



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

Directorate: North Coast Region  
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LA and Administrative Complex  
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ULUNDI, 3838  
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Ref: ZNQ23/24/0014/NCR

### SUPPLY CHAIN MANAGEMENT

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#### ADDENDUM:

#### APPOINTMENT OF A PROFESSIONAL QUANTITY SURVEYOR AS A SUPPLEMENTARY TO THE PRINCIPAL AGENT FOR QUANTITY SURVEYING SERVICES ON DISBURSEMENT TO ARCHADIO ARCHITECT

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1. This Addendum consists of seven (06) pages including of this page:

Initial Closing Date : 25 May 2023  
New Extended Closing Date : 01 September 2023

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2. KINDLY NOTE THAT THE CLOSING DATE HAS BEEN EXTENDED DUE TO THE FACT THAT THERE HAS BEEN A CHANGE IN THE SCOPE OF WORK WHICH WAS NOT COVERED ON THE INITIAL TENDER DOCUMENT THAT WAS PUBLISHED ON THE 18TH OF AUGUST 2023 ON THE DEPARTMENT OF PUBLIC WORKS WEBSITE.
3. You must submit this addendum together with your tender document on the closing date as specified on the Invitation to Quote and Quotation Document to the following address:

Department of Public Works  
North Coast Region  
King Dinuzulu Highway  
Private Bag X42  
ULUNDI  
3838

DEPUTY DIRECTOR – SUPPLY CHAIN MANAGEMENT  
NORTH COAST REGION

DATE: 24/08/2023

## SECTION F

### SPECIFICATION, EVALUATION AND PRICING SCHEDULE

#### 1. BACKGROUND

The Department of Public Works is currently monitoring the construction for the Project: **WIMS 058751: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT – OWEN SITHOLE COLLEGE: COMPLETION CONTRACT FOR PHASE 3**. The Service Provider that was appointed to undertake Quantity Surveying Services on the site withdrew and the department seeks services of interested service providers to render the service for Owen Sithole College Completion Contract for Stage 4 to Stage 6.

#### 2. PURPOSE

The Department of Public Works is seeking quotations from experienced and skilled Registered Professional Quantity Surveyors to undertake Quantity Surveying Services for Stages 4 to Stage 6: The Registered Professional Quantity Surveyor will be appointed for scope detailed below.

#### 3. SCOPE OF WORK/ SPECIFICATION

##### 3.1 SITE DESCRIPTION AND LOCATION

The area that requires detailed survey and subdivision is listed below:

Department of Agriculture and Rural development  
Owen Sithole College of Agriculture  
City uMhlathuze Municipality  
EMPANGENI  
3880

##### 3.2 PROCUREMENT OBJECTIVES

The services required from the REGISTERED PROFESSIONAL QUANTITY SURVEYOR are standard consultant functions and shall execute the duties of the Client. The service provider would be measured by meeting all the Standard Scope of Services for Construction for stage 4 to stage 6.

##### Stage 4 (Provisional): Partial Services on Time Basis

- Assisting with financial evaluation of tenders
- Assisting with preparation of contract documentation for signature

The following deliverables are applicable:

- ✓ Financial evaluation of tenders
- ✓ Priced contract documentation

##### Note:

- i. The service provider is expected to claim on a time basis.
- ii. Number of hours: 50: hourly rates based on DPW RATES FOR REIMBURSABLE EXPENSES obtained from Table 8: Applicable to the architectural, engineering, quantity surveying and town planning professions.
- iii. Where a discount on rate has been offered the calculations for discount must be clearly shown and submitted with the quotation

No. of hours	Discounted Rate	Amount
50		
Total Carried to Final Summary		R



- Attending the site handover
- Preparing schedules of predicted cash flow
- Preparing pro-active estimates for proposed variations for client decision-making
- Attending regular site, technical and progress meetings
- Adjudicating and resolving financial claims by the contractor(s)
- Assisting in the resolution of contractual claims by the contractor(s)
- Establishing and maintaining a financial control system
- Preparing valuations for payment certificates to be issued by the principal agent.
- Preparing the procurement documentation for subcontracts where such procurement documentation has not been dealt with in Stage 4
- Examining and reporting on tenders for subcontracts, including financial comparisons with budget
- Preparing final account(s) including remeasurement(s) as required for the works on a progressive basis.

- ✓ Schedule(s) of predicted cash flow
- ✓ Estimates for proposed variations.
- ✓ Financial control reports
- ✓ Valuations for payment certificates
- ✓ Progressive and draft final account(s)

- Agreeing and finalising all subcontracts and adjusting against provisional amounts
- Preparing valuations for payment certificates to be issued by the principal agent.
- Preparing a recovery statement for the default or terminated contract.
- Concluding final account(s)

- ✓ Valuations for payment certificates
- ✓ Recovery statement of the defaulted or terminated contractor.
- ✓ Final account(s)

- i. For the purposes of calculating the fee, assume the project value is **R20 000 000.00 (excl. VAT)**
- ii. The project is mainly civil engineering works, which falls under Category II according to clause 10.9 of the 2015 guideline tariff of professional fees.
- iii. The bills of quantities produced are provisionally measured for the purpose of apportionment of fee to the relevant stages.

Estimated Overall Fee [A]: R

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## Disbursements

- Professional Service Providers are to utilize rates for reimbursable expenses provided on the National Department of Public Works website using the current reimbursable rates. However, rates for travelling shall be capped at maximum 2150cc. (PSP may apply discount on the rates)
- The project is 13 calendar months, and the PSP is expected to attend regular site meetings twice a month (Progress and Technical site meetings) There are 26 site meetings the PSP is expected to attend.

Travelling Bases (km)	Months	Engine Capacity Rate	Distance	Amount
	26			R
Travelling Time Costs	Months	Hourly Tariff	Time	Amount
	26			R
Total carried to Final summary				R

- The pricing schedule should include all activities to be performed for stage 4 – 6 as per scope of works and the grand-total must be transferred to form of offer with all disbursements included.
- You are requested to submit your quotation (Appendix A) on your company letterhead duly signed by the Registered Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded within five (5) working days.

## Final Summary

Item No	Description	Amount
1.	Stage 4 (Time Basis)	R
2.	Stage 5 and 6	R
3.	Disbursements	R
Sub-total		R
VAT (15%)		R
Final estimate carried forward to Form of Offer		R

## 4. Required Professional Expertise

Registered Professional Quantity Surveyor (PrQS) as professional with the South African Council for the Quantity Surveying Profession (SACQSP) in terms of the Quantity Surveying Profession Act, 2000 (Act No 49 of 2000).

At least three (03) years post registration experience. At least three (03) reference letters for all work completed in the preceding 3 years must be submitted.

## Basis of Appointment

Time based appointment on the NDPW Rates and SACQSP 2015 Professional Fee Guideline is applicable to stages 5 and 6.

## CONDITIONS OF APPOINTMENT

The professional entity must have within their employment the professional consultant as listed



in paragraph 3.2 above. This can be submitted by way of organogram and detailed curriculum vitae of the proposed professional. Where a resource/professional is being out-sourced, a contract or agreement between both parties is to be submitted.

Bidders must submit all returnable documents as listed on Appendix B herein. Failure to submit all the requested documents could result in the bid not being considered.

A detailed organogram is to provide details of the various **Registered Professionals** who will be dedicated to this project as well as details of who will lead the team as in this case, it would be the Registered Professional Quantity Surveyor (PrQS). Approval must be sought in writing from the Department for any replacement of the designated professional/s.

Appointment will be as per Departmental Standard Conditions of Appointment for the respective Discipline.

## 5. EVALUATION CRITERIA

The evaluation criteria will be in three phases:

### PHASE 1

- ☐ Administrative compliance
- ☐ Compliance with bid regulations (registration with CSD, tax clearance certificate and other prescripts requirements)

### PHASE 2:

- ☐ Mandatory Requirements

EVALUATION CRITERIA	DOCUMENTATION TO BE PROVIDED	YES / NO
1. Profile of key staff and entity	1.1 Project specific Organogram that sets out the roles and responsibilities of each proposed team member. - Details of the lead Registered Professional Quantity Surveyor (PR quantity Surv.) and professional registration number of who will be leading the team and proposed team i.e. name & surname, number of years of experience, role & capacity. - Professional Quantity Surveyor having more than (05) years' experience in similar nature projects. - Firm to indicate an alternative Professional Quantity Surveyor in case of incapacity during the project period.	
	1.2. Curriculum Vitae of each proposed team member to include a detailed experience in quantity surveying infrastructure environment projects - Certified copies of qualification (s) obtained in the relevant discipline.	
	1.3. Proof of Registration with Council / Professional Body of each proposed team members.	
2. Previous experience of the entity in the relevant stream of specialization.	2.1 Schedule of projects of a similar nature and value completed within the last 5 years (minimum 3) with specific reference to: Project name, type (nature) / description, value & duration (start & completion dates), client and client contact details for State & Private works	

3. Professional Indemnity Insurance	3.1 Proof of the relevant professional Indemnity Insurance – Engineering: R3 million	
4. Fee Calculation	4.1 Tenderers to provide calculation of fees breakdown in line with: a) Time based appointment on the NDPW Rates for reimbursable expenses (Latest published – May 2023) b) SACQSP 2015 Professional Fee Guideline is applicable to stages 5 and 6	

#### **BIDDERS TO NOTE**

***Submission of the above documents is mandatory. Failure to submit all the requested documents will result in the tender not being considered.***

#### **PHASE 3:**

- ☐ Price/ Financial Offer
- ☐ Evaluating using the Point System

**The following special conditions are applicable to the evaluation of this quotation:**

- The Department reserves the right not to award to the lowest bidder.
- The Department will conduct a detailed risk assessment prior to the award.

#### **TENDERERS TO NOTE**

**Submission of the above returnable documents is mandatory. Failure to submit all the requested documents will result in the tender not being considered.**

**All returnable documents (with the exception of the quotation letter) must be certified by the commissioner of oath and must not be older than 3 (three) months old from the date of request for quotation.**