause number	Tender Data
3.1	The Employer is the Department of Public Works, Roads and Infrastructure
3.2	<p>The Tender Documents issued by the Employer comprise the following documents:</p> <p>THE TENDER</p> <p>Part T1: Tendering procedures</p> <p>T1.1 Tender notice and invitation to tender</p> <p>T1.2 Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable schedules</p> <p>THE CONTRACT</p> <p>Part C1: Agreements and contract data</p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>Part C2: Pricing data</p> <p>C2.1 Pricing assumptions</p> <p>C2.2 Staff rates</p> <p>C2.3 Adjustment factors</p> <p>Part C3: Scope of work</p> <p>C3.1 Scope of work</p> <p>ANNEXURES</p> <p>Annexure 1: Pro forma Task Order</p> <p>Annexure 2: Standard scope of professional services associated with the delivery of a package</p> <p>Annexure 3: Framework for the determination of professional fees associated with the delivery of a package</p> <p>Annexure 4: Specification for developing skills that result in nationally accredited outcomes through infrastructure contracts</p>

3.4	<p>The employer's representatives are :</p> <p>General: Name : Mr Motsopye NJ Tel No. : 015 284 7219 / 015 284 7421 Email : motsopyeni@dpw.limpopo.gov.za</p> <p>Technical: Name : Mr Modjadji K. Tel No. : 015 284 7347 Email : Modjadji.m@dpw.limpopo.gov.za</p> <p>Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer.</p> <p>Only information issued formally by the Employer in writing to Tenderers will be regarded as amending the Tender Documents.</p>				
3.5.	<p>The employer reserves the right to cancel the tender prior to the award of the tender.</p>				
4.1	<p>Eligibility criteria</p> <p>Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <ol style="list-style-type: none"> 1. The tenderer: <ol style="list-style-type: none"> a) is not an unincorporated joint venture; and b) is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to automatically continue to function in the event of a death or withdrawal of one of the partners; 2. The tenderer has in its full time employ a Principal Consultant (<i>key person</i>) (i.e. the person who will provide the service or under whose active and personal direction, control and supervision the service is to be provided) who is registered as a Professional Architect or a Professional Architectural Technologist in terms of the Architectural Profession Act, 2000 (Act no 44 of 2000), and who has experience in providing similar services to those described in the scope of work. <p>The Principal consultant for complex works shall be a registered Professional Architect in line with SACAP guideline in terms of the Architectural Profession Act, 2000. In such cases, only service providers with principal consultants who are registered as Professional Architect will be considered.</p> <ol style="list-style-type: none"> 3. The tendering entity has professional indemnity insurance cover issued by a reputable insurer in an amount of not less than R3 Million Rand in respect of a claim without limit to the number of claims. Bidders must attach PI cover as proof. 4. The tendering entity's must have at least 51 % of its shareholders, directors, members or partners as relevant, who are professionally registered as one of the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 50%; padding: 5px;">Category of registration</th> <th style="width: 50%; padding: 5px;">Act</th> </tr> <tr> <td style="padding: 5px;">Professional Architect or Professional Architectural Technologist</td> <td style="padding: 5px;">Architectural Profession Act, 2000 (Act no 44 of 2000)</td> </tr> </table>	Category of registration	Act	Professional Architect or Professional Architectural Technologist	Architectural Profession Act, 2000 (Act no 44 of 2000)
Category of registration	Act				
Professional Architect or Professional Architectural Technologist	Architectural Profession Act, 2000 (Act no 44 of 2000)				

5. The tenderer is able to provide financial statements complying with applicable legislation for the preceding financial year within 12 months of the year end. Bidders must attach financial statements as proof.

6. Successful bidders will be categorised as follows:

Category	Turnover over 12 months	Capacity
Large Practice in Architectural Services	More than R5.0 Million Rand	A minimum of 3 Fulltime Pr Arch or/and Pr.Arch.T
Medium Practice in Architectural Services	Above R3.0 Million and less than R5.0 Million Rand	A minimum 2 Fulltime Pr Arch or/and Pr.Arch.T
Small Practice in Architectural Services	Above R0.5 Million and less than R3.0 Million Rand	A minimum of 1 Fulltime Pr Arch or/and Pr.Arch.T

7. The tenderer can provide at least three contactable client references for the provision of Architectural Services to such clients which generated a fee income of at least R 0.5 million rand (including VAT) and which have been satisfactorily completed during the last 5 years.

4.7 Compulsory briefing session

No compulsory briefing session

4.8 Seeking clarification

Bidders are welcome to submit questions, which will be answered and uploaded to the department of Public Works, Roads and Infrastructure website as and when queries are received All communications should be channelled through the contacts provided in this bid document.

4.11 Alterations to the documents

Bidders are required to 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 such alterations shall be initiated by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. Failure to comply with this condition will lead to disqualification.

4.12 Alternative tender offer

No alternative tender offer is permitted in this tender.

4.13.5 The sealed original tender must be submitted to the employer by no later than the closing date and time.

Location of tender box: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE.

Physical address: CORNER RIVER AND BLAAUWBERG STREETS, LADANNA, 0699

Identification details: Sealed Tender with Tender reference number, Title of Tender and the closing date and time of the tender.

4.13.6 The employer will not accept telephonic, telegraphic, telex, facsimile or e-mailed tender offers. Failure to meet this requirement will lead to disqualification during the evaluation for compliance with administration of the tender.

The tender document should be returned in printed and original form. It may not be re-typed or altered in any way. The documents must be completed in black ink (non-erasable) – in an eligible handwriting. Mistakes are to be corrected by drawing a line through it and writing the correct information above it. Tenderer should sign next to the correction. **Use of correction fluid is prohibited and bidders shall automatically be disqualified. In addition, submission of copy of copy is prohibited and will lead to disqualification.**

4.15 The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

4.16	<p>The tender offer validity period is 20 weeks.</p> <p>The employer may, in exceptional circumstances, request the Bidder for an extension of the validity period, prior to the expiry of the original proposal validity period. The request and the response thereto shall be made in writing. A Bidder agreeing to the request will not be permitted to modify its Proposal.</p>																			
C3.2	Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.																			
5.11	<p>The tenderers will be evaluated in two (2) stages</p> <p>a) Stage 1: Mandatory and administrative Compliance</p> <p>b) Stage 2: Functionality (or Quality)</p>																			
5.11.1	The financial offer will be evaluated at the time of issuing the specific task orders.																			
<p>Stage 1: Mandatory and administrative Compliance</p> <p>The Tenderer shall provide all the relevant information required in this tender which will include the information detailed below. Tenderers who do not adhering to those criteria listed below will be disqualified immediately:</p> <ol style="list-style-type: none">1. The tendering entity must satisfy all the requirements stated in 4.1 above.2. Fully completed compulsory returnable stated in this tender.3. Corrections may not be made using correction fluid, correction tape or the like. Failure to comply with this condition will lead to disqualification.4. In addition, submission of copy of copy is prohibited and will lead to disqualification. <p>Only tenders that meet the above-mentioned requirements will proceed to stage 2 of the evaluation.</p>																				
<p>Stage 2: Functionality</p> <p>The quality criteria and maximum score in respect of each of the criteria are as follows:</p> <table><tr><th>Quality criteria</th><th>Sub criteria</th><th>Maximum number of points</th></tr><tr><td colspan="2">Experience of Principal Consultant (<i>key person</i>) (Schedule 1)</td><td>30</td></tr><tr><td rowspan="3">Value add (see Schedule 2)</td><td>Additional technical skills</td><td>15</td></tr><tr><td>Bidder's past experience in independent technology-based intellectual services to client</td><td>35</td></tr><tr><td>Bidder's ISO 9001 Certificate</td><td>10</td></tr><tr><td colspan="2">Company office established in Limpopo Province with proof of a residential address (schedule 3)</td><td>10</td></tr><tr><td colspan="2">Maximum possible score for quality (M_s)</td><td>100</td></tr></table> <p>The minimum number of evaluation points for quality is 70</p>		Quality criteria	Sub criteria	Maximum number of points	Experience of Principal Consultant (<i>key person</i>) (Schedule 1)		30	Value add (see Schedule 2)	Additional technical skills	15	Bidder's past experience in independent technology-based intellectual services to client	35	Bidder's ISO 9001 Certificate	10	Company office established in Limpopo Province with proof of a residential address (schedule 3)		10	Maximum possible score for quality (M_s)		100
Quality criteria	Sub criteria	Maximum number of points																		
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Company office established in Limpopo Province with proof of a residential address (schedule 3)		10																		
Maximum possible score for quality (M_s)		100																		

T2.2.3 Compulsory Declaration

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

Section 1: Enterprise Details

Name of enterprise:	
Contact person:	
Email:	
Telephone:	
Cell no	
Fax:	
Physical address	
Postal address	

Section 2: Particulars of companies and close corporations

Company / Close Corporation registration number	
--------------------------------------------------------	--

Section 3: SARS Information

Tax reference number	
VAT registration number:	<i>State Not Registered if not registered for VAT</i>

Section 4: CIDB registration number ; N/A

Section 5: National Treasury Central Supplier Database

Supplier number OR Unique registration reference number	
----------------------------------------------------------------	--

Section 6: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number

Attach separate page if necessary

Section 7: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

a member of any municipal council
a member of any provincial legislature
a member of the National Assembly or the National Council of Province
a member of the board of directors of any municipal entity
an official of any municipality or municipal entity

an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
a member of an accounting authority of any national or provincial public entity
an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 8: Record of family member in the service of the state

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

a member of any municipal council
a member of any provincial legislature
a member of the National Assembly or the National Council of Province
a member of the board of directors of any municipal entity
an official of any municipality or municipal entity

an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
a member of an accounting authority of any national or provincial public entity
an employee of Parliament or a provincial legislature

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 9: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

Yes No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)



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Section 10: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other 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;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

Signed

Date

Name

Position

Enterprise



LIMPOPO

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T2.2.4 Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualification

Page	Clause or item	Proposal

Signed

Date

Name

Position

Tenderer

T2.2.5 PART A: SBD 1 Invitation to Bid

YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE LIMPOPO DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE					
TENDER NUMBER:	LDPWRI-PROF/20338	CLOSING DATE	As per advert	CLOSING TIME:	11:00am
DESCRIPTION	FRAMEWORK AGREEMENT FOR ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE				
TENDER RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT (STREET ADDRESS):					
DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE.					
Physical address: Corner River and Blaauwberg Streets, Ladanna, 0699.					
TENDERING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Mr. NJ Motsopye				
TELEPHONE NUMBER	015 284 7126	E-MAIL ADDRESS	motsopyen@dpw.limpopo.gov.za		
CONTACT PERSON (TECHNICAL)	Mr Modjadji K.				
TELEPHONE NUMBER	015 284 7347	E-MAIL ADDRESS	modjadji.m@dpw.limpopo.gov.za		
SUPPLIER INFORMATION					
NAME OF TENDERER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?					
<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes. <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO TENDERING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

INVITATION TO BID PART B: TERMS AND CONDITIONS FOR BIDDING

1. TENDER SUBMISSION

- 1.1. TENDERS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE TENDERS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE TENDER DOCUMENT.**
- 1.3. THIS TENDER IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 TENDERERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 TENDERERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 TENDERERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE TENDER.
- 2.5 IN TENDERS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE TENDERER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO TENDERS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:



T2.2.6 SBD 4: Bidder's Disclosure

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

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ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO
DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6

OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE

SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Signature

Date

Position

Name of bidder

T2.2.7 SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB:BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

T 2.2: Returnable documents

27

Bidder's initials

019

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration



Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons who had no franchise in national elections prior to 1984 and 1994(All races in SA)	-	6	-	
Women (Attach Director's certified copy South African ID as proof)	-	3	-	
Disabled Persons (Attach letter from Health Professional as proof)	-	2	-	
Promotion of SMMEs (Attach Financial statement as proof)	-	2	-	
Enterprises located in Limpopo Province and or District (Attach: The physical address given in the SBD 1 will be used and it should be consistent or the same as the preferred address in the Central Supplier Database Report a) A Title deed, Letter from a Traditional Authority or Municipal Statement which must not be older than three (3) months; or b) A Formal Lease Agreement together with Lessor's Municipal Account or Letter from Traditional Authority)		4	-	
Promotion of youth (Attach Director's certified copy South African ID as proof)	-	1	-	
South African owned enterprises (Attach certified copy of South African ID as proof)	-	2	-	



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.



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.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

T2.2.8 SBD 8: Declaration of Bidder's Past Supply Chain Management Practices

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	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? (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). 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		



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4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		

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

T2.2.9 SBD 9: Certificate of Independent Bid Determination

- 1 This Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid 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 bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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 bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
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 bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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

T2.2.10 Certificate of Authority

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category. **(do not write "SEE ATTACHED")**.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I,, chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on20...., Mr/Mrs.....acting in the capacity of.....was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....

Chairman

2.....

Date



B. Certificate of partnership

We, the undersigned, being the key partners in the business trading as

hereby authorise Mr/Mrs....., acting in the capacity
of.....to sign all documents in connection with the tender for
Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs....., authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY



D. Certificate for sole proprietor

I,, hereby confirm that I am the sole owner of the business trading
as.....

As Witness:

1.....
Signature: Sole owner


2.....
Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as.....hereby
authorise Mr/Mrs.....acting in the capacity of.....
to sign all documents in connection with the tender for Contract.....and any contract
resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation
as a whole

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T2.2.1 Contactable References

Contactable reference #1		Description of services provided	Particulars
Name of organisation:			Approximate fee income including VAT (R m)
Contact Person:			Completion date (within last 5 years)
Telephone:	Landline: Mobile:		
Email (if available):			
Contactable reference #2.		Description of services provided	Particulars
Name of organisation:			Approximate fee income including VAT (R m)
Contact Person:			Completion date (within last 5 years)
Telephone:	Landline: Mobile:		
Email (if available):			
Contactable reference #3.		Description of services provided	Particulars
Name of organisation:			Approximate fee income including VAT (R m)
			Completion date (within last 5 years)

T2.2.12: Valuation Schedule 1: Experience of Principal (Key Personnel) Consultant

The experience of the Principal Consultant (Key Consultant whose name is stated as such in Part 2 of the Contract Data) will be evaluated i.e. the person who will provide the service or under whose active and personal direction, control and supervision the service is to be provided (see scope of work).

This will be undertaken in relation to:

- 1) Professional profile: professional qualifications, professional experience (total duration of professional activity), level of education and training and positions held which have a bearing on the services which may be required.
- 2) Experience in relation to the services which may be required in terms of the scope of work

A CV of the Principal Consultant of **not** more than 4 pages must be attached to this schedule. Each CV should be structured under the following headings:

- 1 Personal particulars
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate experience (year, organization and position / responsibilities)
- 5 Outline of assignments / experience that has a bearing on the required services giving dates, nature and scope of similar services that have been undertaken including the level of responsibility. Indicate projects completed during the course of the career and role played in the project.
- 6 Professional activities which have a bearing on the service

Certificates / suitable proof of membership must be attached to this schedule

The scoring will be as follows:

Rating / score	General experience and qualifications in relation to the service	Post professional registration relevant experience in relation to the service
0	Tenderer has submitted no information or inadequate information to determine scoring level or does not have an appropriate professional profile or experience.	
Poor (12 Points)	Principal Consultant has a limited professional profile	Principal Consultant has limited levels of experience which relates to the proposed scope of work. The consultant has less than 3 years of experience post registration.
Satisfactory (21 Points)	Principal Consultant has reasonable professional profile	Principal Consultant has reasonable levels of experience which relates to the proposed scope of work. The consultant has more than 3 years but less than or equal to 6 years of experience post registration [> 3 years but ≤ 6 years]
Good (27 Points)	Principal Consultant has an extensive professional profile	Principal Consultant has extensive levels of experience which relates to the proposed scope of work. The consultant has more than 6 years but less than or equal to 10 years of experience post registration [> 6 years but ≤ 10 years]
Very good (30 Points)	Principal Consultant has outstanding professional profile	Principal Consultant has outstanding levels of experience which relates to the proposed scope of work. The consultant has more 10 years of experience post registration [> 10 years]

Name of proposed Principal Consultant (key person):

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

T2.2.13 EVALUATION SCHEDULE 2: Value add by Tenderer

The value added by the tenderer in delivering the service will be evaluated i.e. the answer to the question as to why the Employer will derive better value for money by contracting with the tenderer and making use of the Principal Consultant that is offered for the proposed service rather than with any other tenderer and their offered Principal Consultant.

The tenderer should specifically outline the value add with respect to the entity's portfolio of work and past experience in the field of Architecture

The tenderer must briefly outline the value add offered in not more than six pages and attach this to this page. The tenderer should also state what value add other staff members will provide to the service and refrain from submitting generic company literature.

The scoring of the tenderer's value added will be as follows:

1. ADDITIONAL TECHNICAL RESOURCES [15 points]

Additional staff	Points allocation
1 x additional technical staff registered with SACAP as Pr.Arch or Pr.Arch.T	5
2 x additional technical staff registered with SACAP as Pr.Arch or Pr.Arch.T	10
At least 1 x Technicians and or draughtsman	5
No additional staff	0

2. REFERENCE LETTERS FOR COMPLETED PROJECTS [35 points]

	Description	Points allocated for referral showing that project reach practical completion (JBCC) or similar in other contracting strategies	Additional Points allocated for where projects attained Final completion
Bidder's previous experience in providing Architectural services. Bidder should submit referral letters from the Client – as per template attached in this tender (page 44) with corresponding completion certificates.	No letter	0	0
	1 x referral letter	5	2
	2 x referral letter	10	4
	3 x referral letter	15	6
	4 x referral letter	20	8
	5 x referral letter	25	10

The referral letters should be fully completed to enable award of the points. The following information is required:

- Details the Client, project name, scope of works, project value and services rendered by the professional service provider.
- Selection of whether project reach Practical completion and approval of final accounts and close-out reports in JBCC or similar in other contracting strategies.
- Signed by the contact person from the Client
- Stamp of the Client (no points will be awarded without this)

3. BIDDERS'S ISO CERTIFICATE

Bidder submitted ISO 9001 certificate	10
Bidder did not submit ISO 9001 certificate	0



The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____

Date _____

Name _____

Position _____

Tenderer _____

T2.2.14: EVALUATION SCHEDULE 3: Company office established in Limpopo Province

A bidder must attach any of the following documents as a proof of the local address within Limpopo Province (The physical address in the following documents should be the same as provided in the SBD 1 and Central Supplier Database (CSD) report:

1. Municipal Account/Bill, which must not be older than three months or
2. Formal current Lease Agreement accompanied by a Lessor's Municipal account or Traditional Authority Letter or
3. Title deed or
4. Letter from a Traditional Authority not older than three months

The points will be awarded as follows:

Office within Limpopo Province	10
No proof of location is submitted or the bidder is located outside the Limpopo Province	0



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PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

Tender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR
ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO
DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE

Referral letter for Architecture Enterprises

The following template **MUST** be used by consultants as referral letter for completed projects
in order for points to be awarded.

Name of Client : _____

Address : _____

Consultant Name : _____

Project Name : _____

Project Scope : _____

Project site : _____

Services Rendered : _____

Value of works : _____ (VAT Included)

The Project reached Practical Completion or similar? Yes / No

Project reached close-out stage? Yes / No

Provides any information deemed necessary about the service rendered by the Consultant

I certify that the above information is true:

Name

Signature

Date

Email address

Tel.

Client stamp



LIMPOPO
PROVINCIAL GOVERNMENT
PROVINCE OF SOUTH AFRICA

DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

**Tender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR
ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO
DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE**

THE CONTRACT



PART C1: AGREEMENT AND CONTRACT DATA

C1.1. FORM OF OFFER AND ACCEPTANCE

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto (if applicable) 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 authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Consultant* under the contract including compliance with all its terms and conditions for an amount to be determined in accordance with the conditions of contract identified in the Contract Data without any guarantee of a quantum of work.

This Offer may be accepted by the *Employer* by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Consultant* in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the
tenderer:

Name &
signature of
witness

Date

Acceptance (To be completed by the employer – not the bidder)

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Consultant the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part C2 Pricing Data

Part C3 Scope of Work

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

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

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

Notwithstanding anything contained herein, this agreement comes into effect 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 *Consultant*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

For the Employer

Signature
Name
Capacity

Name and address of organization

Signature and Name of Witness

Signature
Name
Capacity

Part C1.2 Contract Data

The Conditions of Contract are the NEC3 Professional Services Contract (Third edition with amendments of June 2006 and April 2013), copies of which may be obtained from Engineering Contract Strategies (telephone 011-803 3008). (Amendments made since the publication of the Third Edition of June 2005 may be downloaded from <https://www.neccontract.com/getmedia/a3043061-189e-4fce-a7c3-f28caf62cace/PSC.pdf.aspx>)

Each item of data given below is cross-referenced to the clause in the NEC3 Professional Services Contract which requires it.

Part one - Data provided by the Employer

1 General

The *conditions of contract* are the core clauses and the clauses for main Option:

G: Term contract

dispute resolution Option W1: Dispute resolution procedure

and secondary Options

X1: Price adjustment for inflation

X2: Changes in the law

X7: Delay Damages

X9: Transfer of rights

X10: Employer's Agent

X11: Termination by the Employer

Z: Additional conditions of contract

of the NEC3 Professional Services Contract

10.1 The *Employer* is Limpopo Department of Public Works Roads and Infrastructure

Address: 43 Church Street Polokwane, 0699

Telephone: (015) 284-7001

Email: MaswanganyiTB@dpw.limpopo.gov.za

or

the LDPWR&I as represented by the person or unit that is notified by such LDPWR&I

11.2(9) The *services* relate to the provision of Architectural Consultancy services within the Limpopo Province, over a three year term without any commitment to a quantum of work.

11.2(11) The *Scope* is in the document called Part 3: Scope of Work

12.2 The *law of the contract* is the law of the Republic of South Africa

13.1 The *language of this contract* is English

13.3 The *period for reply* is 2 weeks

13.6	The <i>period for retention</i> is 5 years following Completion or earlier termination										
2	The Parties' main responsibilities										
25.2	The <i>Employer</i> provides access to the following persons, places and things as stated in the Task Order										
3	Time										
30.1	The <i>starting date</i> is "two weeks after the Consultant receives one fully completed original copy of this contract, including the schedule of deviations (if any) as contained in the Form of Offer and Acceptance", as appropriate										
11.2(3)	The <i>completion date</i> for the whole of the services is 3 Years after the <i>starting date</i>										
11.2(6)	The Key Dates and the <i>conditions</i> to be met are as stated in the Task Order										
31.1	The <i>Consultant</i> is to submit a first programme for acceptance within the time stated in the Task Order										
32.2	The <i>Consultant</i> submits revised programmes at intervals no longer than the period stated in the Task Order										
4	Quality										
40.2	The quality policy statement and quality plan are provided within the time stated in the Task Order										
41.1	The <i>defects date</i> is 26 weeks after Completion of the whole of the services.										
5	Payment										
50.1	The <i>assessment interval</i> is a calendar month										
50.3	The <i>expenses</i> stated by the <i>Employer</i> are										
	<table><thead><tr><th>Item</th><th>Amount</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">• printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports• covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports• maps, models and presentation materials required by the <i>Employer</i></td><td>market related cost or in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/consultants</td></tr><tr><td><ul style="list-style-type: none">• airfares, train fare, taxi, hired car, parking charges and toll fees for travel outside of the 500km from the home base (Polokwane Head Office) of the Consultant identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>• accommodation where the services necessitates that staff need to travel outside of the 500km from the home base (Limpopo) of the Consultant identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i></td><td>cost</td></tr><tr><td><ul style="list-style-type: none">• vehicle travel outside of the 100km from the Company's registered address within Limpopo Province identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>• subsistence allowance where the services necessitates that staff need to travel outside of the 250km from the home base (Limpopo) of the Company identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>• In the case of a company with the registered address outside of Limpopo, the home base will be Polokwane for the purposes of expense claims.</td><td>in accordance with the latest Rates for Reimbursable expenses published on http://www.publicworks.gov.za/consultantsguidelines.html</td></tr><tr><td><ul style="list-style-type: none">• specialist studies, design services, inputs, advice and tests where instructed by the <i>Employer</i></td><td>cost plus 10 %</td></tr></tbody></table>	Item	Amount	<ul style="list-style-type: none">• printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports• covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports• maps, models and presentation materials required by the <i>Employer</i>	market related cost or in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/consultants	<ul style="list-style-type: none">• airfares, train fare, taxi, hired car, parking charges and toll fees for travel outside of the 500km from the home base (Polokwane Head Office) of the Consultant identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>• accommodation where the services necessitates that staff need to travel outside of the 500km from the home base (Limpopo) of the Consultant identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>	cost	<ul style="list-style-type: none">• vehicle travel outside of the 100km from the Company's registered address within Limpopo Province identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>• subsistence allowance where the services necessitates that staff need to travel outside of the 250km from the home base (Limpopo) of the Company identified in Part 2 of the Contract Data to perform the services where authorised by the <i>Employer</i>• In the case of a company with the registered address outside of Limpopo, the home base will be Polokwane for the purposes of expense claims.	in accordance with the latest Rates for Reimbursable expenses published on http://www.publicworks.gov.za/consultantsguidelines.html	<ul style="list-style-type: none">• specialist studies, design services, inputs, advice and tests where instructed by the <i>Employer</i>	cost plus 10 %
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<ul style="list-style-type: none">• specialist studies, design services, inputs, advice and tests where instructed by the <i>Employer</i>	cost plus 10 %										



- special equipment such as such as Dual Frequency GPS with RTK, Laser Scanner, Specialist Software, and any equipment required to conduct aerial surveys
- casual labour

Open market or competitively tendered prices with all deductions for all discounts, rebates and taxes which can be recovered plus 10%

51.1 The period within which payments are made is 30 days from submission of approved deliverable and invoice.

51.2 The *currency of this contract* is the South African Rand.

51.5 The *interest rate* is the Prime lending rate of the *Employer's Bank*

6 Compensation events

The response period to notification of compensation events is 30 days. The compensation event must be submitted and approved by the Accounting Officer or delegated official in terms of the SCM policy.

7 Rights to material

No data required for this section of the *conditions of contract*.

8 Indemnity, insurance and liability

81.1 The amounts of insurance and the periods for which the Consultant maintains insurance are

Event	Cover	Period following Completion of the whole of the services or earlier termination
failure by the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	R 2.0 million in respect of each claim, without limit to the number of claims	For as long as the Consultant remains in business
death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	R 2,0 million in respect of each claim, without limit to the number of claims	0
death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	That which is prescribed by the Compensation Injuries and Diseases Act No. 130 of 1993 as amended and whatever the Consultant deems desirable in addition	0

81.1 The *Employer* provides the following insurances :

None

82.1 The *Consultant's* total liability to the *Employer* for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the amount of the *Consultant's* insurance cover

9 Termination

No data required for this section of the *conditions of contract*.

10 Data for main Option clause

G Term contract

21.4 The *Consultant* prepares forecasts of the total Time Charge and *expenses* at intervals no longer than 5 weeks.

11 Data for Option W1

- W1.1 The *Adjudicator* is the person selected by the Parties from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za),
- W1.2(3) The *Adjudicator* is the person selected by the Parties from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za), in accordance with the procedure set out in Clause Z2
- W1.4(2) The *tribunal* is reference to a South African Court of Law

12 Data for secondary Option clauses

X1 Price adjustment for inflation

- X1.1 The index is the *index* published in "Consumer Price Index: index numbers and year on year rates" as published in the Statistical News Release, P0141 Table B of Statistics South Africa.
- The *staff rates* are
- fixed at the Contract Date and are not variable with changes in salary are those that are based on fixed rate.
 - variable with changes in salary paid to individuals are those derived from the total annual cost of employment.

X2 Changes in the law

- X2.1 The *law of the project* is the law of the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.

X7 Delay Damages

- X7.1 Delay damages for late Completion of the Whole of the services are as stated in the Task Order.

X10 The Employer's Agent

- X10.1 The *Employer's Agent* is as stated in the Task Order
- The authority of the *Employer's Agent* is to carry out all actions of the Employer in this contract with respect to all matters except those required by clauses 51.1, 55.1, 81.1, 90 and 92.

Z Additional conditions of contract

The *additional conditions of contract* are

Z1 Tax invoices

The Consultant's invoice.

Delete the first sentence of core clause 50.2 and replace with:

Invoices submitted by the *Consultant* to the *Employer* include:

- the details stated in the Scope to show how the amount due has been assessed, and
- the details required by the *Employer* for a valid tax invoice.
- Approved deliverables.

Delete the first sentence of core clause 51.1 and replace by:

Each payment is made by the *Employer* within 30 days of receiving the *Consultant's* invoice showing the details which this contract requires or, if a different period is stated in the Contract Data, within the period stated.



Z2 Selection and appointment of the *Adjudicator*

Add the following paragraph to clause W.1.2(1)

Within 2 weeks after declaring a dispute and if the *Adjudicator* was not yet appointed with a previous dispute, the notifying Party notifies the other Party of the names of two persons he has chosen from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za), whose availability to act as the *Adjudicator* the notifying Party has confirmed. The other Party selects one of the two persons chosen to be the *Adjudicator* within four days of receiving the notice, failing which the person chosen by the notifying Party will be the *Adjudicator* for the Contract. The Parties appoint the selected *Adjudicator* under the NEC3 *Adjudicator's Contract*, April 2013.

Z3 Acts or omissions by mandatories

In terms of Section 37(2) of the Occupational health and Safety Act of 1993 (Act 85 of 1993), the *Consultant* hereby agrees that the *Employer* is relieved of any and all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the *Consultant* and his employees to the extent permitted by this Act, and that this contract comprises the written agreement between the *Employer* and the *Consultant* contemplated in section 37(2).

Z4 Expenses

If the Parties agree, estimates of *expenses* may be included in the lump sum prices in the Task Schedule which are assessed as compensation events.

Z5 Alternative basis for assessing compensation events

If the *Employer* and the *Consultant* agree, assessments for changed Prices for compensation events relating to services may be based on a percentage of the construction cost determined in accordance with the provisions of the *Framework for the Determination of Professional Fees for Consulting Services* (see Annexure 3) where:

F_{PO} = tendered professional and technical staff rate expressed in cents / R 100 or part thereof of total cost of employment as stated in the C2.2 Pricing Data / 16

F_{CON} = tendered adjustment factor to reflect factors such as risk, productivity, efficiency, locality, local knowledge, particular methods or systems for delivering services, level of expenses that are not recoverable etc. as stated in C2.3 of the Pricing Data

The fees based on a percentage of the project cost includes all travelling time and travel costs associated with the provision of the service within *travel more than 50 km from the home base of the Consultant identified in Part 2 of the Contract Data to provide Architectural Services*.

The total fee for each stage required in terms of the scope of work in Rands, determined in accordance with the provisions of the *Framework for the determination of professional fees for consulting services*, is entered as a lump sum amount in the Task Order. Such amounts may be further broken down should the *Consultant* so require.

Z6 Vendor registration

The *Consultant* registers on the *Employer's* vendor database by completing the relevant Vendor Registration Form and providing all the required information.

One hundred percent of the Prices for Services Provided to Date is retained in assessments of the amount due until the *Consultant* has registered on the *Employer's* database.

Z7 Contract Date

In these *conditions of contract* each reference to the Contract Date is the date when the Task Order came into existence.



Z8 Price adjustment for inflation

Notwithstanding the provisions of X1

- (1) The provisions of X1.4 and X1.5 do not apply.
- (2) The *Consultant* calculates the *staff rates* at the Contract Date for all rates which are fixed and are not variable with changes in salary paid to individuals, by multiplying the *staff rates* contained in the Pricing Data by $1 + (L - B) / B$, where B is the last value of the *index* published before the *starting date* and L is the last published value of the *index* published before the Contract Date.

Z9 Key persons in Task Orders

- 1) *Key persons* to undertake specific jobs for the *Consultant* in respect of a particular Task may be included in a Task Order.
- 2) The *key person* named in Part 2 of the Contract Data whose responsibilities include the provision or the service or provision of active and personal direction, control and supervision of the *service* that is provided is the point of contact between the *Consultant* and the *Employer*. Such a person attends at least 80 percent of the regular progress meetings which may be convened during the execution of a Task.
- 3) The *Consultant*, in the event that the *key person* identified in 2) above is replaced, effects the replacement in a manner which minimizes the adverse effect of such replacement on the *Employer* and Others and provides continuity of the *services*.

Z10 Confining the services to one or more provinces

Notwithstanding the provisions of 11.2(9), the *Consultant* shall only Provide the *Services* in the Limpopo province.

Z11 Low performance damages for failing to adhere to the Accepted Programme

If the *Consultant* fails to adhere to the Accepted Programme and as a consequence is the primary reason for a delay in the finalization of an end-of-stage deliverable required in terms of the National Treasury Framework for Infrastructure Delivery and Procurement Management, the *Consultant* pays low performance damages in the following amounts:

Delay in finalizing the deliverable	Amount
Up to 7 days	5% of the total of the Prices for the stage that is delayed
More than 7 days but less than 14 days	10% of the total of the Prices for the stage that is delayed
More than 14 days but less than 21 days	15% of the total of the Prices for the stage that is delayed
More than 21 days but less than 28 days	20% of the total of the Prices for the stage that is delayed
More than 28 days	25% of the total of the Prices for the stage that is delayed

Part C1.2 Contract Data

The *Consultant* is advised to read the NEC3 Professional Service Contract (Third edition with amendments of June 2006 and April 2013) and the relevant Guidance Notes and Flow Charts, in order to understand the implications of this Data which is required. Copies of these documents may be obtained from the Engineering Contract Strategies (telephone (27) 011 803 3008).

Each item of data given below is cross-referenced to the clause in the NEC3 Professional Service Contract to which it mainly applies.

Part two - Data provided by the *Consultant*

Clause	Statement
10.1	<p>The <i>Consultant</i> is (Name):</p> <p>Address</p> <p>Postal address:</p> <p>Tel No.</p> <p>Fax No.</p> <p>Mobile No.</p> <p>Email:</p>
22.1	<p>The <i>Consultant's</i> key person is:</p> <p>Name:</p> <p>Job:</p> <p>Responsibilities: provide the service or provide active and personal direction, control and supervision of the <i>service</i> that is provided</p> <p>Qualifications and experience: see CV attached to the tender</p> <p>Home base (office from which the key person works from):</p> <p>Physical address:</p> <p>Co-ordinates of home base of Principal Consultant :</p> <p>X co-ordinate..... Y co-ordinate</p>
11.2(13)	The <i>staff rates</i> are as stated in the Pricing Data:
50.3	The <i>expenses</i> stated by the <i>Consultant</i> are none
G	Term contract
11.2(25)	The <i>task schedule</i> is in the Pricing Data

C2: Pricing Data

The actual pricing will be done when the department or any organ of state issues an RFQ after the service providers have entered into an agreement with the department. This section details the conditions that will apply at that time.

C2.1 Pricing assumptions

C.2.1.1 General

C.2.1.1.1 The *Consultant* will be paid either under Option G (Term Contract) i.e. on a combination of Time Charges (sum of the products for each of the *staff rate* multiplied by the time appropriate to that *rate* properly spent on work in the contract) and Option B: Priced Contract with Activity Schedule.

C.2.1.1.2 *Expenses* as provided for in the contract are paid in addition to the total of the Time Charges and lump sum prices.

C.2.1.1.3 There is no adjustment to the lump sums for items in the Task Schedule if the amount, or quantity, of work within that activity later turns out to be different to that which the *Consultant* estimated at the time that the Task Schedule was accepted by the *Employer*. The only basis for a change to the lump sum prices is as a result of a compensation event (See Clause 60.1).

C.2.1.2 Staff rates

Where option G will be used, the service provider will be requested to provide staff rates, covering the following:

C.2.1.2.1 The *staff rates* are the prices charged for staff, excluding VAT, but including:

- a) all the costs to the *Consultant* including total annual cost of employment, overhead charges incurred as part of normal business operations including the cost of management, as well as payments to administrative, clerical, IT support and secretarial staff used to support professional and technical staff in general and not on a specific project only;
- b) the time and costs expended in travelling to and from a site, meetings or any other activity associated with the provision of the service, *within 50 km from the key person's home base identified in Part 2 of the Contract Data*;
- c) non-recoverable expenses;
- d) all protective clothing and all standard equipment such as office furniture, copiers, plotters, computers and software used to perform the services; and
- e) profit.

C.2.1.2.2 The total annual cost of employment is the total amount borne by the *Consultant* in respect of the employment of a staff member per year comprising basic salary and fringe benefits not reflected in the basic salary, including:

- a) normal annual bonus,
- b) *Consultant's* contribution to medical aid, unemployment insurance fund, pension or provident fund,
- c) group life insurance premiums borne by the *Consultant*; and

- d) all other benefits or allowances payable in terms of a letter of appointment excluding any share of profit and payment for overtime.

C.2.1.2.3 The *staff rates* for staff whose hourly or monthly rate is based on the total annual cost of employment shall not exceed the staff rate for Rate 1 or Rate 3, respectively.

C.2.1.2.4 The *staff rates* exclude VAT.

C.2.1.3 Percentage fee based on the total value of construction works

Where option A is used, the professional service provider will provide a percentage (%) fee the provider will charge in relation to the total value of construction works. The fees will therefore be paid in accordance with the total value of works – including any adjustments, at given point in time.

C.2.1.4 Expenses

C.2.1.4.1 The *expenses* that may be paid to the *Consultant* are as stated in the Contract Data. All other cost to the Consultant associated with Providing the Services is included within the staff rates.

C.2.1.4.2 All air travel shall be in economy class on a scheduled airline.

C.2.1.4.3 Accommodation means a

- a) a bed and breakfast;
- b) a guest house;
- c) self catering; or
- d) hotel having a star rating of 1, 2 or 3 as defined by the Tourism Grading Council of South Africa (see www.tourismgrading.co.za).

Note: A lodge, country house or 4 star or higher star rated hotel is not accommodation. Any stay in such a facility cannot be claimed as an expense.

C.2.1.4.4 A hired car means a motor vehicle having an engine capacity of not more than 2500 cc.

Note: A hired car having an engine capacity greater than 1800cc is not a hired car and cannot be claimed as an expense

Part C3: Scope of work

1 Background

The Limpopo Department Public Works, Roads and Infrastructure (LDPWR&I) is the Implementing Agent (IA) of choice for all provincial departments within the Limpopo Province. Currently all planning and implementing activities are implemented through LDPWR&I.

2 Employer's objectives

The objective of this contract is to obtain the services of Architectural Providers for the Limpopo Department of Public Works, Roads and Infrastructure. Any organ of state may participate on this framework agreement and issue task orders as necessary.

3 Framework agreements

Previously, the National Treasury issued a *Standard for Infrastructure Procurement and Delivery Management* (SIPDM) through PFMA Treasury Instruction No 4 of 2015 2016 that made provision for framework agreements. In addition, the CIDB practice Note # 15 of 2008 make provision for framework agreements. In this respect, "framework agreements are agreements between two parties that establish the terms for the supply of goods, construction works or services over a period of time, but which do not set out the precise quantities that are required, and where tasks are undertaken on an ad-hoc basis".

The employer may issue task orders on the scope of works covered by such agreements, thus the parties from having to procure from the open market every time work is required.

4 Description of the services

The services over the term of the contract include, but not limited:

- a. Planning, designing and reviewing Architectural designs in line with the Architectural Professions Act 2000 (44 of 2000)
- b. Undertaking of condition assessments of building works.
- c. Providing advice and specifying procedures relating to the maintenance and repair buildings and components thereof;
- d. Performing duties in terms of a contract with a contractor who constructs, repairs or maintains the buildings.
- e. The procuring as necessary of the services of others to provide specialists studies, design advice or services in support of the services which the consultant provides.
- f. Preparation and review of procurement documents for compliance with the requirements of the *Framework for Infrastructure Delivery and Procurement Management (FIDPM)*
- g. Assistance in the evaluation of tender submissions, including evaluation of quality.
- h. Municipal submission of plans and approval.

Annexure 2 Standard scope of professional services associated with the delivery of a package

5 Requirements

5.1 General

5.1.1 The Consultant shall in the provision of the services observe all relevant statutes, by-laws and associated regulations, the provisions of National Treasury's Framework for Infrastructure Delivery and Procurement Management, standards of professional conduct and industry norms established in relevant South African national standards published in terms of the Standards Act of 2008 or standards recommended by professional associations.

5.1.2 The Consultant shall provide the services in accordance with the relevant provisions of:

- a) The Standard Scope of Professional Services associated with the delivery of a Package (see Annexure 2) as a Designer and Supervising agent; and
- b) The South African Council for the Architectural Profession (SACAP) Guideline for Services and Processes for estimating fees for Persons registered in terms of Architectural Profession Act, 2000 (Act 44 of 2000), as amended;
- a) Framework for Infrastructure Delivery and Procurement Management;

5.2.1 Relevant standards and regulations, amongst others:

- o SANS 10400 - The application of the National Building Regulations
- o SANS 10400 Part X – Environmental Sustainability
- o SANS 10400 Part XA – Energy Usage in Buildings DSS3
- o Occupational, Health and Safety Regulations (OSHA) – ACT 85 of 1993 – as amended
- o Department of Public Works Consultant Guidelines as obtained
<http://www.publicworks.gov.za/consultantsdocs.html>
- o Health Infrastructure Norms and Standard Guidelines (Gazette 37348, 37790, 38776).
- o Education Infrastructure Norms and Standards Guidelines.
- o Local municipal by-laws and regulations.

5.2.4 A bill of quantities shall not be used as a substitute for production information.

Note: The National Treasury Framework for Infrastructure Delivery and Procurement Management defines production information as information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the constructor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction.

5.3 Standard systems of measurements

5.3.1 Bills of quantities shall be prepared as per scope of works, drawings, site plans and in alignment with the other disciplines (Mechanical, Structural and Architectural) in order to bring the facility into working condition.

5.3.2 Where applicable, the bills of quantities shall be prepared in accordance with the provisions of the Standard System of Measuring Builders Work – Edition 7 (2015) published by the Association of South African Quantity Surveyors.

5.3.3 Space Guidelines – Professional Service Providers instruction for Quantity Surveyors and Architects.

5.4 Reporting and attendance at meetings

- 5.4.1** The Consultant shall prepare in a format acceptable to the Employer progress reports for tabling at fortnightly project meetings and to accompany invoices for payment.
- 5.4.2** The Consultant shall attend regular design and / or site co-ordination meetings with the Employer's project management team as well as ad hoc meetings convened to deal with specific issues that may arise.
- 5.4.3** The Consultant shall promptly provide information required for the reports which the Employer and / or the project management team are required to prepare e.g. quarterly Presidential Infrastructure Co-ordinating Committee reports on key performance indicators.

6 Facilities and equipment to be provided by the Employer

No facilities or equipment are provided by the Employer.

7 Skills development requirements

The Consultant shall achieve in the execution of a Task Order whose value exceeds R2,0 million and which has a duration in excess of 12 months the contract skills development goal established in the *Specification for developing skills that result in nationally accredited outcomes through infrastructure contracts* (Annexure 4).

8 Procurement of specialist studies, inputs, advice and tests

The Consultant shall:

- a) obtain the Employer's prior permission to procure specialist studies, inputs, advice and tests; and
- b) either obtain three quotes for studies, inputs and tests and award a contract to the service provider offering the best value for money or engage a sole provider at open market rates.
- c) Compile terms of reference thereof.

9 Facilities and equipment to be provided by the Consultant

The Consultant shall provide all equipment and facilities required to provide the services relating to required service.

10 Communications

All communications with the Employer which are made in terms of the contract should be made using the standard templates provided by the Employer. Reference to the Framework Agreement description shall at all times precede any project related communication.

11 Issuing of RFQ and Task Orders

Post the appointment of the service provider to the framework agreement, the department will call all qualifying service providers and issue request for task orders as necessary – depending on the size of the project and complexity. The Request for Quotations will be based on Option A: Priced Contract with Activity Schedule and Option G: Term contract.

The process of inviting service providers during the issuing of request for task orders will be based on the nature or classification of works (either complex or simple) and size of the project (estimated total value of the project).

For complex projects, only service providers who their principal consultants are registered as professional Architect (Pr.Arch) with SACAP will be considered and invited.

The estimated value of the construction works applicable to the project will be used to determine the size of enterprises (small, medium or large) to be invited as follows:

- (i) Where the estimated costs of construction works of the project is less than R 50 million, **all the bidders** within the framework agreement will be invited.
- (ii) Where the estimated costs of construction works of the project is above R 50 million and less than R 100 million, **only medium and large enterprises** will be invited.
- (iii) Where the estimated costs of construction works of the project is above R 100 million, **only large enterprises** will be invited.

Size of enterprise versus estimated value of electrical works

SIZE OF ENTERPRISE TO BE INVITED	ESTIMATED VALUE OF CONSTRUCTION WORKS	PROFESSIONALS REQUIRED
All bidders within the framework agreement	Less than R 50 million	A minimum of 1 Professionally registered person
Medium and Large enterprises only	Above R 50 million and less than R 100 million	A minimum of 2 Professionally registered persons
Large enterprises only	Above R 100 million	A minimum of 3 Professionally registered person

The evaluation of task order request will be evaluated in terms of Method 2: Financial Offer and Preference – unless otherwise stated on the specific RFQ. The points for preference will be done in terms of the Department of Public Works, Roads and Infrastructure Preferential Procurement Regulations of 2022 – or as amended, at the time of the issuing of the request for task order. This information will be included on the request for Quotations.

4.7. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

4.7.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

5.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (c) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons who had no franchise in national elections prior to 1984 and 1994(All races in SA)	-	6	-	
Women (Attach Director's certified copy South African ID as proof)	-	3	-	
Disabled Persons (Attach letter from Health Professional as proof)	-	2	-	
Promotion of SMMEs (Attach Financial statement as proof)	-	2	-	
Enterprises located in Limpopo Province and or District (Attach proof of address/Lease agreement)		4	-	
Promotion of youth (Attach Director's certified copy South African ID as proof)	-	1	-	
Any other RDP goal or preference points in favour of Historically Disadvantage Individuals (Attach certified copy of South African ID as proof)	-	2	-	

For complex projects, the department may also consider additional information during the evaluation of the proposals. This may include amongst others, the following – which will be considered during RQF and evaluation thereof:

- Current performance of the service provider in relation to similar works allocated by the department.
- Experience of the consultants (Consultant's general experience and record in the field covered by the ToR) – only professional Architects will be considered.
- Submission of a proposed project approach/methodology that best represents the ToR.
- Submission of proposed project schedule, or work plan that best represents the ToR.

LDPWR&I or any organ of state reserves the right to cancel any RFQ and consider advertising any tender on open tender as the case may be when it is necessary to do so.



12 Invoices

Invoices submitted shall be a Tax invoice inclusive of VAT. The invoice shall comply with requirements, if any, established by the Employer. A copy of the task order shall accompany the Tax Invoice, together with a CD of approved deliverables.

13 Vendor registration

The Consultant shall complete vendor registration forms before the first assessment date. Such forms and the submission requirements shall be obtained from the Employer.



Annexure 1: Proforma Task Order [For Time based]

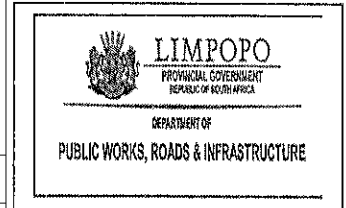
Task Order (PSC-G)

for use with Framework agreement based on the NEC3 PSC

Employer:

Unit / department:

Consultant :



Framework contract details:

No:

Title:

Task Order No:

Detailed description of the work in the Task

Contract Data associated with the performance of the Task

Part 1: Data provided by the Employer

1 General

The Contract Data as provided for in the *Consultant's* framework contract applies together with the additional *contract data* in this Task Order

11.2(10) The following matters will be included in the Risk Register

11.2(6) The Key Dates and the conditions to be met are:

Condition to be met

key date

1

2

3

2 The Parties' main responsibilities

22.1 The *Consultant's* key person is:

1 Name:

Job:

Responsibilities:

Qualifications:



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURETender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR
ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO
DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE

Experience:

22.2 Other professional(s)

1 Name:

Job

Responsibilities:

Qualifications:

Experience:

25.2	The <i>Employer</i> provides access to the following persons, places and things		
		access to	access date
	1		
	2		
	3		

3 Time31.1 The *Consultant* is to submit a first programme for acceptance within. . . . weeks of the issue of the Task Order.32.2 The *Consultant* submits revised programmes at intervals no longer than weeks**4 Quality**

40.2 The quality policy statement and quality plan are provided within weeks of the receipt of the Task Order.

G Term contract

55.1 The starting date for the Task is

55.1 The Task Completion Date is

55.1 The delay damages are R per day

X10 The Employer's AgentThe *Employer's Agent* is

Name:

Address:

Tel. No.:

Fax No.:

email:

Part 2: Data provided by the Consultant

Consultant's representative is (Name):

Address

Tel No.:

Fax No.

Email.

11.2(10) The following matters (if any) will be included in the Risk Register

25.2 The Employer provides access to the following persons, places and things

access to

access date

1

2

3

31.1 The programme identified in the Contract Data is attached to this Task Order

Task Schedule for work in the Task

11.2 Time Charges or Activity Based³

Item number	Description of time based item or activity schedule to be carried	Expected output	Initial forecast
1	Condition assessment of the facility and/or Project initiation	Status Quo Report or Initiation report	R
2	Concept design	Concept design report	R
3	Detailed design	Detailed design report	R
4	Design documentation	Bills of Quantities, Specifications and Tender documentations	R
5	Works	Practical Completion, Works Completion and Final Completion	R
6	Closeout	Closeout report	R
Total of the Prices for this Task Order (VAT Excl.)			R
% Discount			%
A. Total Forecast of charges – after discount (VAT Excl.)			R

³ Delete whichever is no applicable



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PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURETender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR
ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO
DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE**B. Total Disbursement**

Disbursements (as per the latest rate of Reimbursable Expenses published by NDPW)

Item Number	Description	Quantity	Rate	Amount
1	Travelling Distance (maximum 2 x Trips per month)			
2	Printing			
3	Duplicating			
4	Additional travelling (contingency) ⁴			
5	Additional time charges related to meetings by client and special circumstances ⁵			

C. Specialist sub-contracting or management fee**A. Total Forecast of Time or Activity Charges excluding VAT**

R

B. Disbursements

R

C. Specialist sub-contracting / Management Fee

R

Total of the Prices for this Task Order (A+B+C) excluding VAT

R

VAT

R

Total of the Prices for this Task Order including VAT

R

Total of the Prices for this Task Order including VAT (in words):

The above prices are valid for days from the date of the *Consultant's* signature below**Consultant's representative**

Signature:

Name:

Date:

Acceptance by EmployerThe above pricing and other details in this Task Order are accepted and the *Consultant* may now commence work on the Task in terms of Clause 55.3.


Signature:

Name: (Print)


Date:

⁴ To be used as contingency and is the prerogative of the employer. Prior approval is required by the service provider⁵ To be used as contingency and is the prerogative of the employer. Prior approval is required by the service provider

Annexure 2: Standard scope of professional services associated with the delivery of a package

 <p>LIMPOPO PROVINCIAL GOVERNMENT REPUBLIC OF SOUTH AFRICA</p> <p>DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE</p>	<p>Tender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE</p>
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Annexure 3: Framework for the determination of professional fees for consulting services

 <p>LIMPOPO PROVINCIAL GOVERNMENT REPUBLIC OF SOUTH AFRICA</p> <p>DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE</p>	<p>Tender No. LDPWRI-PROF/20338: FRAMEWORK AGREEMENT FOR ARCHITECTURAL CONSULTANCY SERVICES FOR THE LIMPOPO DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE</p>
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Annexure 4: Specification for developing skills that result in nationally accredited outcomes through