



## **KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA**

WIMS NUMBER : 076540

TENDER NO : ZNTU 076540 W\_PSP

DESCRIPTION OF SERVICE : THE APPOINTMENT OF MULTI DISCIPLINE  
PROFESSIONAL SERVICE PROVIDER FOR WIMS 076540 – CEZA  
HOSPITAL – REFURBISHMENT AND UPGRADE TO NURSE'S  
ACCOMMODATION INCLUDING NEW KITCHENETTE, UPGRADE  
EXISTING BATHROOMS, AND REPLACE ROOF. UPGRADE OLD  
STUDENT NURSE'S ACCOMMODATION AND USE IT AS A  
DECANTING FACILITY

Directorate: North Coast Region  
Private Bag X 42  
LA and Administrative Complex  
Prince Mangosuthu Street  
ULUNDI  
3838

**PLEASE NOTE THAT THIS QUOTATION IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY PROVINCIAL TREASURY.**

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**SECTION A  
INVITATION TO BID (SBD1)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	ZNTU 076540 W_PSP	CLOSING DATE:	15 February 2022	CLOSING TIME:	11h00
DESCRIPTION	THE APPOINTMENT OF MULTI DISCIPLINE PROFESSIONAL SERVICE PROVIDER for WIMS 076540 – Ceza hospital – Refurbishments and upgrade to nurse's accommodation including new kitchenette, upgrade existing bathrooms, and replace roof. Upgrade old student nurses accommodation and use it as a decanting facility				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<p><i>KZN Department of Public Works North Coast Region Administrative Building (1<sup>st</sup> Floor, Zone 1) Prince Mangosuthu Street ULUNDI 3838</i></p> <p><i>Tender Box 1</i></p>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS Mchunu / SS Mbatha		CONTACT PERSON	Mr M Ncwane	
TELEPHONE NUMBER	035 874 3374 / 035 874 3353		TELEPHONE NUMBER	078 681 0845	
FACSIMILE NUMBER	035 874 3319		FACSIMILE NUMBER	035 874 3233	
E-MAIL ADDRESS	<u>shepherd.mchunu@kznworks.gov.za</u> <u>sindi.mbatha@kznworks.gov.za</u>		E-MAIL ADDRESS	Mzwandile.ncwane@kznworks.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<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 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>				
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? NO			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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.				

PART B  
TERMS AND CONDITIONS FOR BIDDING

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**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID 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 BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS 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](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS 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 BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS 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 / OR COMPLY WITH 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:

.....

## **SECTION B**

### **SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

## SECTION C

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- 1 In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
- 2 If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to [www.csd.gov.za](http://www.csd.gov.za) to register or call 033 897 4223/4676/4509 for assistance.
- 3 If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
- 4 The same principles as set out in paragraph 3 above are applicable should the supplier fail to updates its information on the Central Suppliers Database, relating to changed particulars or circumstances.

---

CSD Number

**SECTION D**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE**  
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....



**SECTION E**  
**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder YES / NO  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or

(e) Parliament.

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

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between YES/NO

any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

### 3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

### 4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SECTION F FORM OF OFFER AND ACCEPTANCE

### Offer

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

**THE APPOINTMENT OF MULTI DISCIPLINE PROFESSIONAL SERVICE PROVIDER FOR WIMS 076540 – CEZA HOSPITAL – REFURBISHMENT AND UPGRADE TO NURSE’S ACCOMMODATION INCLUDING NEW KITCHENETTE, UPGRADE EXISTING BATHROOMS, AND REPLACE ROOF. UPGRADE OLD STUDENT NURSE’S ACCOMMODATION AND USE IT AS A DECANTING FACILITY**

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

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

The offered price inclusive of value added tax, is

R ..... (in figures)

.....

..... Rand (in words)

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 to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or close corporation:

.....

.....

and: whose registration number is:

.....

and: whose income tax reference number is:

.....

Natural person or partnership:

.....

.....

whose identity number(s) is/are:

.....

whose income tax reference number is/are:

.....

OR

**AND WHO IS** (if applicable):

Trading under the name and style of: .....

**AND WHO IS:**

Represented herein, and who is duly authorised to do so, by:  Mr/Mrs/Ms: .....  In his/her capacity as: .....	<b>Note:</b> A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.
---	--

**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**WITNESSED BY:**

Name of witness	Signature	Date

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

.....

**Other contact details of the Tenderer are:**

Telephone no: ..... Cellular phone no: .....

Fax no: .....

Postal address: .....

Banker: ..... Branch: .....

**Acceptance**

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 Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the tenderer's offer shall form an agreement between the 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 agreement)
- Part C2 Pricing Data
- Part C3 Scope of Services

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

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

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

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission 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:**

Name of signatory	Signature	Date

<b>Name of Organisation:</b>	Department of Public Works
<b>Address of organisation:</b>	

**Witnessed by:**

Name of witness	Signature	Date

**SECTION G**  
**SPECIFICATIONS AND EVALUATION**

**THE APPOINTMENT OF MULTI DISCIPLINE PROFESSIONAL SERVICE PROVIDER FOR WIMS 076540 – CEZA HOSPITAL – REFURBISHMENT AND UPGRADE TO NURSE’S ACCOMMODATION INCLUDING NEW KITCHENETTE, UPGRADE EXISTING BATHROOMS, AND REPLACE ROOF. UPGRADE OLD STUDENT NURSE’S ACCOMMODATION AND USE IT AS A DECANTING FACILITY**

**1. BACKGROUND**

The Ceza Hospital is located in the North Coast Region, Zululand District Municipality, within Ulundi Local Municipality, with GPS Co-ordinates Longitude-28.99767483, Latitude31.37718817

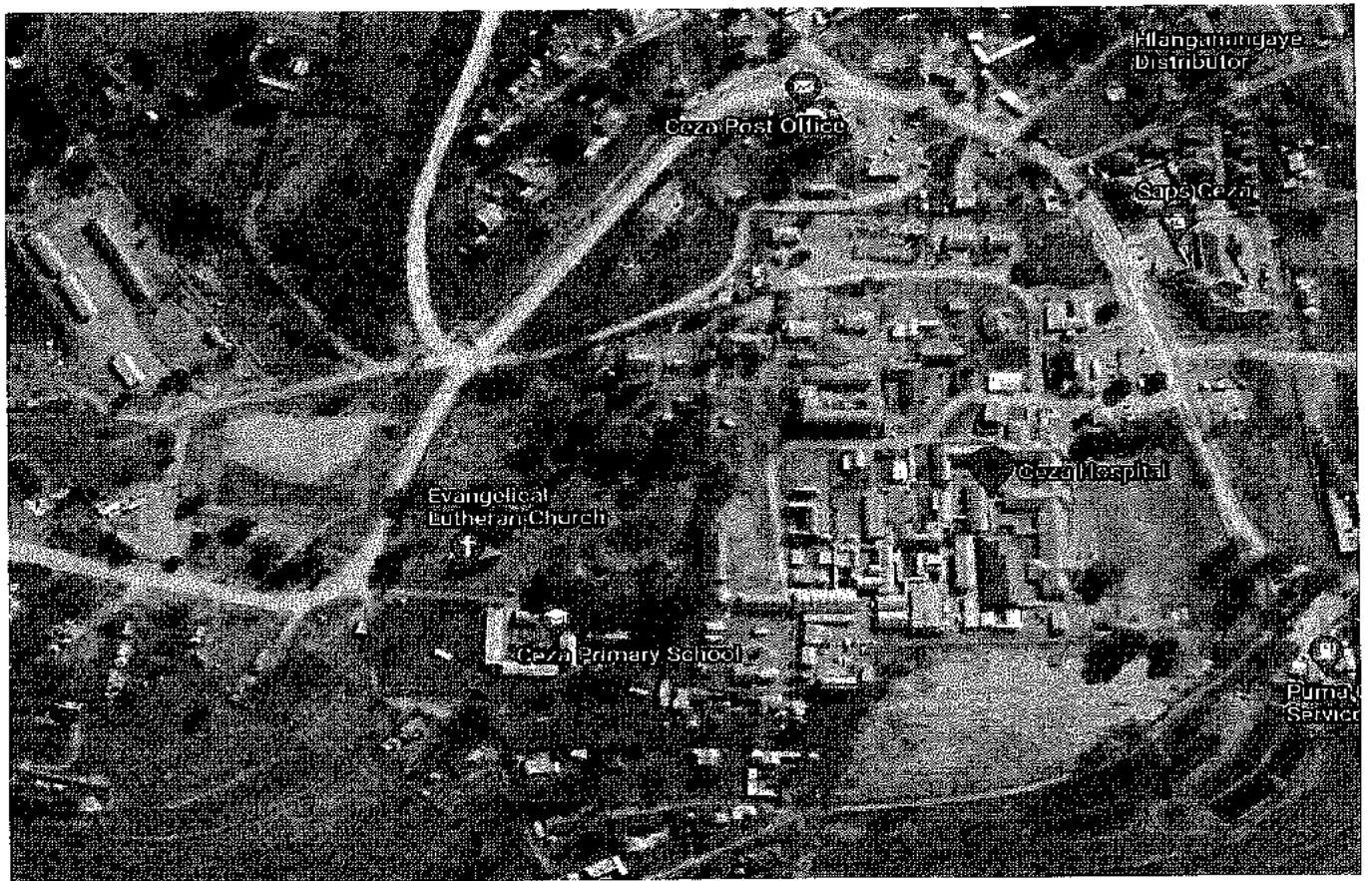
**2. PURPOSE**

To appoint a Multi Discipline Professional Service Provider to undertake FIDPM implementation stages 2 to 8 for the project.

**3. SCOPE OF WORK/SPECIFICATION**

**3.1 Site Location Plan**





### 3.2 Scope of Works

#### a) Implementation of the Project as per FIDPM Stage requirements (Refer to Appendix C)

<ul style="list-style-type: none"> <li>• Stage 2 – Project Feasibility Assessment and Concept Design – Approval by the Department of Health – HIAC committee</li> <li>• Stage 3 – Detailed Design – Approval by the Department of Health – HIAC committee</li> <li>• Stage 4 – Tender Document Production – Approval by the Department of Health – HIAC committee and Department of Public Works (DRC)</li> </ul>	12 Months
<ul style="list-style-type: none"> <li>• Stage 5 – Construction Monitoring</li> </ul>	24 months
<ul style="list-style-type: none"> <li>• Stage 6 – Retention Period</li> </ul>	12 months
<ul style="list-style-type: none"> <li>• Stage 7 – Project handover</li> <li>• Stage 8 – Project Closeout</li> </ul>	1 month

### 3.3 Pricing Schedule to be complete by bidder and transfer to form of offer

The pricing schedule should include all activities to be performed by the Professional Service Providers for FIDPM stage 2 – 8 as outlined for remunerations in line with duties of the Gazetted

• Architect Fees (Principal Agent) based on SACAP Board notice 91 of 2020 for project
• Quantity surveyor fees based on SACQSP Gazette Notice 170 of 2015
• Civil / Structural fees based on ECSA Gazette 44333 Board Notice 22 of 2021
• Mechanical Engineer fees based on ECSA Gazette 44333 Board Notice 22 of 2021
• Electrical Engineer fees based on ECSA Gazette 44333 Board Notice 22 of 2021
• Detailed Topographic Survey and as built survey of all buildings onsite - Hours
• Geotechnical Investigation – Hours
• The South African Council for the Project and Construction Management Professions - Construction Health and Safety Professionals Registered in terms of the Project and Construction Management Professions Act, 2000, No. 42697 GOVERNMENT GAZETTE, 13 SEPTEMBER 2019

Disbursement reimbursement in accordance with the prevailing tariffs laid down by National Department of Public Works will be made in respect of the costs of copies of drawings and of typing and copying of Reports and Specifications but not for typing and copying of minutes of meetings, general correspondence, payments, postage, etc.

Reimbursement in accordance with the prevailing tariffs laid down by National Department of Public Works will be made in respect of travel costs.

Please note that travelling costs may only be claimed when the site of the Works is beyond a 50 kilometre radius from your place of practice or when, for official purposes, the return trip exceeds 50 kilometres.

Traveling reimbursement is as per National Department of Public Works rates, table 3, and should not exceed the vehicle capacity of 2150cc

NO.	DESCRIPTION	Item	% Fees offered of value	AMOUNT
Estimated Construction Cost R 34,500,000 (excluding VAT)				
1	Architect Fees (Principal Agent) based on SACAP Board notice 91 of 2020 for project	40 000 000.00	%	R
2	Quantity surveyor fees based on SACQSP Gazette Notice 170 of 2015	40 000 000.00	%	R
3	Civil / Structural fees based on ECSA Gazette 44333 Board Notice 22 of 2021	8 000 000.00	%	R
4	Mechanical Engineer fees based on ECSA Gazette 44333	4 000 000.00	%	R

	Board Notice 22 of 2021			
5	Electrical Engineer fees based on ECSA Gazette 44333 Board Notice 22 of 2021	4 800 000.00	%	R
6	Detailed Topographic Survey and as built survey of all buildings onsite	Max of 100 hours	Item	R
7	Geotechnical Investigation	Max of 50 hours	Item	
8	SACPCMP - Construction Health and Safety Professionals Registered in terms of the Project and Construction Management Professions Act, 2000, No. 42697 GOVERNMENT GAZETTE, 13 SEPTEMBER 2019	40 000 000.00	%	R
Subtotal				
Vat @ 15%				
TOTAL (To Form of Offer)				

Disbursements in respect of all travelling and related expenses are excluded in the price

### 3. CONDITIONS OF APPOINTMENT

3.1 All returnable documents as listed on Section B herein. Failure to submit all the requested documents could result in the quote not being considered

3.2 Your detailed organogram is to provide details of the various **Registered Professionals** who will be dedicated to this project as well details of who will lead the team as in this case. Approval must be made in writing to the Department for any replacement of the designated professional/s.

The multi-disciplinary entity is to provide a full team of the following experienced and skilled professional consultants

- Registered Professional Quantity Surveyor and Principal Agent – PrQS
- Registered Professional Mechanical Engineer – PR ENG
- Registered Professional Electrical Engineer – PR ENG
- Registered Professional Structural Engineer – PR ENG
- Registered Professional Architect – PrArch
- Registered Professional Construction Health - and Safety Agent – PR CHS Agent

3.3 Appointment will be as per Departmental Standard Conditions of Appointment

### 3.4 Functionality Scoring

Bidder's submissions to be pre-qualified on the basis of functionality by verifying the bidder's compliance with respect to:

- Meeting the minimum qualifying functionality score of 60 points as per criteria below:

Evaluation criteria	Documentation to be provided	Sub-Points	Points allocated
1. Technical competency, human resource capacity and relevant experience in similar projects.	1.1. Schedule of experience, 5 number of projects on General Buildings completed in the past 5 years, schedule of projects must include project name, description, contract value, start date, end date, client and client contract details – Appointment letter to be attached for each project. <b>(5 points allocated per project, for full information only)</b>	25	50
	1.2. Reference letter from the client for the above 5 mentioned projects. <b>(5 points per reference letter)</b>	25	
2. Organogram and experience of resources proposed for the project.	2.1. Detailed company organogram that reflects names, roles and responsibilities, and years of experience for only key personnel within the company (i.e. management/technical/administration).	10	20
	2.2. Summary/detailed curriculum vitae and Proof of registration with the ECSA Professional Engineer (Structural)	10	

3. Methodology and Approach	Detailed method statement to be submitted, outlining the understanding of the project and DoPW implementation process:		30
	3.1. Project Gantt Chart from inception till close-out.	15	
	3.2. Site documentation/site control/ management and records management.	10	
	3.3. Queries and information required approach	5	
<b>TOTAL POINTS</b>		<b>100</b>	
<b>Minimum functionality score to qualify for further evaluation</b>		<b>60 points</b>	

- Meeting the minimum qualifying functionality score of **60 points** as per criteria above
- A Bidder must score a minimum of 30 points on item No. 1 and 2 in order to qualify for further evaluation

### **3.5. Price & Preference points**

- Evaluation using the point system, 80/20 preferential point system to be used for this project.

The following special conditions is applicable to the evaluation 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.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the .....80/20..... preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) certificate issued by an authorized body or person; B-BBEE Status level
  - 2) prescribed by the B-BBEE Codes of Good Practice; A sworn affidavit as
  - 3) prescribed in terms of the B-BBEE Act; Any other requirement
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### THE 80/20 PREFERENCE POINT SYSTEM

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

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration



Pmin = Price of lowest acceptable bid

#### POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

#### BID DECLARATION

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

##### B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED:

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 4. SUB-CONTRACTING

4.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm:.....

5.2 VAT registration number:.....

5.3 Company registration number:.....

### 5.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

### 5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

### 5.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

5.7 Total number of years the company/firm has been in business:.....

5.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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

(b)

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p>
---

**SECTION H**  
**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**WIMS NUMBER** : 076540

**TENDER NO** : ZNTU 076540 W\_PSP

**DESCRIPTION OF SERVICE** : THE APPOINTMENT OF MULTI DISCIPLINE  
PROFESSIONAL SERVICE PROVIDER FOR WIMS 076540 – CEZA  
HOSPITAL – REFURBISHMENT AND UPGRADE TO NURSE’S  
ACCOMMODATION INCLUDING NEW KITCHENETTE, UPGRADE  
EXISTING BATHROOMS, AND REPLACE ROOF, UPGRADE OLD  
STUDENT NURSE’S ACCOMMODATION AND USE IT AS A  
DECANTING FACILITY

**Date** : None

**Time** : N/A

**Venue** : N/A

\*\*\*\*\*

THIS IS TO CERTIFY THAT (NAME) .....

ON BEHALF OF .....

VISITED AND INSPECTED THE SITE ON .....(DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)

**DATE:** .....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)

.....  
**DEPARTMENTAL STAMP :**  
(OPTIONAL)

DATE: .....

## SECTION I

### TAX COMPLIANCE STATUS (TCS)

It is a condition of a bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the form TCC 001 "Application for a Tax Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate/ Valid Tax Compliance Pin Requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
3. The Tax Clearance Certificate / Valid Tax Compliance Status Pin must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Applications for the Tax Clearance Certificates / Valid Tax Compliance Status Pin may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**TAX NUMBER**

--

**PIN NUMBER**

--

## SECTION J – Authority to Sign

### A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

### AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on .....20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

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

SIGNED ON BEHALF OF COMPANY: .....

.....  
(PRINT NAME)

SIGNATURE OF SIGNATORY: ..... DATE: .....

WITNESSES: 1.....

2.....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

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

.....

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every  
Partner :

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as ..... hereby  
authorise .....to sign this bid as well as any contract resulting from the bid  
and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>
..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>

#### **D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation) .....

.....

**SIGNED ON BEHALF OF CLOSE CORPORATION :** .....

.....

{PRINT NAME}

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

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1.....

2.....



## E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

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

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES:** 1.....

2.....

## **F JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

### **AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Ms.....,Mr/Mrs/Ms.....

Mr/Mrs/Ms.....and Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture) .....

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

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

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

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME).....

SIGNATURE: ..... DATE: .....

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

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

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

#### **G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

#### **AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium) .....

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

SIGNATURE: ..... DATE: .....

**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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court 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:		
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:		

**SBD 8**

### CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## SECTION L

SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.



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

<sup>3</sup> 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.

## APPENDIX A – RETURNABLE DOCUMENTS

CHECKLIST OF RETURNABLE DOCUMENTS TO BE ATTACHED TO BID			
Item No.	Required Document	Tick	
		Y	N
1.	Valid SARS Tax Clearance Pin Number, Tax number or original tax Clearance certificate		
2.	Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number)		
3.	Proof of Registration with Council / Professional Body (Attach Letter of Good standing with the relevant council if applicable dated during the year of Quotation)		
4.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month)		
5.	Declaration of interest by Consultant – SBD 4		
6.	Declaration of bidders Past Supply Chain Management practice – SBD 8		
7.	Certificate of Independent Bid Determination – SBD 9		
8.	Original certified copy of BBBEE Certificate		
9.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement or affidavit from Commissioner of oaths, if office is in an area where rates are not paid)		
10.	Proof of the relevant professional Indemnity Insurance		
11.	Company Profile, and Detailed CV and Experience on related projects		

### **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

## APPENDIX B – CONTRACT DATA

### C1.2 Contract Data

#### C1.2.1 Standard Professional Services Contract

The conditions applicable to this Contract are the **Standard Professional Services Contract (August 2005)** Second Edition of CIDB document 1015, published by the Construction Industry Development Board.

#### C1.2.2 Data provided by the Employer

Clause	
	<p>The General Conditions of Contract in the Standard Professional Services Contract (August 2005) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <p>Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.</p>
1	The Employer is the <b>Department of Public Works</b> .
1	The Period of Performance is from inception of this Contract for period on <b>39</b> months / completion of FIDPM implementation stages 2 to 8, which ever come first.
1	The Scope is: <b><u>THE APPOINTMENT OF MULTI DISCIPLINE PROFESSIONAL SERVICE PROVIDER FOR WIMS 076540 – CEZA HOSPITAL – REFURBISHMENT AND UPGRADE TO NURSE'S ACCOMMODATION INCLUDING NEW KITCHENETTE, UPGRADE EXISTING BATHROOMS, AND REPLACE ROOF. UPGRADE OLD STUDENT NURSE'S ACCOMMODATION AND USE IT AS A DECANTING FACILITY</u></b>
3.4 and 4.3.2	The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in T1.1 Notice and Invitation to Tender under item T1.1.4.
3.4.1	Communication by e-mail is not permitted.
3.5	<p>The Services shall be executed in the Professional Service Provider Office.</p> <p>No portion of the work may be performed by a person employed by the State. No portion of the work may be sublet to any other person or persons without the prior written approval of the Employer.</p>
3.6	Omit the following: “... within two (2) years of completion of the Service ...”.
3.14	Programme of Works, Not applicable, at time of tender.
4.1.1	Briefing meeting: <b><u>None</u></b>
4.4	Others providing Services: Survey and Geotechnical Investigation.

5.4.1	Minimum professional insurance cover of R2 million, with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability – all as more comprehensively described in C1.2.3 Data provided by the Service Provider and in respect of which the Service Provider must provide data as required.
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: <ol style="list-style-type: none"> <li>1. Travelling for which payment will be claimed, as defined in C2.1.7 Travelling and subsistence arrangements and tariffs of charges;</li> <li>2. Deviate from the scope of works in 2.1 and 2.2</li> <li>3. Change Key Personnel on the Service.</li> </ol>
8.1	The Service Provider is to commence the performance of the Services immediately after the Contract becomes effective and execution to be as per the programme in clause 3.14 above (see C3 Scope of Services, C3.6 Brief).
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.1	In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa).
12.2.4 / 12.3.4	Final settlement is by litigation.
13.1.3	All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Contract.
13.5	The amount of compensation is unlimited.
13.6	The provisions of 13.6 do not apply to the Contract.
14.4	In the first sentence, change "... period of twenty four months after ..." to "... period of thirty six months after ...".
15	In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act no1 of 1999).

C1.2.3 Data provided by the Service Provider

Clause	
	Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person or partnership named in C1.1 Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the person named in the resolution PA-15.1 by the tendering Service Provider.
5.4.1	<p><u>Indemnification of the Employer</u></p> <p>I, the undersigned, being duly authorized by the Service Provider, in terms of the completed resolution</p> <p>.....(Name of authorized person)</p> <p>hereby confirm that the Service Provider known as:</p> <p>.....(Legal name of entity tendering herein)</p> <p>tendering on the project:</p> <p>.....</p> <p>.....(Name of project as per C1.1 Form of offer and acceptance)</p> <p>holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than the amount required as cover relative to the size of project, with the first amount payable not exceeding 5% of the value of indemnity. I further confirm that the Service Provider will keep such professional indemnity fully subscribed. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract.</p> <p>I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.</p> <p>I confirm that the Service Provider renounces the benefit of the <i>exceptionis non causa debiti</i>, <i>non numeratae pecuniae</i> and <i>excussionis</i> or any other exceptions which may be legally raised against the enforceability of this indemnification.</p> <p>Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to</p>

	discharge its obligations in terms of this agreement.  <b>NAME:</b> ..... <b>CAPACITY:</b> ..... <b>SIGNATURE:</b> .....																																			
7.1.2	<p>As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, <b>and/or</b>, one or more professional(s) employed to render professional services, for whom certified copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation.</p> <p>The Key Persons and their jobs / functions in relation to the Services are:</p> <table border="1"> <thead> <tr> <th>Name</th><th>Principal and/or employed professional(s)</th><th>Specific duties</th></tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td></tr> </tbody> </table>			Name	Principal and/or employed professional(s)	Specific duties	1.			2.			3.			4.			5.			6.			7.			8.			9.			10.		
Name	Principal and/or employed professional(s)	Specific duties																																		
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7.2	A Personnel Schedule is not required.																																			

if the space provided in the table above is not sufficient to describe the **specific duties**, this space may be utilized for such purpose:

**C2: PRICING DATA**

**C2.1 Pricing Instructions**

C2.1.1 Basis of remuneration, method of tendering and estimated fees

C2.1.1.1 Professional fees will be paid on % based fees

C2.1.1.2 **Tenderers are to tender:**

**On % based fee to perform duties as per section G, 2.2**

C2.1.2 Remuneration for professional **Services**

C2.1.2.1 **Professional fees shall be calculated as follows for Services rendered by the Service Provider:**

**On % based fee to perform duties as per section G, 2.2**

C2.1.2.2 The amount tendered herein (C1.1) is for 39 months / completion of FIDPM Implementation stages 2 to 8 which ever come 1st

C2.1.2.3 **Disbursements in respect of all travelling and related expenses** are excluded in the price

C2.1.2.4 All fee accounts must be accompanied with Portfolio of Evidence of duties performed and approved by the Project Leader

C2.1.2.5 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of clause 14.3 of the General Conditions of Contract.

C2.1.2.6 Accounts for Services rendered may be submitted monthly on the successful completion of each month of work, on the 1<sup>st</sup> week of the month.



## APPENDIX C – PROJECT BRIEF, HIAC FORMS

**KWAZULU-NATAL PROVINCE**HEALTH  
REPUBLIC OF SOUTH AFRICA**DIRECTORATE**

Physical Address: Block 1, Townhill Office Park, Townhill hospital, 35 Hyslop Road, Pietermaritzburg

Postal Address: Private Bag X9051, Pietermaritzburg, 3200

Tel: 033 940 2611

**INFRASTRUCTURE PLANNING****PROJECT BRIEF****CEZA HOSPITAL  
REFURBISHMENT TO EXISTING NURSES  
ACCOMMODATION**

Drafted by: KHAYA BUTHELEZI

Project Leader

Signed:

Date:

10/09/2021

Recommended by: RASWAI POTSANE

Acting Director: Programme Delivery

Signed:

Date:

10/09/2021

Approved by: MR B G GCABA

Chief Director: Infrastructure  
Development

Signed:

Date:

10.09.2021

**Document Control**

Revision Number	Date	Initials

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## 1. Acronyms

AMAFA	Amafa Heritage AkwaZulu Natali
AIDS	Acquired Immune Deficiency Syndrome
BEC	KwaZulu-Natal Department of Public Works: Bid Evaluation Committee
BSC	KwaZulu-Natal Department of Public Works: Bid Specification Committee
BAC	KwaZulu-Natal Department of Public Works: Bid Award Committee
CIDB	Construction Industry Development Board
CPG	Contract Participation Goal
DHIS	District Health Information Software
EPWP	Expanded Public Works Program
FIDPM	Framework for Delivery and Procurement Management
HTS	Health Technological Services
IDM	Infrastructure Delivery Management
IPC	Infection Prevention Control
IUSS	Infrastructure Unit Support Systems
KZN	KwaZulu-Natal
KZN-DOH	KwaZulu-Natal Department of Health
KZN-DOPW	KwaZulu-Natal Department of Public Works
LTP	Long Term Plan
MEC	Member of the Executive
NDOH	National Department of Health
NDP	National Development Plan
NHI	National Health Insurance
OSS	Operation Sukuma Sakhe
PGDP	Provincial Growth and Development Plan
PHC	Primary Health Care
PLO	Project Liaison Officer
PPE	Personal Protective Equipment
PSP	Professional Service Providers
SA	South Africa
StatsSA	Statistics South Africa
TB	Tuberculosis

## 2. Project Details

### 2.1. The Facility

- Facility Name: Ceza Hospital
- Facility Number: F001730
- Facility Type: District Hospital
- Facility Owner: Government - Provincial
  - Portion: -
  - Deeds Description:
  - Title Deed Number:

### 2.2. Location

- Province: KwaZulu-Natal
- District Municipality: Zululand (DC26)
- Local Municipality: Ulundi (KZN266)
- Ward: Ward 4
- Cadastral description:
  - Latitude: 31.37718817
  - Longitude: -28.99767483
- Street address (or directions): From the N2, take the R34 Dokodweni off-ramp (Gingindlovu, Eshowe, Melmoth, Ulundi and Ceza turnoff. Go through Ulundi, continue straight with the R66 and after 30km you will see a sign to Ceza hospital towards Nongoma road, turn right. Proceed straight then after about 30 km you will reach Ceza hospital
- Postal address: Private Bag X200, Ceza , 3866
- Telephone number: 035 832 5181

### 2.3. The Project details

- Project Name: Ceza hospital – Refurbishment and upgrade to three (3) storey building nurses accommodation
- KZN-DOH Project Number: CEZA007
- Project Code: 31009027
- Project Details / Scope: Refurbishments and upgrade to 2-storey nurse's accommodation including new kitchenette, upgrade existing bathrooms, and replace roof. Upgrade old student nurses accommodation and use it as a decanting facility
- Project Type: Infrastructure Development - Projects
- Budget Programme Number: Programme 8
- Budget Programme Name: Health Facilities Management
- Sub-programme: Sub-Programme 8.3: District Hospital Services
- Infrastructure Programme Name: Not part of a Programme
- Nature of Investment: Rehabilitation, Renovations & Refurbishment
- Nature of Investment Sub- status: Renovations

## 2.4. Oversight Team

- Provincial Champion: Mr B G Gcaba (Chief Director Infrastructure Development)
- Provincial Power User: Ms M De Goede (Director: Infrastructure Planning)
- Project Sponsor: Mr J Mdebele
- Project Control Group:
  - Corporate Services Mr B Shezi: DDG: Corporate Management Services ;
  - Zululand Health District Mr V Vilakazi: District Director
  - Ceza Hospital Mr SP Zulu
- Management:
  - Project Approver: Mr B G Gcaba
  - Project Verifier: Ms Z Thwala
  - Ceza Hospital Management: Mr SP Zulu: CEO
    - Dr BI Gebashe: Medical Manager
    - Mrs P Hlekwayo: HR Manager
    - Mr SF Mdlalose: Finance Manager
    - Mr EB Ngcobo: Systems Manager
    - Mrs MP Msane: Deputy Manager Nursing

## 2.5. Project Background

### 2.5.1. A Short History

*Ceza Hospital was established in 1916 as a Swedish mission hospital, with two rondavels. The number of patients increased so six rondavels were built for patients, a building with Out patients Department and home with twelve beds for maternity patients was established.*

*The first Doctor arrived and stayed in a round hut which belonged to the Parsonage. The second Doctor was placed at Ceza by the Missionaries from 1939 to 1943. In the forties two more huts and a house containing two rooms each for five patients were added. There was a shortage of trained staff.*

*The nurses' training school started in January 1941, one of the patients hut was renovated and turned into a lecture room. The actual building of the new Ceza Hospital was supposed to begin in 1948, but funds were frozen from Sweden due to World War II. A proper brick building including several wards and other facilities were erected in the late fifties. These were well equipped.*

*The official opening of the complete new Ceza Hospital was done in 1952. A Doctors' house was built in 1953 and a new Paediatric ward was built in early sixties.*



### 2.5.2. Situation today

Ceza Hospital is a Level 1, District Hospital. It is in Zululand and has a Nursing school training enrolled categories and a bridging course.

Ceza Hospital has 120 useable beds plus 12 lodger mother beds. There are nine (9) fixed clinics and one (1) mobile clinic with thirty (30) visiting points.

There is no clinic offering a 24- hour service but Ceza hospital provides this service. The Hospital serves a population of about 40 353.

The Ceza area is deeply rural with very poor gravel roads. It is also marked by high unemployment and poverty rates.

### 2.5.3. Current Services offered at Ceza Hospital

- 24hr casualty
- Clinical forensic services
- Eye care
- Geriatrics
- Gynaecology
- HBC,CHW, DOTS, VCT, PMTCT
- Infection control
- Mental Health
- Medical Laboratory and access to blood bank
- Medicine
- Obstetrics
- Occupational health
- Outpatient
- Paediatrics
- Radiology and Ultrasound
- Rehabilitation and therapy
- Residential and mobile clinics and health promoting school services
- Social work services
- Surgery

### 2.6. The Site

This project is the refurbishments and upgrade to three (3)-storey nurses accommodation.

Strategic location of site:

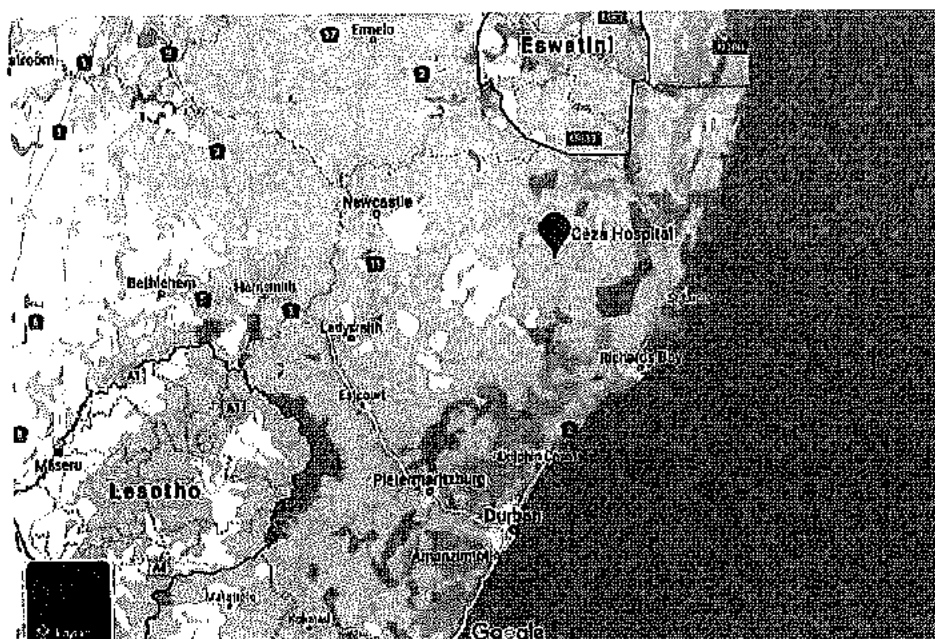


Photo 1: Site location of Ceza Hospital

SOURCE: Google Maps

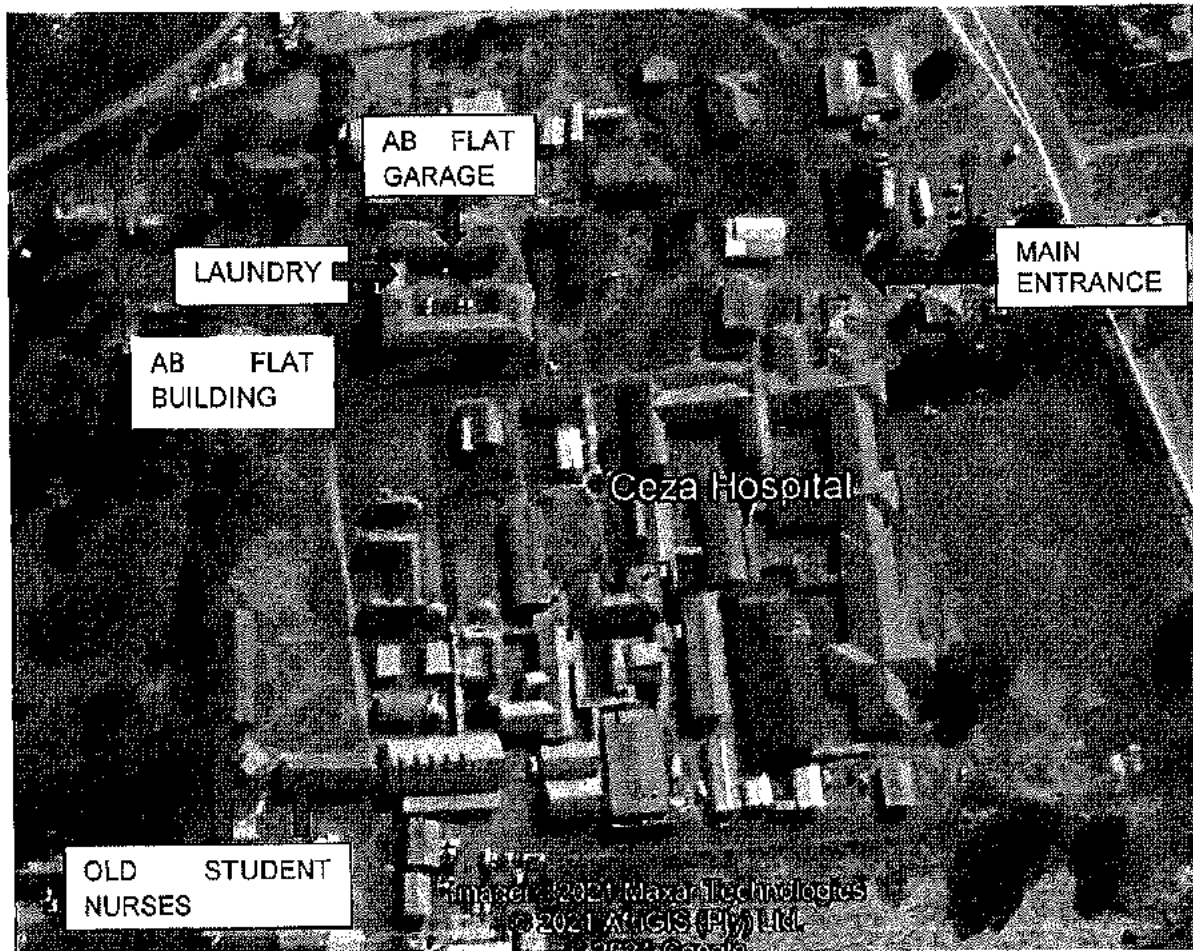


Photo 2: Aerial view of Ceza Hospital  
 SOURCE: Google Maps

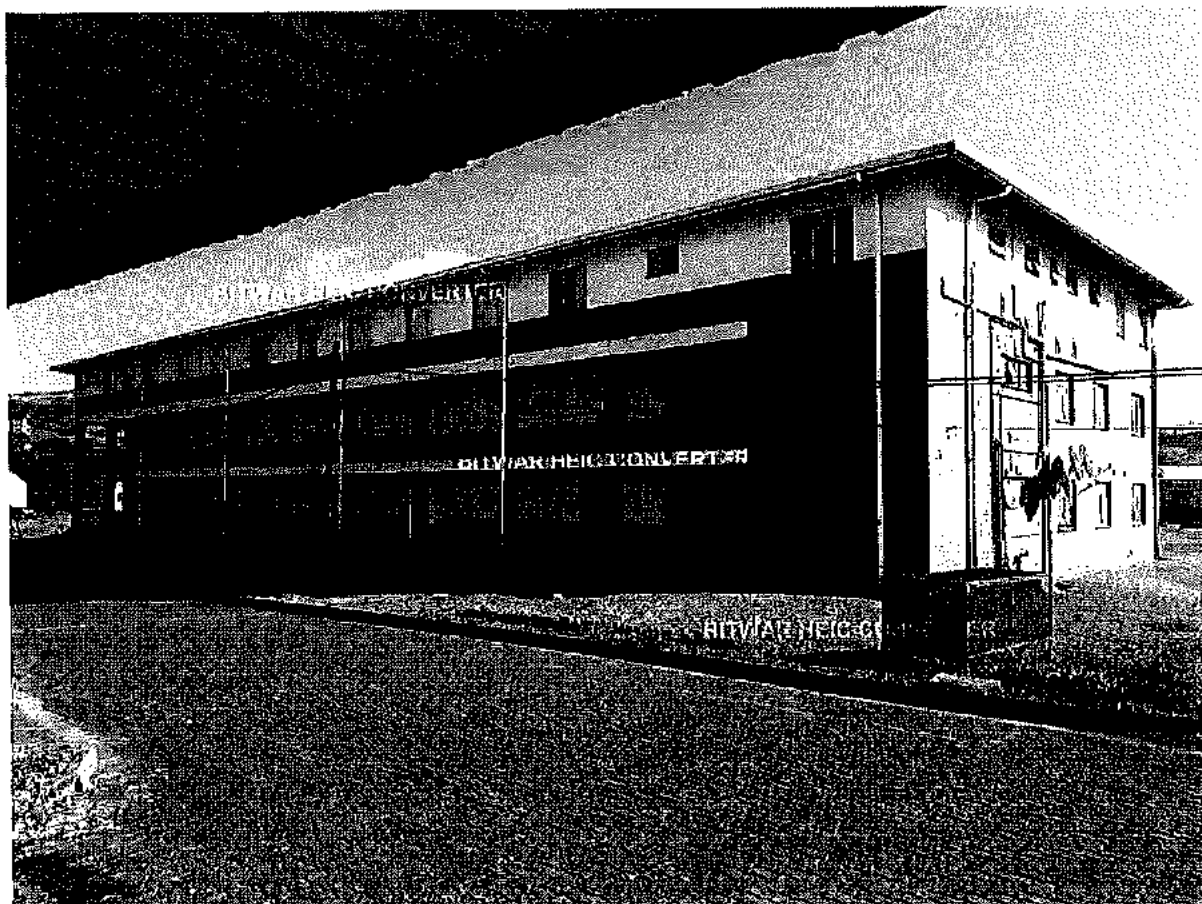


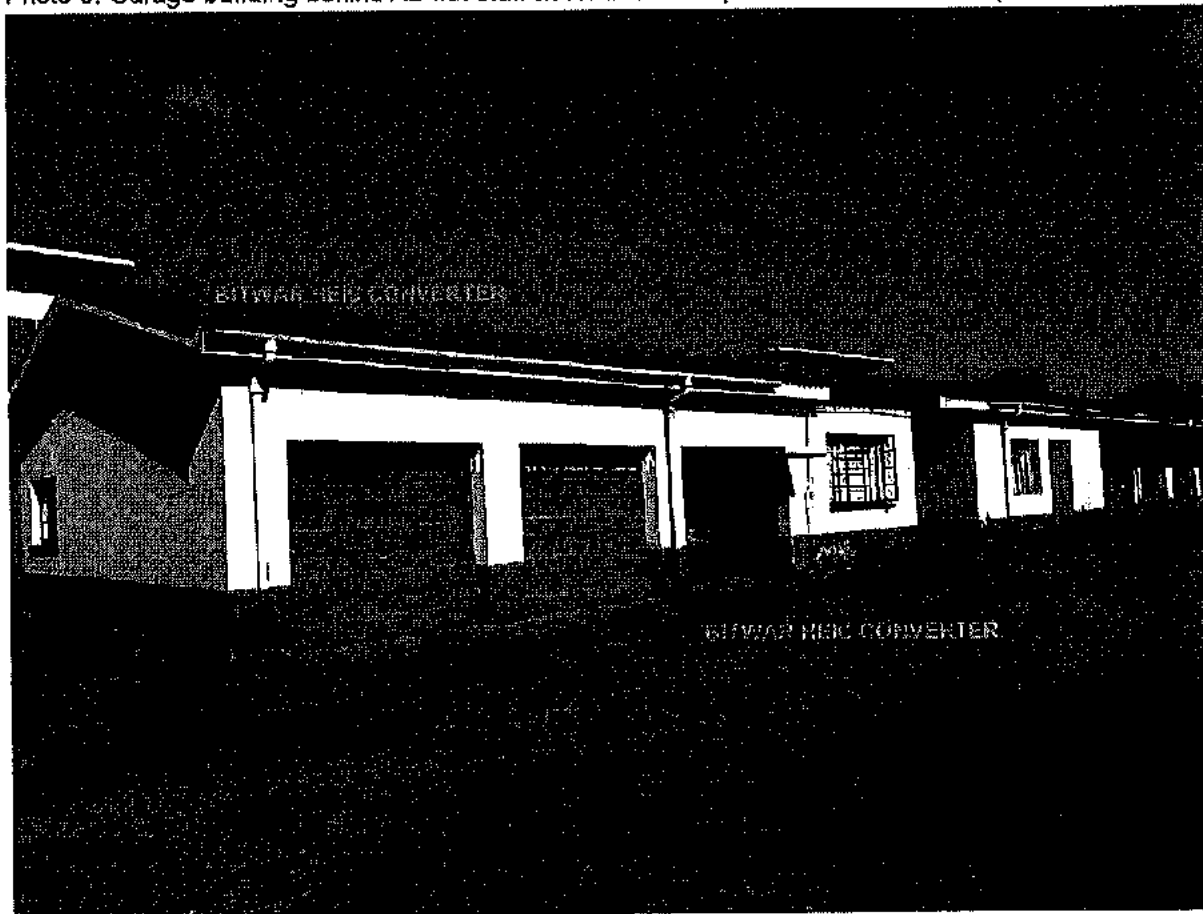
Photo 3: AB flat staff accommodation to be renovated



**Photo 4:** Old student nurses accommodation to be converted to be single units and used as decanting accommodation



Photo 5: Garage building behind AB flat staff accommodation, asbestos roof to be replaced



- Restrictions:  
There is no known restrictions
- Land use definition  
The zoning of the facility must be confirmed, however this is an existing site
- Heritage components  
No known heritage components affecting the specific site
- Survey of the site  
No need for survey this is the existing building
- Geo-technical Information  
Not applicable
- Traffic impact study  
It is expected that there is no need for a Traffic Impact Study as the site is on the existing Ceza Hospital campus and it is not expected that this project will affect the traffic on the feeder roads.
- External circulation
  - Access to the site: Access to the site is through the hospital grounds. There is existing roads leading to the site.
  - Access to Public transport: Access to public transport are via the access road to the main road, P487.
  - Pedestrian routes: Pedestrian access to the site will be from the hospital main entrance and security check point then via existing roads
  - Roads: Existing roads tarred road
  - Walkways: There is existing walkways to site.
  - Parking: There are existing parkings
- Climatic conditions
  - General Climate: Ceza lies on 1539m above sea level. The climate here is mild, and generally warm and temperate. The rainfall in Ceza is significant, with precipitation even during the driest month. The climate here is classified as Cfb by the Köppen-Geiger system.
  - Temperature: The average annual temperature is 19 °C in Ceza. The rainfall here is around 897 mm inch per year. At an average temperature of 18.8 °C, February is the hottest month of the year. At 10.2 °C on average, July is the coldest month of the year.
  - Rain fall: The rainfall here is around 897 mm per year. Precipitation is the lowest in June, with an average of 16 mm. In December, the precipitation reaches its peak, with an average of 141 mm.

SOURCE: <https://en.climate-data.org/africa/south-africa/kwazulu-natal/kranskop-189619/>

- Severe events of concern: None known however severe storms may affect the area

- **Aviation:**  
There is existing helipad pad on site,
- **Seismic activity:**  
There is no known adverse seismic activities in the area
- **Radio towers:**  
No towers affecting the site
- **Site orientation:**  
The site is facing north-west
- **Security and access control:**  
The main security access is at the main entrance to the Cezai Hospital.
- **Flood plain risks:**  
No risk, however storm water must be carefully designed
- **Existing infrastructure:**  
The main buildings on site are face brick under metal roofs. The buildings are in various states of repair with the main concern being a lack of sufficient maintenance.
- **Bulk services (Services required is discussed in detail later in the document):**
  - **Sewerage:** Available
  - **Water:** Available
  - **Electricity:** Available
  - **Storm water:** There is limited formal storm water control. Most buildings are surrounded by sidewalks, walkways or roads. Storm water is mostly on the surface, discharging onto surrounding grounds

### 3. Strategic Background

#### 3.1. Strategic Impact or Objective

##### 3.1.1. Community Service Medical Professionals

Source: 20 Years of community service in South Africa: what have we learnt? By Steve Reid<sup>1</sup>

*"The recruitment and retention of health professionals in rural and underserved areas is a global challenge that no country has managed to solve satisfactorily. In 2010, the World Health Organization (WHO) developed a comprehensive set of guidelines based on the best available evidence for the recruitment and retention of healthcare professionals in rural and remote areas. The guidelines focus on four core categories, namely educational interventions, regulatory interventions, financial incentives, and professional and personal support. One of the regulatory interventions within this offering is compulsory service, which places this strategy within a broader set of options for increasing the supply of health professionals in areas that are difficult to staff."*

*The Health Professions Amendment Act No. 56 was signed into law by President Nelson Mandela in 1998, beginning a system of mandatory community service in the public health sector for all health professionals in South Africa. The first cohort of doctors began their year-long service in July 1998, followed by a much larger cohort in January 1999. All other categories of health professionals followed in successive years, with the largest cohort of professional nurses joining in 2005.*

*Compulsory CS is an effective strategy for recruiting health professionals to rural and underserved areas, but it is ineffective in retaining them in the absence of complementary longer-term human resource interventions."*

The KwaZulu-Natal Department of Health participate in the Community Service year programme. As such there is an annual need to house a number of community services medical professionals. This number can vary from year to year. *"The allocation process allows CS applicants to nominate their choice of sites from a prescribed list of approved health facilities drawn up by the provincial Departments of Health, the South African National Defence Force, and the Department of Correctional Services. These posts are identified according to the availability of funding, rather than actual relative need in terms of objective indicators such as vacancy rates for each category of staff in each province or district. Applicants are requested to select five options of their choice from the list, and these preferences are then submitted directly to the NDoH, which allocates applicants to different sites according to certain criteria. Provincial bursary-holders who have a service obligation to their provinces of origin, are given first priority for placement. Other social factors such as family responsibility are then taken into account on an individual basis. Around 50% of CS officers in each professional group were allocated to rural hospitals. This could be regarded as successful in terms of the objective of improved provision of health services, since about half of the South African population was located in rural areas in 1998."*

##### 3.1.2. Permanent Staff

The following extract from the KwaZulu-Natal Department of Health Employee housing Policy date July 2004:

*"The Department of Health, in providing health services to the population of KwaZulu-Natal, is required to ensure that adequate staffing levels are maintained at each institution to provide levels of service relevant in each case. The wide nature of services provided necessitates a varied mix of staff at numerous Institutions throughout the province. These venues in turn vary from major hospitals in the large urban areas of Durban and Pietermaritzburg to the small clinics in the deep rural areas of far northern KwaZulu-Natal. It is logical, therefore, that no uniform, standard formula for the provision of official accommodation is feasible. However, to in order to regulate the*

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<sup>1</sup> Primary Health Care Directorate, Faculty of Health Sciences, University of Cape Town



provision therefore, a two-tier system of calculating the need for accommodation has been devised, taking into account the location of each institution. Institutions have been classified into urban and rural based on their geographical locations per the map attached as Appendix 1.

This policy also addresses the need for a formal mechanism to determine which personnel employed by the Department of Health qualify for the allocation of official accommodation and housing. In doing so it is accepted that suitable official accommodation is scarce and should only be allocated in circumstances which will benefit the Department in achieving its mission. In this policy, the number of people to be accommodated is addressed, but not the type of accommodation to be provided. This must be addressed by the Multi-year plan which must be used to facilitate the appropriate type of accommodation based on individual needs of the institution."

And

*"6.2 Institutions in rural and deep rural areas:*

*The institutions regarded as being situated in rural areas are listed in "Annexure B". this allocation has been formulated based on the census which categorises Enumerator Areas in urban and Rural. The actual accommodation allocated has been based on numerous surveys undertaken by Head Office and the information supplied has been accepted as correct. The proposed allocation of accommodation has been determined utilising this information and basing the proposal on acceptable averages.*

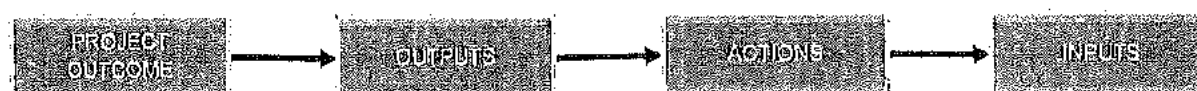
*The need to provide housing in these areas is far greater as in most instances no suitable private accommodation is available in the surrounding communities which could be bought or rented by state. Furthermore, in order to permit these institutions to provide the service for which they were created, it is crucial to ensure that the personnel needed are available in the numbers required.*

*THE FORMULA FOR PROVISION OF ACCOMMODATION IN THE RURAL HOSPITALS IS THAT NO MORE THAN 45% OF THE TOTAL STAFF MEMBERS(including family members) OF THE INSTITUTION MAY BE ACCOMMODATED IN OFFICIAL HOUSING OF ANY DESCRIPTION."*

In terms of the abovementioned policy Ceza Hospital is classed as RURAL.

### 3.1.3. Objective

Projects are generally created by the identification of a Strategic need and in diagrammatic form it is explained as follows:



### 3.2. Project Outcome

The rural position of Ceza Hospital make it very difficult to attract staff and It is necessary to provide a safe and pleasing environment in which staff and especially Community Service Staff can reside, rest and socialise. This in turn should result in better service delivery.

### 3.3. Project Output

The project aims to provide a decent staff accommodation and it must address:

- A design that is appropriate for the function intended to be carried out within the spaces designed.
- An ergonomically safe and risk-free living environment
- Compliance with quality assurance principles
- Design close relationships with nature
- Design with environmental efficiency as a primary goal
- Design that is flexible and adaptable to change

### 3.4. Project Actions

The various tasks that must be carried out in order to deliver planned results can include;

- Stakeholder engagement with facility, the district and provincial programmes
- Stakeholder engagement with community at initiation stage and construction stage
- Project Planning
- Designs, specifications, etc
- Documentation
- Tender process
- Construction
- Commissioning
- Training

### 3.5. Project Input

The resources that are needed in order to carry out the tasks, including staff, skills and materials can include the following:

#### 3.5.1. Project Team

KZN Department of Health - Infrastructure Development

Table 1: KZN-DOH Infrastructure Team

Team Member	Skill level required
Project Leader	Project Management skill required
Architect	Level 11: Architect
Electrical Engineer	Level 11: Engineer
Mechanical Engineer	Level 11: Engineer
Civil/Structural Engineer	Level 11: Engineer
Quantity Surveyor	Level 11: Quantity Surveyor
Health and Safety Liaison	Level 11: Health and Safety Officer
Administrative support	Finance, Admin and PMIS skills required

## KZN Department of Health – General

**Table 2: KZN-DOH General Team**

Team Member	Skill level required
Corporate Services Liaison	Must have knowledge of provincial and departmental policies re Housing/Accommodation Must have knowledge of provincial and departmental policies re Community Services
District Hospital Services Liaison	Must have knowledge of provincial and departmental policies re Community Services
IT Services Liaison	Must have knowledge of provincial and departmental policies re IT services
Security Services Liaison	Must have knowledge of national, provincial and departmental policies re security, level of security required
Infection Prevention Control (IPC) Liaison	Must have knowledge of national, provincial and departmental policies re IPC, materials and fittings for accommodation
Hospital Management Liaison	Must have decision-making delegations Must have knowledge of provincial and departmental policies re Housing/Accommodation Must have knowledge of Hospital Infrastructure and Maintenance plans
Zululand Health District Liaison	Must have decision-making delegations Must have knowledge of provincial and departmental policies re Housing/Accommodation Must have knowledge of Hospital Infrastructure and Maintenance plans

## Implementing Agent KwaZulu-Natal Department of Public Works

**Table 3: Implementing Agent Team**

Team Member	Skill level required
Project Leader	Project Management skill required. 5 years' experience in the Health planning environment
Architect	University degree, Professional registration and 3 years post registration experience in the health field
Quantity Surveyor	University degree, Professional registration and 3 years post registration experience
Administrative support	Finance, Admin and WIMS skills required

### 3.5.2. External Resources required

External Resources may only be procured if there is insufficient in-house skills available within the Implementing Agent. Justification must be provided in terms of National treasury Instruction No 2 of 2017/2018 and specifically item 4.

Should external resource be required, it is recommended that the following be considered (as is required to augment any in-house capacity):

**Table 4: External Team**

<b>Team Member</b>	<b>Skill level required</b>
Principal Agent	University degree, Professional registration and 3 years post registration experience Project Management skill required. 5 years' experience in the Health planning environment
Architect	University degree, Professional registration and 3 years post registration experience in the health field
Electrical Engineer	University degree, Professional registration and 3 years post registration experience
Mechanical Engineer	University degree, Professional registration and 3 years post registration experience
Civil/Structural Engineer	University degree, Professional registration and 3 years post registration experience
Quantity Surveyor	University degree, Professional registration and 3 years post registration experience
Land Surveyor	5 Years' Experience in the Surveying Field
Geotechnical Engineer	University degree, Professional registration and 3 years post registration experience
Sustainable Specialist	5 Years' Experience in the Infrastructure environment
General building contractor	CIBD 8GB
Community Liaison Officer	Experience and knowledge of applicable legislations and policies Management capabilities is recommended

### **3.5.3. Additional resources required**

Over and above the preceding, it is expected that the following resources will be required:

- Contracting Management staff
- Contracting Admin staff
- Contracting Supervisory staff
- Construction Artisans
- Construction workers
- Casual Labour
- Specialist sub-contractors
- Applicable construction materials
- Required construction equipment and machinery

## **3.6. Statutory Requirements**

### **3.6.1. Legislation**

- Legislation: Minimum applicable legislation (latest version) include:
  - Architectural Profession Act, 2000 (Act No. 44 of 2000)
  - Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
  - Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
  - Construction Industry Development Board Act, 2000 (Act No. 38 of 2000)
  - Engineering Profession Act, 2000 (Act No. 46 of 2000)
  - Government Immovable Assets Management Act ( Act No. 19 of 2007)

- Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000)
- Public Finance Management Act, 1999 (Act No. 1 of 1999)
- Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000)
- National Health Act, Act No. 61, 2003
- Division of Revenue Act, Act 10 of 2015
- Spatial Planning and Land Use Management Act, Act 16 of 2013 and Regulations
- Occupational Diseases in Mines and Works Act, 78 of 1973
- Health Professions Act, Act 56 of 1974 (as amended)
- National Policy for Health Act, Act 116 of 1990
- Tobacco Products Control Amendment Act, Act 12 of 1999 (as amended)
- Criminal Procedure Act, Act no 51 of 1977 (as amended)
- Public Service Act of 1994
- Employment Equity Act, Act No 55 of 1998 (as amended)
- State Information Technology Act, Act no 88 of 1998
- Skills Development Act, Act no 97 of 1998
- Promotion of Access to Information Act, Act no 2 of 2000
- Promotion Of Administrative Justice Act, Act No. 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act, Act No 4 of 2000
- Council for the Built Environment Act, Act No 43 of 2000
- Other Sector Specific Acts of Parliament

### **3.6.2. Policies and regulations**

- Preferential Procurement Regulations, 2017
- KwaZulu-Natal Department of Health Employee Housing Policy

### **3.6.3. Other requirements**

- Treasury Instructions Notes No. 4 of 2015/16 in terms of Public Finance Management Act (PFMA); and
- Circular 77 for Model Supply Chain Management (SCM) policy for infrastructure procurement and delivery management.

### **3.6.4. Statutory Permissions Required**

- Land:
  - Acquisition: Land Ownership to be confirmed and if necessary to be transfer
  - Consolidations/Subdivisions: None required
- Applications
  - Planning and Development Act: Requirement to be confirmed as this is an existing site
  - Environmental Impact Assessment: Requirement to be confirmed as this is an existing site
  - AMAFA approval: Requirement to be confirmed as this does not directly impact historical buildings
  - Municipal Approval: Required
  - Access to Provincial /National Roads: Requirement to be confirmed as the site neighbours a Provincial Road, R66
- Other: any other approvals to be confirmed by the Project Team

### 3.7. Situational Analysis

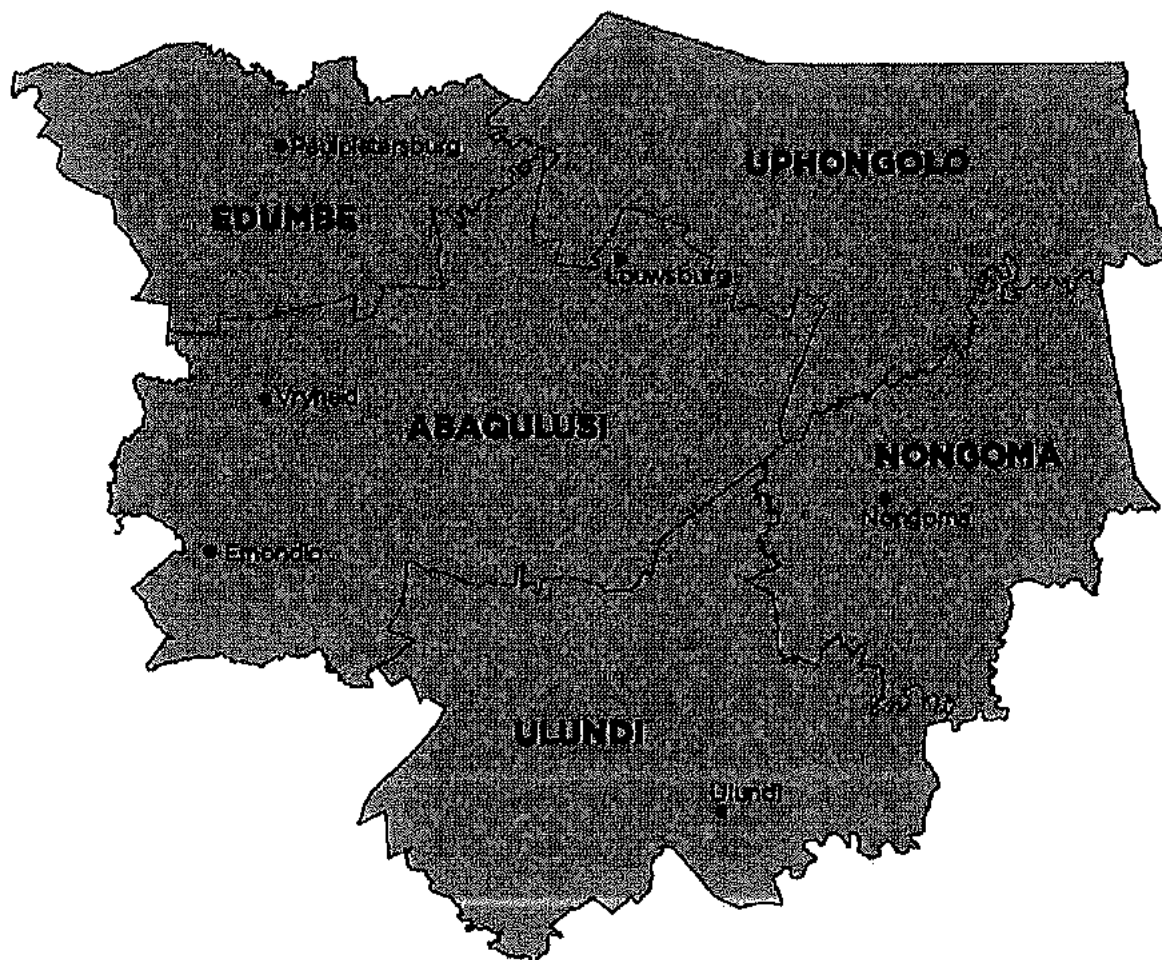
#### Overview of Zululand Health District

Zululand District is situated in the northern part of the Province of KwaZulu-Natal. It is neighboured by King Cetshwayo District in the south; UMkhanyakude District is in the North-East, Mpumalanga Province and Swaziland in the North, Amajuba District in the Northwest and UMzinyathi District in the Southwest.

The district is deep rural with many hard to reach areas. Some areas have poor road infrastructure resulting in clients having to walk long distances to access health care services. Transport flow contributes to difficulties in clients accessing health facilities as is noted in some areas at Nongoma; Ulundi and Abaqulusi sub districts; as a result there is more access in urban facilities compared to rural facilities ( Queen Nolonolo; Mason ; Ulundi A and UMdumezulu clinics)..

Zululand District has five local municipalities which are; eDumbe, uPhongolo, Nongoma, Abaqulusi and Ulundi.

<b>Area:</b>	3	14,799 km <sup>2</sup>
<b>Population (2018/19):</b>		844,531
<b>Population density (2016):</b>		54 per km <sup>2</sup>
<b>Cities/Towns:</b>		Vryheid, UPhongolo, eDumbe, Nongoma, and Ulundi.
<b>Main Economic Sectors:</b>		Agriculture.
<b>Estimated medical scheme coverage:</b>	12.2%	



Map 1: Location of district

SOURCE: Draft Zululand District Health Plan 2020/21-2024/25

### 3.8. Scope of the Project

Convert two (2) un-occupied old student nurses accommodation into 16 single bed self-contained units staff accommodation that can be used as decanting accommodation during the renovations to AB flat staff accommodation. Hospital Management has confirmed the number however, it will further investigated during feasibility stage. At project completion, the decanting accommodation will be used by Doctors who are currently residing in old dilapidated park home as well as by professional nurses that are residing outside the hospital. Create and link access road from old student accommodation to existing road that ends at AB flat. Provide parking space at old student nurses accommodation. Provide three (3) plate stoves in all renovated buildings. Provide double beds to all bedrooms, curtains and curtain rails.

Renovations to AB flat (staff accommodation) include:

- Remove and replace rain water i.e. gutters, downpipes etc. including new fascia boards
- Remove and replace all plumbing system
- Remove and replace roof covering
- High pressure cleaning external walls and varnish
- Remove and replace doors, frames and ironmongery

- Remove and replace ceilings
- Remove and replace all floor coverings
- Create in-suite bathrooms, cupboards and kitchenettes where possible as per DoH standard
- Remove dry wall partitioning in 2<sup>nd</sup> floor and create 13 single bed self-contained unit. Hospital Management has confirmed the number however, it will further investigated during feasibility stage. Appointed structural Engineer to further investigate if the load will not compromise the integrity of the building.
- Upgrade existing ablution facilities including new sanitary ware and complete new tiling
- Remove and replace electrical wiring and issue complaint certificate
- Install new lightning protection system
- Remove and replace asbestos roof sheeting at AB flat garage building
- Remove and replace garage doors
- Upgrade existing ablution facilities including new sanitary ware and complete new tiling at AB flat garage building
- Remove and replace doors, frames and Ironmongery at AB flat garage building
- Remove and replace floor coverings in six (6) rooms at AB flat garage building

Provision to be made for communal spaces, laundry areas, waste areas and recreation areas. Below please find the proposed layouts:

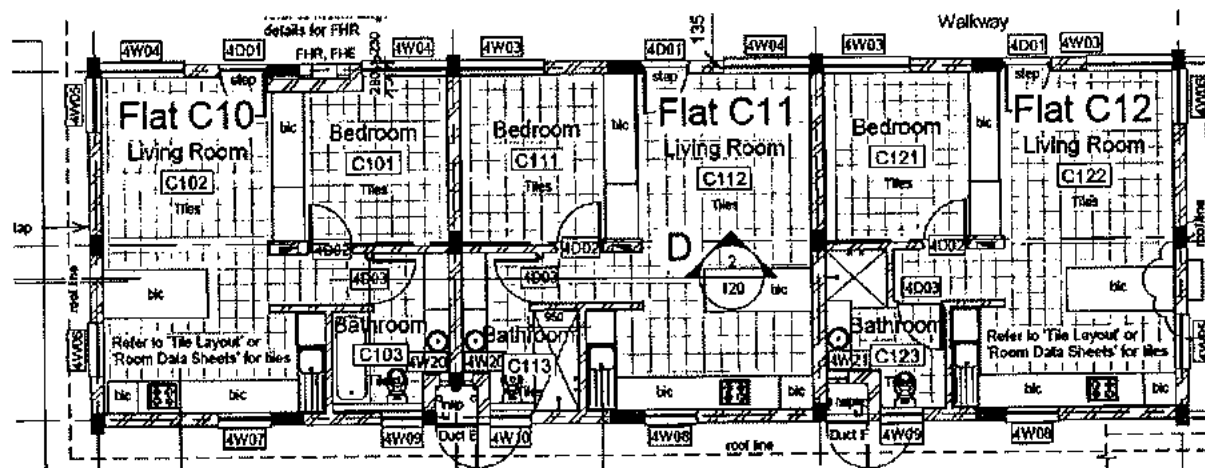


Figure 1: 1 Bedroom Flat Module

SOURCE: Rietvlei Hospital Staff Accommodation

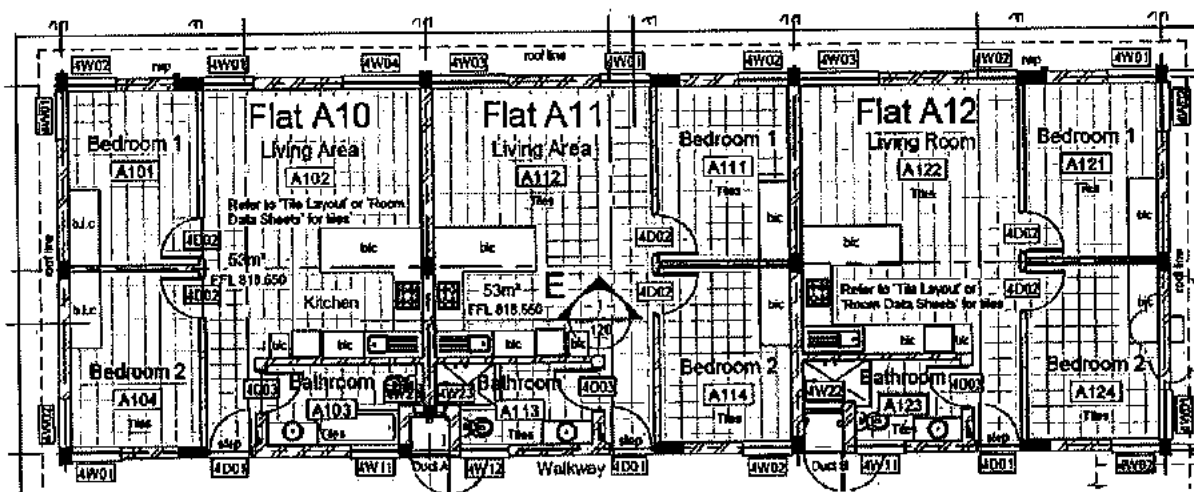




Figure 2: 2 Bedroom Flat Module

*SOURCE: Rietvlei Hospital Staff Accommodation*

Furthermore it is required that the following be addressed:

- Access control
- Security
- Site and street lighting
- Roads and parking (relating to project)
- Landscaping
- Recreational areas
- Green initiatives
- Maintenance strategies

The Rietvlei Hospital Accommodation As-built drawings can be made available.

## 4. Technical Brief

### 4.1. Detail Scope of Work

#### 4.1.1. External Circulation to site

- **Entrances**  
Ceza Hospital has one main entrance, which is operated by 24-hour security as is identified on the diagram below. It is accepted that access will be through the main entrance gate.

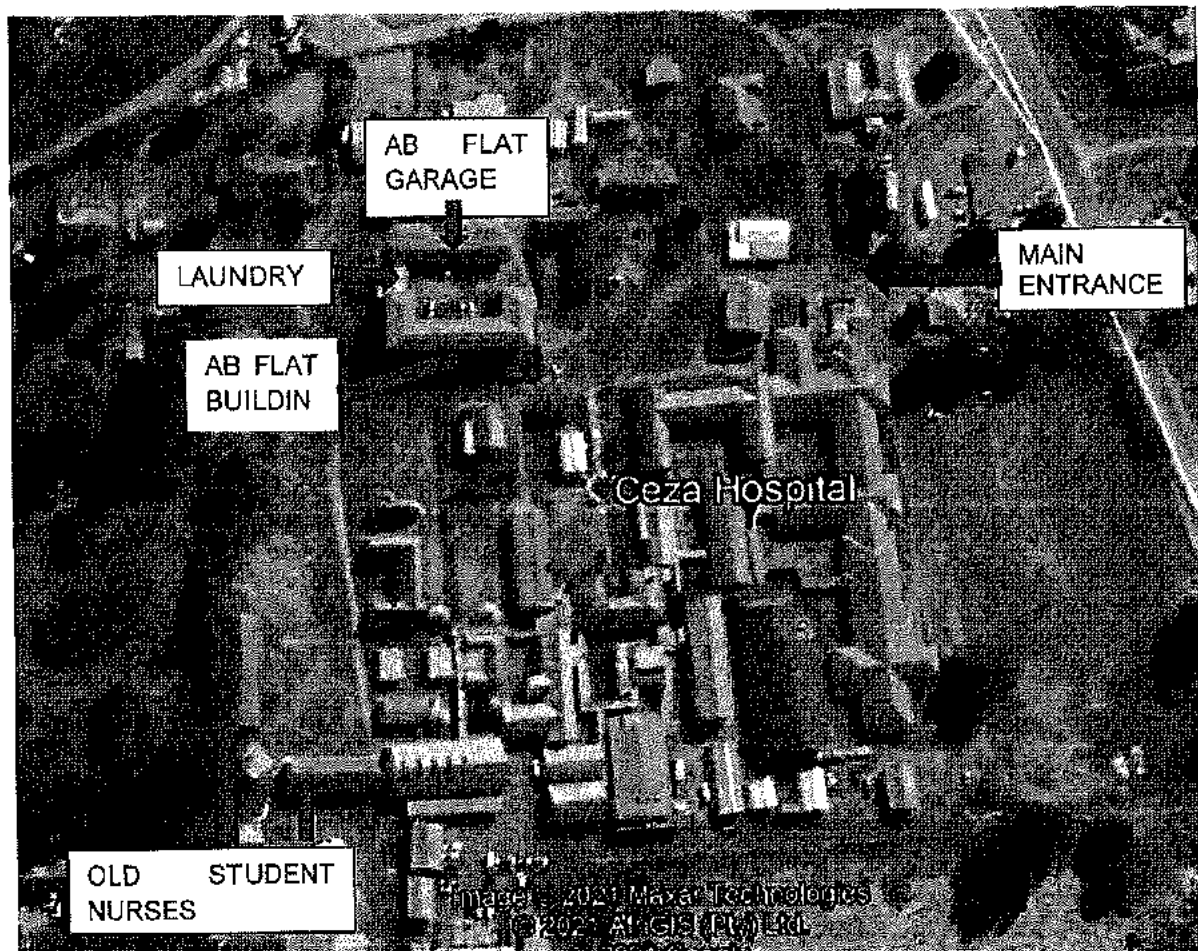


Figure 3: Entrances to the site

- **Vehicular and Pedestrian Access and Parking**

The access to site is through the main entrance and there is will be no disturbance during the construction stage.

Pedestrian traffic mostly follow formal roads or make use of Informal routes.

#### 4.1.2. Entrance Design

There is existing formal entrance to the building.

#### **4.1.3. Security and Access control**

The security of the site will be part of the whole Ceza Hospital Campus. However, investigation must be done to secure the accommodation section as well as access control to the section.

The building/s and units must include security gates to all doors and all windows to have burglar bars.

Fire evacuation to be planned according to SANS 10400.

#### **4.1.4. Orientation and Rational Planning Principles**

The design of the project must:

- The hospital is located within a specific context. The architectural character should consider the context, have an architectural character that are similar or compliment the aesthetics on site.
- Respond to the local climate. Natural light and ventilation should be maximised.
- Have integrated external and internal areas
- Use appropriate space norms and room design
- Be designed so that it is appropriate for the functions intended to be carried out within the planned spaces
- Be ergonomically safe and a risk-free work environment for rest and relaxation
- Comply with quality assurance principles
- Be designed so that it balances requirements for need and capital, and recurrent budget considerations
- Be designed with close relationships with nature
- Be designed with enviro-friendly efficiency as primary goal
- Be designed to be flexible and adaptable to future change
- Ensure that the functional and aesthetic requirements of furniture and fittings, fabric and finishes are met
- Make use of latest technology and innovations to aid in the lifespan and maintenance of the project

#### **4.1.5. Building and Engineering Services**

- Mechanical Services
  - No mechanical services are envisaged, only passive systems
- Electrical Services
  - Electricity is available on site. Efficiency of supply must be verified
  - Backup/Emergency Systems are not required however street and area lights must be on emergency power
  - Lightning Protection is to be provided
- Civil Engineering
  - Water is, due to the ongoing drought, a problem. There is water storage on the hospital site but capacity must be verified. Both potable water and fire water systems are to be investigated to deem suitability to the site.

It is recommended that green initiatives such as water harvesting, saving and recovery systems be investigated and implemented.

- Sewer is available on site, however capacity must be verified.

- Storm water needs to be designed bearing in mind water harvesting, saving and recovery systems
- Other Bulk Services
  - No IT systems is envisaged at this time
  - Electronics - access control
  - Telecommunications systems are confirmed
  - Entertainment systems are to be investigated and consulted with the Hospital Management. A TV point are to be provided in each Lounge area and access to communal satellite dish systems to be investigated

#### 4.1.6. Green Building Initiatives

Green initiatives must be considered and may include:

- Solar
- Water harvesting, saving and recovery systems
- Energy efficiency equipment and fittings
- Landscaping

The project must achieve a minimum of a 4 star Green Building rating or an EDGE Green rating

#### 4.1.7. Accommodation schedule

The following accommodation schedule is a guide and must be developed and verified by KZN-DOPW.

Table 5: Proposed accommodation schedule

Area	No	No of persons	Size m <sup>2</sup>	Total m <sup>2</sup>	Room/area allowance
1 Bedroom units	53	Max 78	30	1696	
Bedroom	1	max 2	9	9	1 x double bed or 2 x single beds Bedside table/s Built in cupboard with hanging space and shelves
Bathroom	1		4	4	Toilet Shower Hand wash basin Cabinet and/or small cupboard
Kitchenette	1		9	9	Open plan Small stove Sink Small domestic fridge Microwave oven
1 Bedroom unit (Disabled friendly)	1	max 2	45	45	
Bedroom	1	max 2	12	12	1 x double bed or 2 x single beds Bedside table/s Built in cupboard with hanging space and shelves

Area	No	No of persons	Size	Total	Room/area allowance
			m²	m²	
Bathroom	1		6	6	Toilet Shower Hand wash basin Cabinet and/or small cupboard
Kitchenette	1	5	25	25	Open plan Small stove Sink Small domestic fridge Microwave oven
<b>Communal Spaces</b>				<b>272</b>	
Laundry	1		132	132	Washing machines Sinks Ironing boards
Patio/Entrance Hall	1		50	50	
Cleaner's room	2		6	12	Sink Hooks Cupboard Hand wash basin
Stores	2		6	12	
Waste Area	2		8	16	Refuse bins
Drying yard	2		25	50	
<b>Total area</b>				<b>2013</b>	

#### 4.1.8. Space requirements

All spaces requirements are as per the accommodation schedule above and applicable reference documents. Sizes to be confirmed

#### 4.1.9. KZN-DOH Area requirement and related costing guidance

Refer to IUSS Health Facility Guides Order of Magnitude calculator for new accommodation.

#### 4.1.10. Standard specifications for the use of materials in the building

Refer to applicable reference documents. Cognisance to be taken of similar finishes at Rietvlei Hospital accommodation.

#### 4.1.11. Branding/aesthetic design preferences and requirements

Refer to the KZN Health Corporate Communications for provincial preferences. Furthermore, the aesthetics must consider the existing building.

## 4.2. Comparative Examples

### Rietvlei Hospital: Rietvlei staff accommodation

This facility serves as a good example of what is to be achieved in terms of aesthetics, space utilisation, colour use, innovative use of elements (eg fenestration) and communal and recreational spaces.

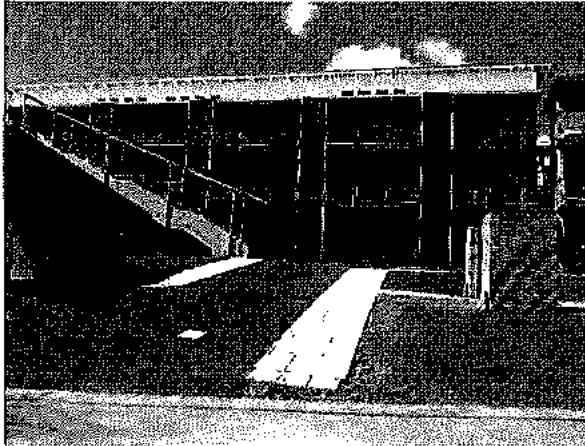


Photo 4 & 5: External views of Rietvlei Hospital Staff Accommodation (pre-occupation)

SOURCE: Michelle de Goede

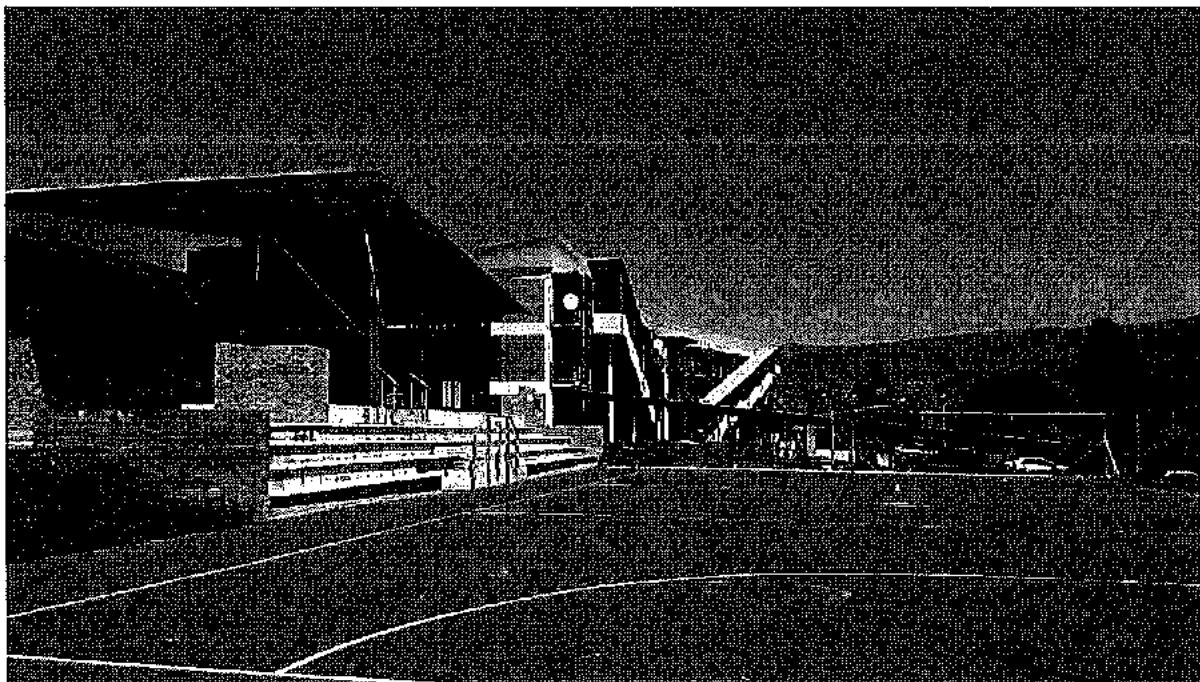


Photo 6 & 7: External views of Rietvlei Hospital staff Accommodation – recreation area (post-occupation)

SOURCE: PMIS



Photo 8: External views of Rietvlei Hospital Staff Accommodation (post-occupation)  
SOURCE: PMIS

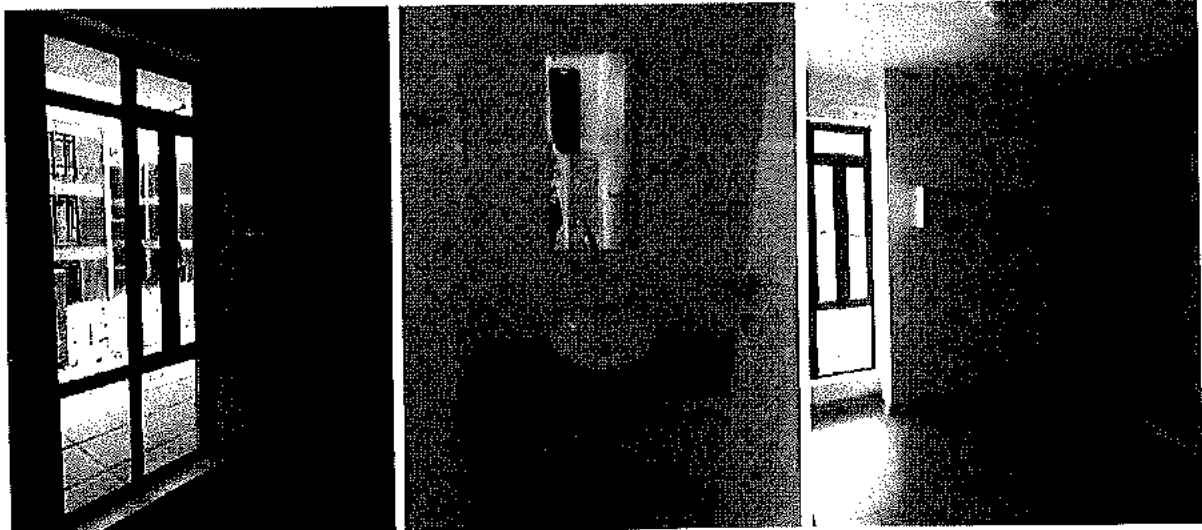


Photo 9, 10 & 11: Internal views of Rietvlei Hospital Staff Accommodation (pre-occupation)  
SOURCE: Michelle de Goede

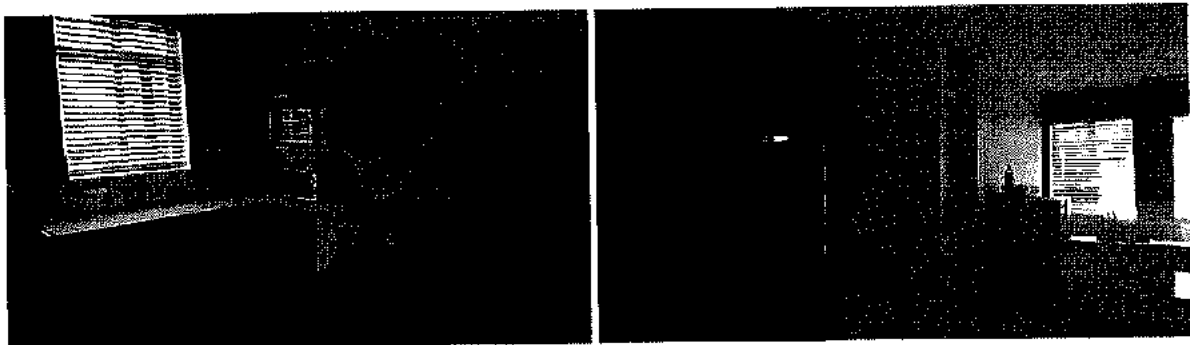


Photo 12 & 13: Internal views of Rietvlei Hospital Staff Accommodation (post-occupation)  
SOURCE: PMIS

## 5. Project / Programme Management and Cost control

### 5.1. Project Management

#### 5.1.1. IDMS guidelines

NO PROJECT CAN PROCEED UNTIL THE IDMS STAGE HAS BEEN SIGNED OFF BY THE APPROPRIATE COMMITTEE – Please refer to Departmental Infrastructure Standard Operating Procedures (SOPS)

The following FIDPM stages are envisaged to be applicable to this project, however the implementing agent is encouraged to investigate alternative contracting strategies to ensure the project is implemented as soon as possible:

#### Stage 1 PROJECT INITIATION / PREFEASIBILITY

##### Stage 1 B

- Deliverable Project brief approved

#### Stage 2 CONCEPT / FEASIBILITY

- Deliverable Concept and viability report approved

#### Stage 3 DESIGN DEVELOPMENT

- Deliverable Design development report approved

#### Stage 4 DESIGN DOCUMENTATION

- Deliverable Design documents report approved

#### Stage 5 WORKS

- Deliverable Works completion report approved

#### Stage 6 HANDOVER

- Deliverable Handover / Record information report approved

#### Stage 7 CLOSE OUT

- Deliverable Close out report is accepted

### 5.1.2. Project Management Plan / Resource Management

The following Project Management plan is a guideline.

Table 8: Proposed Project Plan

ITEM	ELEMENTS
Needs Assessment/Analysis:	This project cannot be undertaken utilising only in-house skills due to insufficient capacity. It is recommended that an Implementing Agent, ie KwaZulu-Natal Department of Public Works, be appointed to manage the project. KZN-DOPW are requested to undertake a need analysis to determine if they have the necessary skills to undertake this project in-house or if it is envisaged that Professional Service Providers will be appointed.



ITEM	ELEMENTS
Brief:	The Implementing Agent is required manage the implementation of the project (as per the current SLA) to successful completion within time, cost and to the required specification and to manage all project associated risks for minimum impact.
Consultancy Brief: (If applicable)	<p>The Consultant team:-</p> <p>Are to manage the project to successful completion within time, cost and to the required specification and to manage project associated risks for minimum impact.</p> <p>Must develop, design, document, manage and close the project</p> <p>May not proceed with any stage (IDMS) of the work until the KZN-DOH is satisfied with the stage of the project.</p> <p>Must clarify any uncertainties, discrepancies, etc to the satisfaction of KZN-DOH</p> <p>is expected to deliver a well-designed, cost effective, low maintenance facility that will suit the needs of the x community and KZN-DOH</p> <p>Must adhere to the timeframes for the work to be completed as presented.</p>
Evaluation and Engagement:	<p>The project may not proceed to any stage until KZN-DOH is satisfied with the current stage (wherever that is) of the project;</p> <p>KZN-DOH will follow the IDMS principles for approval and evaluation</p>

### 5.1.3. Project Risk Plan

Informed decision-making is critical to the success of any project. Crucial to this success is the identification of risks and how they will be managed. The following risks have been identified prior to the projects start. These risks are not all inclusive and will be reviewed as the project progresses.

The following is some of the risk identified. However it is required that the Implementer develop a full risk plan. This is not an inclusive list and must be reviewed at each stage.

Table 7: Risk Log

Risk	Owner	Probability (low/med/ high)	Consequence (L/M/H)	Actions
Project delays due to KZN-DOPW processes	KZN-DOPW	High	H	Proper management of project
Drought and scarcity of water	KZN-DOH	High	H	On-going evaluation of situation Planned Green initiatives
Community involvement	KZN-DOPW	High	H	Proper management of project On-going consultation with community

### 5.1.4. Occupational Health and Safety Baseline plan

5.1.4.1. The project must comply with the requirements of the Occupational Health & Safety Act 85 of 1993 and its regulations.

5.1.4.2. A Construction Work Permit is required if the intended work will:

- The project will exceed 365 days and will involve more than 3600 persons days of construction work
- The tender limit is grade 7GB or higher of the Construction Industry Development Board (CIDB) grading.

5.1.4.3. The Implementing Agent must at least 30 days before that work is to be carried out, apply to the provincial director in writing for construction work permit to perform construction work.

5.1.4.4. A Health & Safety Agent must be appointed.

## **5.2. Communication Plan**

The following plan is a guideline.

- **Strategies**  
In order to ensure good communication, frequent engagement will take place throughout the project life cycle. The engagements must include:
  - Stakeholder engagement meetings
  - Planning meetings
  - Update meetings
  - Report back meetings
  - Site meetings
  - No media communication except by KZN-DOH Communication
- **Methodologies**  
Communication will be done through the following methods:
  - Meetings
  - Minutes
  - Telecommunication
  - E-mails
  - Reports
  - Letters
  - Feedback information
- **Delivery**  
Communication will be delivered through:
  - Telecommunication
  - E-mails
  - Postal services
  - Internal registry services
- **Personnel**  
Communication will be between KZN-DOH Infrastructure Development (KZN-DOH ID) and:-
  - KZN-DOH Head Office sections
  - KZN-DOH Zululand Health District
  - Ceza Hospital
  - KZN-DOPW
  - Consultant team (if appointed)  
Communication is expected to take place between:
  - KZN-DOH Zululand Health District and Community
  - KZN-DOH ID and IA
  - IA and Consultants (if appointed)
  - IA and Ceza Hospital
  - IA and Contractor/s
  - Between Consultants (if appointed)

### 5.3. Project Milestones

Table 8: MILESTONES and TASKS

Professional Milestones	FIDPM	Milestone	PPO Milestone	Date	% Project Complete
		PROJECT START DATE	PROJECT START DATE	01-01-2019	1%
	Stage 1A	PRE-FEASIBILITY/ BRIEF	INITIATION	06-08-2021	22%
	Stage 1B				
Stage 1 Stage 2	Stage 2	FEASIBILITY/CONCEPT	FEASIBILITY	31-08-2022	33%
Stage 3	Stage 3	DESIGN DEVELOPMENT DESIGN DOCUMENTATION	DESIGN	31-03-2023	37%
Stage 4	Stage 4	TENDER	TENDER	29-09-2023	
Stage 5	Stage 5	CONSTRUCTION START	CONSTRUCTION START	02-10-2023	
		CONSTRUCTION	CONSTRUCTION	30-09-2024	81%
		Construction 0 - 25%	Construction 0 - 25%	19-01-2024	59%
		Construction 26 - 50%	Construction 26 - 50%	12-04-2024	66%
		Construction 51 - 75%	Construction 51 - 75%	28-06-2024	72%
		Construction 76 - 100%	Construction 76 - 100%	30-09-2024	79%
		PRACTICAL COMPLETION		30-09-2024	79%
		WORKS COMPLETION		30-09-2024	79%
	Stage 6	HANDED OVER	HANDED OVER	31-10-2024	82%
Stage 6	Stage 7	RETENTION	RETENTION	31-10-2024	96%
		FINAL COMPLETION CLOSE OUT	CLOSE OUT	31-03-2026	100%

### 5.4. Project Cost Breakdown

The project cost is made up of the following elements:

- Infrastructure component
- Operating costs

The Project Leader and Project Manager are responsible to ensure that necessary controls are in place and that the budgets are not exceeded without a fully motivated and approved submission to the CFO and HOD.

- Step 2: Collect available CIDB data for contractors in terms of their classifications, grading, ownership and availability within the project area. According to CIDB, this project will be a level 7 GB contract



Home

Register of Contractors

[Disciplinary gazettes and case law reports](#)  
[National Treasury Database of Restricted Suppliers](#)  
[National Treasury Register for Tender Defaulters](#)

Select by status:

Select by Region:  (Registered head office address region)

Select by Designation and class:

Select by CRS Number:  (List CRS numbers separated by commas, eg 100001,100002)

Select by Contractor Name:  (Enter a partial or complete organisation name)

Select Potentially Emerging

Town / City Filter  (Filter) (Reloading the town filter will clear existing searches)

Figure 4: CIDB Levels

SOURCE: [www.cidb.co.za](http://www.cidb.co.za)

As of 28 February 2020 there are 104 active 7 GB Contractors in KwaZulu-Natal.

- Formulate the Delivery Management Strategy for Works
  - Step 1: Identify opportunities for clustering projects into packages (rather than implementing as individual projects) to achieve greater efficiency, economy of scale or for other reasons discussed in further detail below – **This project cannot be clustered as there is no similar project in the area**
  - Step 2: Assess the resource requirements for the project and weigh internal capacity against that of the DOPW (or other external Implementing Agency) to determine whether the project is better suited to in-house or external implementation – **This is yet to be determined by KZN-DOPW, however if required provision has been made below**
- Identify suitable Contracting Arrangements for Works
  - Step 1: Consider alternative contracting arrangements and select the most suitable strategy for the project as expanded upon below
  - Step 2: The best strategy to secure financial offers and to establish the basis for remuneration for the services to be provided in terms of the contract
  - Step 3: Identify the appropriate Contractual arrangement (Form of Contract) for the implementation of the works
- Identify an appropriate Procurement Strategy for Works (where Works are required)
  - Step 1: The Procurement Procedure will be the standard KZN-DOPW procedure
  - Step 2: the procurement programme is imbedded in the project milestone as reflected in this document. The anticipated bid award date is 31 May 2022.
  - Step 3: The project is currently in FIDPM stage 1 B.

- Identify suitable Contracting Arrangements for Services
  - Step 1: The parameters for the procurement of technical and/or professional services and the mechanism for appointment, will be based on the outcome of the needs analysis to be performed by KZN-DOPW
  - Step 2: The most suitable Contracting Strategy is expanded on below
  - Step 5 The appropriate Form of Contract for the provision of these services are indicated below
- *Procurement Gate 2 (PG2): Approval for procurement strategies that are to be adopted*  
**Construction:**
  - Standard KZN-DOPW procurement strategies will be followed however the Implementing Agent is encouraged to consider alternative contracting methods.
  - The recommended procurement strategy for construction is Design by Employer
  - Opportunities for promoting preferential procurement in line with legislative provisions and the Construction Sector Code will be included in the project documents.
  - The proposed contracting and pricing strategy are:
    - Bill of Quantities
    - JBCC contract
    - Contractors are to be paid on a monthly value based on actual works completed as
- PSP's:**
  - Needs analysis to be done to determine if in-house skills are insufficient, if the skills are insufficient, then:
    - Standard KZN-DOPW procurement strategies will be followed however the Implementing Agent is encouraged to consider alternative contracting methods
    - The recommended procurement strategy for PSP's are the CIDB PSP contract
    - Opportunities for promoting preferential procurement in line with legislative provisions and the Construction Sector Code will be included in the project documents.
    - The proposed contracting and pricing strategy will be based on Standard Services rendered by PSP as is contained in the various applicable gazettes
    - PSP's are to be paid at the end of each approved stage or on a proven monthly value based on a percentage of the current stage

*PG 2 is complete when procurement strategies that are to be adopted are approved.*

### **6.3. Primary and Secondary Objectives**

While the primary objective of an infrastructure project is the delivery of functional infrastructure such as buildings, plant and equipment, roads, electricity or water, the project will, where possible, incorporate secondary (or developmental) socio-economic objectives such as targeted procurement and employment, local economic development, skills development, Job creation and so on.

These objectives are given equal importance and although Developmental objectives do not appear in the IPMP as individual items they are cross-cutting in the formulation of procurement and implementation strategies.

- Specifications
  - Bills of quantities
- For PSP's
- Standard KZN-DOPW tender documentation

PG 3 is complete when the procurement document is approved.

- Procurement Gate 4 (PG4): Confirmation of cash flow
  - Confirmation sufficient cash flow to meet contractual obligations will be done prior to project proceeding to the Bid Specification Committee (BSC).
  - The control measures for payment of contractors within the time period provided for in the contract include monthly invoices, checked and recommended by the project leader and approved for Payment documents

PG 4 is complete when cash flow is approved

- Procurement Gate 5 (PG 5): Solicit tender offers by:
  - Submission of tender documents to KZN-DOPW BSC and Bid Award Committee (BAC)
  - Inviting tender offers via advertisement in Local papers and Government systems
  - Closing of tenders and recording of received tenders
  - Preparation of a report on tender offers received
  - Safe filing of received tenders

PG 5 is complete when all received tender offers are duly accounted for.

- Procurement Gate 6 (PG 6): Evaluation of tender offers in terms of undertakings and parameters established in procurement documents.
  - Open and record tender offers received by Bid Evaluation Committee (BEC)
  - Evaluation of tenders to:
    - Determine whether or not tender offers are complete.
    - Determine whether or not tender offers are responsive.
    - Evaluation of tender submissions.
    - Preparation of a risk analysis.
    - Preparation a tender-evaluation report and submit to BAC for approval

PG 6 is complete when the evaluation report is reviewed and recommendations is ratified.

- Procurement Gate 7 (PG7): Award the contract.
  - Notification of successful tenderer and unsuccessful tenderers
  - Adherence to Appeals process
  - If no appeals, compilation contract document and signing thereof by all parties
  - Safe filing of contract.
  - Receipt of required documents in terms of the contract from the Contractor

PG 7 is complete when the tenderer has provided evidence of complying with all requirement stated in the tender data and formally accepts the tender offer in writing and issues the contractor with a signed copy of the contract

- Procurement Gate 8 (PG 8): Administer the contract and confirm compliance with all contractual requirements.
  - Capturing contract award data.
  - Administration contract in accordance with the terms and provisions of the contract

- Site hand over
- Progress and technical meeting
- Monthly progress reports
- Monthly payments
- Snag lists
- Ensure compliance with contractual requirements
  - Completion certificates
  - Close out reports
  - Assets management prescripts adhered to
  - Final payments
- Confirmation contract is complete

PG 8 is complete when contract completion/termination data is captured.

## 7. Expanded Public Works Programme and Community Participation Goal

The general rule/guideline currently is that all Department of Health Projects in which the Project Brief or SIPDM stage 3 report estimates exceed R7 Million shall be subject to the Expanded Public Works Program (EPWP) aimed at alleviating and reducing unemployment.

Employment statistics will still be required to be submitted for projects below this value for recording and reporting to the EPWP system but all other EPWP guidelines may not be included.

Projects that have initial estimates exceeding R30 Million shall be subject to both Expanded Public Works Program (EPWP) and Contract Participation Goal (CPG).

Requirements for this project are outlined below:

EPWP Minimum Requirement	Project Values in Rands and minimum guidelines					
	Up To 5 00 000	Between 500 000 up to 2 Million	Between 2 Million up to 10 Million	Between 10 Million up to 30 Million	Between 30 Million up to R 60 Million	From 100 Million and above
Reporting	All required	All required	All required	All required	All required	All required
Local Area	10 km radius	10 km radius	Local Municipality 60% @ 10 km radius	District Municipality 60% Local Municipality	KZN Province 80% District 60% Local Municipality	South Africa 80% KZN 60% District 40% Local Municipality
Branding	Not Required	Site only	Site and Uniform	Site ,Uniform and tender documentation	Site ,Uniform and tender documentation	Site ,Uniform and tender documentation
Recruitment	Managed via Councillor and Hospital Board/Clinic Committee	Managed via Councillor and Hospital Board/Clinic Committee	According to DOPW Recruitment guideline document	According to DOPW Recruitment guideline document	According to DOPW Recruitment guideline document	According to DOPW Recruitment guideline document
PSC	Not Required	Hospital board /Clinic Committee	Hospital board /Clinic Committee	Full PSC,CIDB Guidelines to be followed	Full PSC,CIDB Guidelines to be followed	Full PSC,CIDB Guidelines to be followed
CLO	Not Required	Required	Required	Required	Required	Required
Tender Specification	Not Required	Required	Required	Required	Required	Required

### Reporting Requirements:

- Employment Contracts
- Copies of ID documents
- Half cut photographs of employees
- Proof of daily attendance
- Proof of wage payments



## 8. Commissioning

The purpose of commissioning a facility is to ensure that construction work is completed according to the approved drawings and specifications, that equipment is in place and all areas are operationally ready such that the buildings can function fully upon occupation by the end user. According to the IUSS document a commissioned building is one deemed ready for service, ie the building may become fully operational for its intended purpose.

Project commissioning is the process of assuring that all systems and components of a building are:

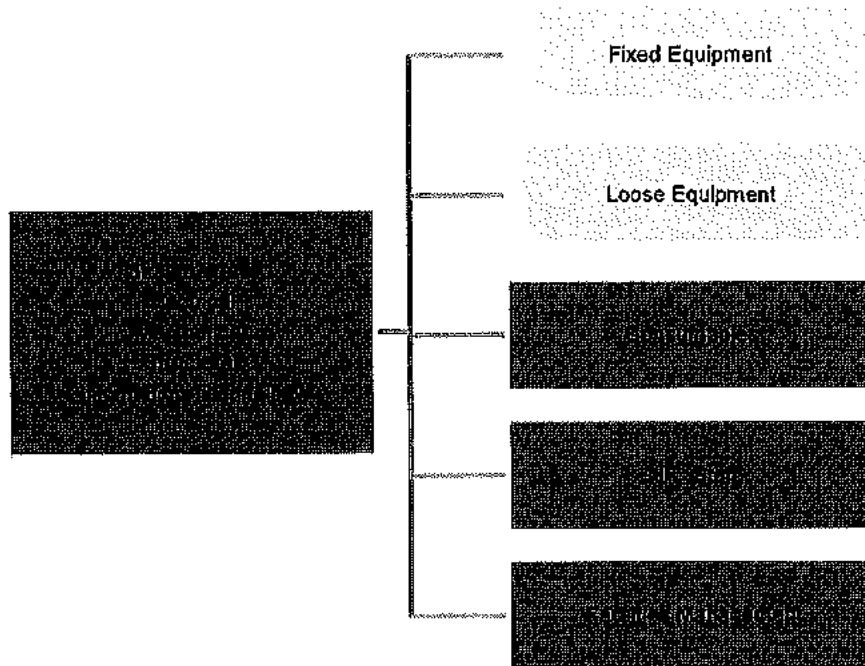
- Designed
- Installed
- Tested
- Operated and
- Maintained, according to the operational requirements of the owner.

This process must involve all disciplines and must include systems validation and verification through inspecting and testing every operational component of the building project from the individual functions, such as instruments and equipment – including complex, systems and sub-systems. The process oversees:



This process is to prepare the facility management and assist them develop systems to operate the facility once construction is complete. Commissioning Systems for this project include:

- Fixed Equipment
- Loose Equipment and Furniture
- Human Resource / Staffing
- Consumables
- Facilities Management, which includes:
  - Governance and the delegation of Authority
  - Legal requirements
  - Hospital Financial Management
  - Organizational Development Strategy
  - Hospital Information Management
  - Hospital Information Technology
  - Communication Strategy
  - Maintenance, guarantees and contracts



**Figure 5: Key elements in the commission process as per IUSS Health Facility Guides – Commissioning Health Facilities Draft 1.4 April 2014**

The 3 Major components of commissioning which will be considered are:

- Building Component
- Equipment Component
- Operational Component

These are parallel processes occurring throughout the project which must be initiated at the beginning of the project before construction.

It is advised that an operational commissioning team be established chaired by the facility head. The objective is to ensure that the infrastructural, equipment and operational programmes are aligned and co-ordinated.

It is recommended that the commissioning team steps correspond with the Framework for Infrastructure Delivery and Procurement Management (FIDPM) process as set out in the IUSS document. *(IUSS Health Facility Guides – Commissioning Health Facilities Draft 1.4 April 2014)*

## **9. Organisational Development**

Ceza Hospital is a functioning District Hospital and has a number of Accommodation Units already in place. It may be required to appoint additional cleaning staff.

## **10. External Appointments**

**External Resources may only be procured if there is insufficient in-house skills available within the Implementing Agent. Justification must be provided in terms of National treasury Instruction No 2 of 2017/2018 and specifically item 4.**

### **10.1. Appointment of External Implementing Agent – KwaZulu-Natal: Department of Public Works**

KZN-DOH has entered into a legally binding Service Level Agreement with KZN-DOPW. However, over and above the agreements, the following expectations by KZN-DOH are highlighted:

- Effective Project management
- Effective management of PSP (where applicable)
- Effective Cost Control
- Effective Risk Management
- Effective Time management
- Effective communication
- Compliance to Legislative requirements
- Compliance to Policies
- Compliance to Norms and Standards (both National and Provincial)

### **10.2. Appointment of External Service Providers**

Should external resource be required, it is recommended that the below be considered (as is required to augment any In-house capacity).

The IA will enter into a legally binding agreement with each Consultant. However, over and above the agreements, the following expectations by KZN-DOH from the consultants are highlighted:

- Cost effective proposals including where possible alternative economic proposals
- A Maintenance conscious facility and including a baseline maintenance plan at the end of the project
- An Environmental conscious facility
- A Facility that will stand the test of time
- Consideration to alternative, but tested and accepted construction methods, systems and installations
- Timeous response time and provision of documents including the following:
  - Programmes and milestones
  - Designs, reports and specifications
  - Cost reports
  - EPWP reports
  - Completion certificates
  - As-built drawings, specifications, manuals, baseline maintenance plan, certificate

- Close-out report
- Compliance to Legislative requirements
- Compliance to Policies
- Compliance to Norms and Standards (both National and Provincial)

### **10.3. Appointment of Contractors or Suppliers**

The IA will enter into a legally binding agreement with the Contractor or Supplier. However, over and above the agreement, the following expectations by KZN-DOH from the Contractor or Supplier are highlighted:

- Effective Time management
- Effective Project Management
- Effective Cost Management
- Effective Resource Management
- Effective Communication
- Adherence/Compliance to all applicable Legislation
- Adherence/Compliance to all applicable policies
- Adherence/Compliance to all applicable norms and standards

### **10.4. Roles and Responsibilities of the Department of Health**

The roles and responsibilities are highlighted below:

- Effective management and co-ordination of all stages of the project
- Effective management and co-ordination to all legislative requirements
- Quality control and compliance.
- Effective manage Procurement preparation processes in terms of the PFMA, SIPDM and Treasury Regulations.
- Contract and project management
- Effective Financial management.
- Effective Time Management
- Manage completion processes and retention periods.
- Manage timeous and complete Close-out of Project including as-built documentation, manuals compliance certificates and related documentation.
- Manage all required reporting, documentation and archiving of documents
- Where an IA has been appointed, DOH will have an oversight role

## 11. Contact Numbers

Department of Health: Infrastructure Development  
Contact Person: Khaya Buthelezi  
Tel: 033 – 940 2584  
Mobile: 083 3939378  
Email: Khayelihle.buthelezi@kznhealth.gov.za

Department of Health: Corporate Services  
Contact Person: Mrs P Lallipersad  
Tel: 033 395 2148

Department of Health: Ceza Hospital  
Contact Person: Mr SP Zulu: CEO  
Mr SF Mdlalose: Finance Manager  
Tel: 035 832 5000

Zululand Health District  
Contact Person: Mr VS Vilakazi: District Director  
Tel: 035 874 0600

Implementing Agent: KZN Department of Public Works  
Contact Person: Ms Z Pfute  
Tel: 033 355 5500

reasons discussed in further detail below – **This project cannot be clustered as there is no similar project in the area**

Step 2: Assess the resource requirements for the project and weigh internal capacity against that of the DOPW (or other external Implementing Agency) to determine whether the project is better suited to in-house or external implementation – **This is yet to be determined by KZN-DOPW, however if required provision has been made below**

- Identify suitable Contracting Arrangements for Works

Step 1: Consider alternative contracting arrangements and select the most suitable strategy for the project as expanded upon below

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Step 1: The Procurement Procedure will be the standard KZN-DOPW procedure

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- Identify suitable Contracting Arrangements for Services

Step 1: The parameters for the procurement of technical and/or professional services and the mechanism for appointment, will be based on the outcome of the needs analysis to be performed by KZN-DOPW

Step 2: The most suitable Contracting Strategy is expanded on below

Step 5 The appropriate Form of Contract for the provision of these services are indicated below

- *Procurement Gate 2 (PG2): Approval for procurement strategies that are to be adopted*  
**Construction:**

- Standard KZN-DOPW procurement strategies will be followed however the Implementing Agent is encouraged to consider alternative contracting methods.
- The recommended procurement strategy for construction is Design by Employer
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**PSP's:**

- Needs analysis to be done to determine if in-house skills are insufficient, if the skills are insufficient, then:
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- PSP's are to be paid at the end of each approved stage or on a proven monthly value based on a percentage of the current stage

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### 6.3. Primary and Secondary Objectives

While the primary objective of an infrastructure project is the delivery of functional infrastructure such as buildings, plant and equipment, roads, electricity or water, the project will, where possible, incorporate secondary (or developmental) socio-economic objectives such as targeted procurement and employment, local economic development, skills development, Job creation and so on.

These objectives are given equal importance and although Developmental objectives do not appear in the IPMP as individual items they are cross-cutting in the formulation of procurement and implementation strategies.

The Primary and Secondary Objectives for this project are listed below:

- For this project the primary objective is the procurement and delivery the required output/s within budget, to the required standard and within the specified timeframe. This is detailed in the document above.
- The secondary objectives aims at socio-economic benefits which will be achieved through a combination of targeted procurement, skills development and job creation through the development and construction stages of the project

### 6.4. Delivery Management Strategy

The Delivery Management Strategy for this project is a follows.

#### 6.4.1. Professional Services

The project team has been identified in the document above under 3.5.1 Project Team above.

The Contracting Arrangements required for the IPMP are as follows:

Table 11: Contracting Arrangements for Professional Services

Professional services needed	Procurement Strategy / Type of Appointment	Contracting strategy	Pricing Strategy	Form of Contract
Full service	Traditional Separate	Design by Employer	Gazetted Fee	CIDB Consultants appointment

\* The Implementing Agent is encouraged to consider alternative contracting methods

#### 6.4.2. For Works

The Strategic Arrangements required for the IPMP is:

Table 12: Strategic Arrangements

- Preparation a tender-evaluation report and submit to BAC for approval

PG 6 is complete when the evaluation report is reviewed and recommendations is ratified.

- Procurement Gate 7 (PG7): Award the contract.  
Notification of successful tenderer and unsuccessful tenderers
  - Adherence to Appeals process
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- Installed
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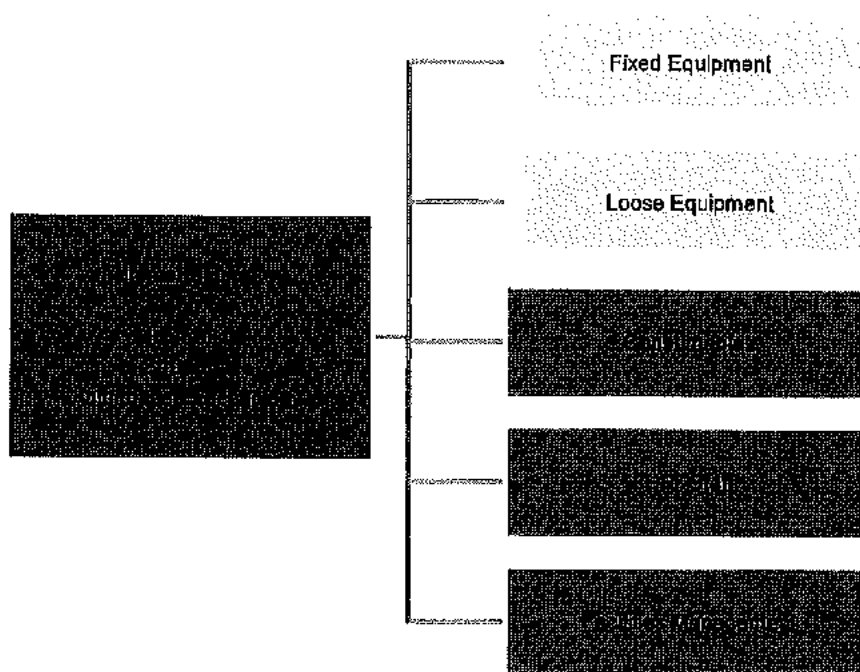


Figure 5: Key elements in the commission process as per IUSS Health Facility Guides – Commissioning Health Facilities Draft 1.4 April 2014

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  - Programmes and milestones
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  - Cost reports
  - EPWP reports
  - Completion certificates
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- Close-out report
- Compliance to Legislative requirements
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- Effective Resource Management
- Effective Communication
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- Adherence/Compliance to all applicable policies
- Adherence/Compliance to all applicable norms and standards

### **10.4. Roles and Responsibilities of the Department of Health**

The roles and responsibilities are highlighted below:

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- Effective management and co-ordination to all legislative requirements
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- Effective Financial management.
- Effective Time Management
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- Where an IA has been appointed, DOH will have an oversight role

## 11. Contact Numbers

Department of Health: Infrastructure Development  
Contact Person: Khaya Buthelezi  
Tel: 033 – 940 2584  
Mobile: 083 3939378  
Email: [Khayelihle.buthelezi@kznhealth.gov.za](mailto:Khayelihle.buthelezi@kznhealth.gov.za)

Department of Health: Corporate Services  
Contact Person: Mrs P Lallipersad  
Tel: 033 395 2148

Department of Health: Ceza Hospital  
Contact Person: Mr SP Zulu: CEO  
Mr SF Mdlalose: Finance Manager  
Tel: 035 832 5000

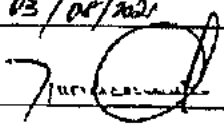
Zululand Health District  
Contact Person: Mr VS Vilakazi: District Director  
Tel: 035 874 0600

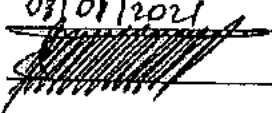
Implementing Agent: KZN Department of Public Works  
Contact Person: Ms Z Pfute  
Tel: 033 355 5500

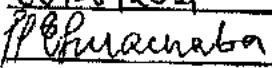
## 12. Signatures

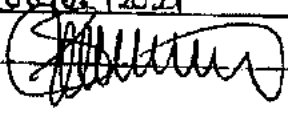
### Signatories

The following Facilities, Programmes and their Managers, Directors or Leaders have been fully advised and have read and understood the contents of this document.

Name: Mr SF Mdlalose  
Designation: Finance Manager  
Date: 03/08/2021  
Signature: 

Name: Mr SP Zulu  
Designation: CEO  
Date: 03/08/2021  
Signature: 

Name: Mr M Buthelezi  
Designation: Zululand District Engineer  
Date: 06/08/2021  
Signature: 

Name: Mr VS Vilakazi  
Designation: Zululand District Director  
Date: 06/08/2021  
Signature: 



Physical Address: Townhill Office Park, Townhill Hospital, 35 Hyslop road, Pietermaritzburg, 3201  
Postal Address: Private Bag X9051, Pietermaritzburg, 3200  
Tel: 033 940 2611  
www.kznhealth.gov.za

**INFRASTRUCTURE PLANNING**

**REQUEST FOR PRESENTATION TO THE HEALTH INFRASTRUCTURE APPROVAL COMMITTEE**

DISTRICT:

MUNICIPALITY:

CITY/TOWN/PLACE:

INSTITUTION:

PROJECT

**THE CHAIRPERSON: HEALTH INFRASTRUCTURE APPROVAL COMMITTEE**

Please book the above project for the next available HIAC meeting

**APPLICANT DETAILS:**

Representative / Project Manager / Principal Agent

Submitted by (Name):

Contact details:

Telephone:

Cell phone:

E-mail address:

Signature

I confirm that the following has been checked and is included in the submitted documents:

(Check applicable boxes)

**Documents:**

**Architectural**

**Report:**

Architectural report detailing the design and design approach

Brief description of project including what the licencing application contains

**Address the following in the report:**

Baseline Health and Safety report

**Does the facility comply with:**

National Building Regulations (NBR) and SANS 10400

R158

What are the areas of non-compliance?

**Plans (Sketch plans):** Folded to A4! Plans to be easily readable without irrelevant clutter

**Site Plan:**

North point

Prevailing wind direction

All boundaries and corners with co-ordinates

Access roads, Access points and/or entrances

Building lines, flood lines, servitude, etc

Fencing and security points - type, height, status

Neighbouring structures

All existing structures pertaining the whole of the facility

All services with connection points, types, materials, depths, sizes and status



**Architectural plans: Folded to A4! Plans to be easily readable without irrelevant clutter**

All applicable floor plans

Existing structures and all links to new / existing structures if where applicable

Type of construction

Structural elements

Walls

Roofs and ceilings

Windows and doors

Type of internal finishes (NO SCHEDULES REQUIRED)

All fixed fittings (such as sanitary ware, cupboards, etc - NO SCHEDULES REQUIRED)

All and specifically Room and other critical dimensions and areas (m<sup>2</sup>)

Furniture layouts

Bed spacing

Elevations

Sections (through critical areas)

ANNEXURE E: DECLARATION BY APPOINTED COMPETENT PERSON attached

**Structural and Civil**

**Report:**

Civil / Structural report detailing the design and design approach

ANNEXURE E: DECLARATION BY APPOINTED COMPETENT PERSON attached (Each discipline to complete)

ANNEXURE H: DESCRIPTION OF APPLICABLE WORK attached

ANNEXURE F: REGULATION AZ4 attached

**Plans: Folded to A4! Plans to be easily readable without irrelevant clutter**

**Structural and Civil plans**

Existing structures and all links to new / existing structures if applicable

Type of construction

Foundations

Structural elements

Roofs structures

Fire installation and comments/approval from Fire Department/Fire Chief

**Service Plans**

*All services (overhead, above and underground, external and internal - include availability, type, size, depths,*

Potable Water Plan

72 Hour water storage supply

Storm water, Sewer Plan

Fire plans (including Equipment, routes structures, services, etc)

Waste (all types) management

**Mechanical**

**Report:**

Mechanical report detailing the design and design approach

ANNEXURE E: DECLARATION BY APPOINTED COMPETENT PERSON attached

ANNEXURE H: DESCRIPTION OF APPLICABLE WORK attached

ANNEXURE F: REGULATION AZ4 attached

**Mechanical Plans: Folded to A4! Plans to be easily readable without irrelevant clutter**

HVAC systems

Medical gasses

All other Plant and Equipment

Hot water heating systems

Kitchen layouts and equipment (where applicable)

Fire protection systems

**Electrical**

**Report:**

Electrical report detailing the design and design approach

ANNEXURE E: DECLARATION BY APPOINTED COMPETENT PERSON attached

ANNEXURE H: DESCRIPTION OF APPLICABLE WORK attached

ANNEXURE F: REGULATION AZ4 attached

**Electrical Plans:** Folded to A4! Plans to be easily readable without irrelevant clutter

Electrical Layouts including Essential power supply

Lifts, hoists, chairlift, etc

Fire detection and evacuation system

All communication systems

**Fire**

**Report:**

Fire report detailing the design and design approach

ANNEXURE E: DECLARATION BY APPOINTED COMPETENT PERSON attached

ANNEXURE H: DESCRIPTION OF APPLICABLE WORK attached

ANNEXURE F: REGULATION AZ4 attached

**Fire Plans:** Folded to A4! Plans to be easily readable without irrelevant clutter

All applicable plans

**Were the following persons invited:**


Principal Agent / Project Manager

Professional Service Providers




--


TITLE BLOCK TO BE ON  
RIGHT SIDE ONLY!!

HEALTH DEPARTMENT SIGNATURES	
FACILITY _____	
FACILITY MANAGER _____	
DISTRICT MANAGER _____	
DOH PROJECT LEADER _____	
Checked by Professional Consultant	
Name _____	
Signature _____	Date _____
(Consultant/s Logo)	
 <b>health</b> Department: Health PROVINCE OF KWAZULU-NATAL	
Project  DEPARTMENT OF ABC  XYZ INSTITUTION  123 PROJECT	
Drawing description	
Drawn _____	Date _____
Scale/s	
Drawing number	
Stamped by Health Plans Approval Committee	

CONSULTANT MUST SIGNCONSULTANT MAY ADD 1 OR MORE  
CONSULTANCY LOGOS

PLEASE DO NOT ALTER THIS LAYOUT

PROJECT TITLE TO CORRESPOND  
WITH APPOINTMENT LETTERTHIS BLOCK IS FOR OFFICIAL USE  
ONLY AND MUST BE AT LEAST 60mm  
HIGH AND AS WIDE AS TITLE BLOCK.  
THE BLOCK MUST BE AT THE  
BOTTOM OF THE TITLE BLOCK.



Physical Address: Townhill Office Park, Townhill Hospital, 36 Hyslop road, Pietermaritzburg, 3201

**INFRASTRUCTURE PLANNING**

Postal Address: Private Bag X9051, Pietermaritzburg, 3200

Tel: 033 940 2611

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## TO BE COMPLETED BY ALL ENGINEERS

DISTRICT:

MUNICIPALITY:

CITY/TOWN/PLACE:

INSTITUTION:

PROJECT:

DOH PROJECT NUMBER

## DESCRIPTION OF APPLICABLE WORK

Tick if applicable	Nature of Duties	Signature Competent Person
<input type="checkbox"/>	Duty 1: Demonstrating compliance with the requirements of the National Building Regulations in terms of Regulation AZ4(1)(b)(ii)	
<input type="checkbox"/>	Duty 2: Rational design and rational assessment of flat roofs and related gutters	
<input type="checkbox"/>	Duty 3: Design and inspection of services in dolomite land in terms of SANS 10400-B	
<input type="checkbox"/>	Duty 4: Specify and inspect, as relevant, deep footings, soil rafts, compactions of in-situ soil or sub-surface drains in terms of SANS 10400 H	
<input type="checkbox"/>	Duty 5: Design and inspect slabs and fills in terms of SANS 10400-J	
<input type="checkbox"/>	Duty 6: Rational design of control and disposal of stormwater in terms of SANS 10400-R or Regulation R1(3)	
<input type="checkbox"/>	Duty 7: Rational design of control and disposal of stormwater in interconnected complexes in terms of SANS 10400-R	
<input type="checkbox"/>	Duty 8: Categorization of dolomite land in terms of SANS 10400 B	
<input type="checkbox"/>	Duty 9: Rational design or assessment of excavations in terms of SANS 10400-G or Regulation G1(3)	
<input type="checkbox"/>	Duty 10: Rational design or rational assessment of fire protection system in terms of SANS 10400-P or Regulation T1(2)	
<input type="checkbox"/>	Duty 11: Undertake geotechnical investigation in accordance with requirements of SANS 10400-H or Regulation F3	
<input type="checkbox"/>	Duty 12: Design and inspect geotechnical solutions or soil improvements in terms of SANS 10400-H	
<input type="checkbox"/>	Duty 13: Rational design of ventilation system in terms of SANS 10400 O and Regulation O4	
<input type="checkbox"/>	Duty 14: Rational design or rational assessment of drainage system in terms of SANS 10400-P or Regulation P2(2)	
<input type="checkbox"/>	Duty 15: Rational design or rational assessment of sewage disposal in terms of SANS 10400-Q or Regulation Q3	
<input type="checkbox"/>	Duty 16: Rational design or rational assessment of the structural system in terms of SANS 10400-B taking account of parts H, J, K, L, M, N of SANS 10400 or Regulations A1(3)(e) and A23(4)	

Tick if applicable	Nature of Duties	Signature Competent Person
	<b>Duty 17:</b> Rational design of roof in terms of parts B and L of SANS 10400 where the foundations, floors and walls are in accordance with the rules provided in parts H, J and K of SANS 10400	
	<b>Duty 18:</b> Rational design of supply of water to fire installations in terms of SANS 10400-W or Regulation W4	
	<b>Duty 19:</b> Rational design or rational assessment of fenestration in terms of SANS 204	
	<b>Duty 20:</b> Rational design or rational assessment of annual energy consumption and demand in terms of SANS 10400-XA	
	<b>Duty 21:</b> Rational design or rational assessment of annual energy consumption to a reference building in terms of SANS 10400-XA	

NAME OF FIRM/INSTITUTION:

NAME OF PROFESSIONAL:

REGISTRATION BODY:

REGISTRATION NO:

SIGNATURE

DATE

**health**Department:  
Health  
PROVINCE OF KWAZULU-NATAL**Annexure G****DIRECTORATE****INFRASTRUCTURE PLANNING**Physical Address: Townhill Office Park, Townhill Hospital, 35 Hyslop road, Pietermaritzburg, 3201  
Postal Address: Private Bag X9051, Pietermaritzburg, 3200  
Tel: 033 940 2611  
www.kznhealth.gov.za**MINIMUM REQUIREMENTS FOR PLANS AND REPORTS**

DISTRICT: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

CITY/TOWN/PLACE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DOH PROJECT NUMBER \_\_\_\_\_

**1. GENERAL REQUIREMENTS****Y/N***(if any question is marked NO or N/A explanation must be given in an attached report with supporting documents)*

1 Does the project comply with HIAC requirements? \_\_\_\_\_

2 Was the DOH Project manager/leader consulted &amp; did he/she concur with submission? \_\_\_\_\_

3 Was a proper &amp; detailed brief and scope received and is the design in line with it? \_\_\_\_\_

4 Did you consult and co-ordinate your design with all other disciplines and specialists? \_\_\_\_\_

5 Is your risk plan included? (attach) \_\_\_\_\_

6 Specific requirements:**6,1 Locality plan**

a) Drawn Locality plan \_\_\_\_\_

b) Property name \_\_\_\_\_

c) Access roads (including Road/street name and nearest town city) \_\_\_\_\_

d) Physical address of property (including suburb, town &amp; postal code) \_\_\_\_\_

e) North point \_\_\_\_\_

f) Prevailing wind direction \_\_\_\_\_

g) Google maps (include if available) \_\_\_\_\_

h) Photos taken on site (no Google street view photos!) \_\_\_\_\_

**6,2 Site plan (Existing -thin lines and New - bold lines & hatched where applicable)**

a) Site description \_\_\_\_\_

b) Site dimensions (all boundaries) and area per m<sup>2</sup> \_\_\_\_\_

c) Street names/Road numbers \_\_\_\_\_

d) North point \_\_\_\_\_

e) Prevailing wind direction \_\_\_\_\_

f) Structures on adjoining sites \_\_\_\_\_

g) Building lines, side &amp; rear spaces \_\_\_\_\_

h) Servitudes &amp; proposed new servitudes \_\_\_\_\_

**A. GENERAL REQUIREMENTS****Y/N**

- |   |  |
|---|--|
| i) Contours at 0,5m intervals   |  |
| j) Existing trees (showing which are to remain & which are to be removed) |  |
| k) Natural water courses, showing 100 year flood line & levels            |  |
| l) Structures to be demolished & holes to be filled                       |  |
| m) Boundaries, fences, walls, gates, sidewalks, etc.                      |  |
| n) Buildings & other structures   |  |
| o) Floor levels   |  |
| p) Site works, i.e. retaining walls, terraces, banks, etc.                |  |
| q) Cut & fill around new structures & buildings                           |  |
| r) Proposed and permitted (FAR & coverage) total area of new works        |  |
| s) Roads, Parking (including disabled) & paths.                           |  |
| t) Position, of connection points for all services                        |  |
| u) Water (including water tanks, boreholes, etc.)                         |  |
| v) Sewer & Storm water  |  |
| w) Water (including water tanks, boreholes, etc.)                         |  |
| x) Fire reticulation, etc.  |  |
| y) Electrical supply and Telephone & Data                                 |  |
| z) Sewer systems, etc.  |  |
| aa) Waste Management  |  |

**6.3 All floors plans and roof plan BUILDING PLANS (1:100 or 1:200 for large footprint)**

- |   |  |
|---|--|
| a) New work (bold lines & hatch where applicable)                       |  |
| b) Total area of new works  |  |
| c) Overall dimensions of new works                                      |  |
| d) Existing works (thin lines)  |  |
| e) All dimensions and areas of rooms                                    |  |
| f) Floor & ground levels (in relation to a fix datum height)            |  |
| g) Column grid  |  |
| h) Proposed demolitions (dashed lines)                                  |  |
| i) Services to be removed (dashed lines)                                |  |
| j) Types of walls & finishes and Floor finishes                         |  |
| k) Passage widths   |  |
| l) Ducts, plant rooms and other service rooms                           |  |
| m) Sanitary & kitchen fittings (basic)                                  |  |
| n) Sewer/sanitation plan and related fittings, routes, connections, etc |  |
| o) Roads, parking, walkways, etc  |  |
| p) Retaining walls, embankments, etc                                    |  |
| q) Stormwater plan and related fittings, routes, connections, etc       |  |
| r) Waste management plan and related fittings, routes, etc              |  |
| s) Retaining walls, embankments, etc                                    |  |

**A. GENERAL REQUIREMENTS**

Y/N

- |  | Y/N |
|--|-----|
| t) Electrical plan and related fittings, routes, connections, etc      |     |
| v) Emergency power supply  |     |
| w) Lightning Protection  |     |
| x) Fire plan and related fittings, routes, connections, etc            |     |
| y) Fire-water storage, reticulation + connection arrangements          |     |
| z) Bulk water storage, reticulation + connection arrangements          |     |
| aa) Domestic water plan and related fittings, routes, connections, etc |     |
| bb) Mechanical plan and related fittings, routes, connections, etc     |     |
| cc) Medical gas plan and related fittings, routes, connections, etc    |     |
| dd) HVAC plan and related fittings, routes, connections, etc           |     |
| ee) Any unusual engineering design?                                    |     |

**6,4 Elevations (1:100)**

- |   |  |
|---|--|
| a) General architectural treatment & finishes                               |  |
| b) Window types, showing opening sections                                   |  |
| c) Relationship between buildings/structures and all external ground levels |  |
| d) Permitted max height and proposed height                                 |  |
| e) Show specific design element (where required)                            |  |

**6,5 Sections (1:100) & Details**

- |   |  |
|---|--|
| a) Types of ceilings  |  |
| b) Finished floor to ceiling/soffit heights                                 |  |
| c) Roof construction & covering   |  |
| d) Relationship between buildings/structures and all external ground levels |  |
| e) Show specific design element (where required)                            |  |

**6,6 Special drawings & Details**

- |   |  |
|---|--|
| a) Reflective ceiling plan (Stage 4)  |  |
| b) Room data sheets (Stage 4), showing all fittings, outlets, furniture and equipment |  |
| c) Co-ordination drawings (Stage 4) showing all structures, services, etc             |  |
| d) Phasing plans  |  |
| e) Decanting plans  |  |
| f) Landscaping plans  |  |

**6,6 Reports**

- |  |  |
|--|--|
| a) Directions to site & description of brief |  |
| b) Scope of work                             |  |
| c) General reports (per discipline)          |  |
| d) Philosophy used and design                |  |
| e) Photographs (with date and time stamp)    |  |
| f) Design data                               |  |
| g) List of applicable specifications         |  |
| h) List of redundant equipment to be removed |  |



**A. GENERAL REQUIREMENTS****Y/N**

- i) Replacement/temporary Accommodation required
- j) Decanting plan
- k) Health and Safety report
- l) Employment report
- m) Branding
- n) Signage
- o) Furniture and equipment
- p) What green initiatives are being considered.
- q) Include all specific design information


NAME OF FIRM/INSTITUTION:

NAME OF PROFESSIONAL:

REGISTRATION BODY:

REGISTRATION NO:

SIGNATURE

DATE

**health**Department:  
Health  
PROVINCE OF KWAZULU-NATAL**Annexure F****DIRECTORATE****INFRASTRUCTURE PLANNING**

Physical Address: Townhill Office Park, Townhill Hospital, 85 Hyslop road, Pietermaritzburg, 3201

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Tel: 033 940 2511

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**A1 TO BE COMPLETED BY PRINCIPAL AGENTS/PROJECT MANAGER**

DISTRICT:

MUNICIPALITY:

CITY/TOWN/PLACE:

INSTITUTION:

PROJECT:

DOH PROJECT NUMBER

**MEANS BY WHICH REGULATION AZ4 IS TO BE SATISFIED****C OCCUPANCY/BUILDING CLASSIFICATION :**

1	2	3	4	5	6	7
Submission COMPLIANCE REQUIRED			Means of satisfying requirements of functional regulations		Competent Person	
(tick column 2 or 3)			(tick relevant boxes in columns 4 or 5)		(If Yes to column 5)	
REGULATION	YES	NO	Deemed-to-satisfy requirements contained in the relevant parts of SANS 10400	Regulation AZ4(1)(b)(ii) (Rational design)	Name of Competent Person (Declaration to be submitted)	Signature Competent Person
B: Structural design						
C: Dimensions						
D: Public safety						
F: Site operations						
G: Excavations						
H: Foundations						
J: Floors						
K: Walls						

REGULATION	YES	NO	Deemed-to-satisfy requirements contained in the relevant parts of SANS 10400	Regulation AZ4(1)(b)(ii) (Rational design)	Name of Competent Person (Declaration to be submitted)	Signature Competent Person
L: Roofs						
M: Stairways						
N: Glazing						
O: Lighting and ventilation						
P: Drainage						
Q: Non-water-borne means of sanitary disposal						
R: Stormwater disposal						
S: Persons with disabilities						
V: Space heating						
W: Fire installation						
XA: Energy Efficiency in Buildings						

NAME OF FIRM/INSTITUTION:

NAME OF PROFESSIONAL:

REGISTRATION BODY:

REGISTRATION NO:

SIGNATURE

DATE

**health**Department:  
Health  
PROVINCE OF KWAZULU-NATAL**Annexure E****DIRECTORATE****INFRASTRUCTURE PLANNING**

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**TO BE COMPLETED BY ALL PROFESSIONALS**

DISTRICT: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

CITY/TOWN/PLACE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DOH PROJECT NUMBER \_\_\_\_\_

**DECLARATION BY APPOINTED COMPETENT PERSON**

I, \_\_\_\_\_

Address \_\_\_\_\_

(Domicile Exelandi) \_\_\_\_\_

Telephone no \_\_\_\_\_

Cellular phone no \_\_\_\_\_

E-Mail \_\_\_\_\_

(If representing a partnership, association, company or incorporated body, the name thereof) having accept my appointment; accept full responsibility for:

tick appropriate box

☐ The rational design ☐ Rational assessment ☐ Geotechnical investigation in respect of

the above project and in accordance with the \*rational design/rational assessment/geotechnical investigation requirements of the National Building Regulations for the applicable work described herein, and, where relevant, for the inspection, in respect of work contemplated in section 3 of this Form, and accept that the provisions of Regulations A19(6), (7) and (8), and, where applicable, Regulation A14 shall apply to the duties and responsibilities of any appointment;

ii providing the local authority and Department of Health with such drawings, details and particulars as are and may be required by the National Building Regulations;

iii notifying the local authority in writing should,

a) it appear that any work is being carried out in a manner which might endanger the strength, stability or serviceability of the building or any adjoining building, structure or property; and

b) my appointment be terminated before the work for which I was appointed is complete;

iv submitting to the local authority in terms of section 14(2A) of the National Building Regulations and Building Standards Act, written confirmation on completion of the relevant work, where required, and

v maintaining contact with the owner/implementing agents of the project as to when my services may be required, and declare that –

vi a) I am competent to undertake the:

☐ The rational design      ☐ Rational assessment      ☐ Geotechnical investigation

and any associated inspection work in relation to the applicable work(s) contemplated in DESCRIPTION OF APPLICABLE WORK of this Form and in support of my declaration of competence submit that (tick appropriate option)

☐ I satisfy the relevant definition for competent person contained SANS 10400 in all respects in relation to the works contemplated; or

☐ I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration; (Attach declaration setting out qualifications, experience and contextual knowledge relating to the work contemplated)

b) I shall satisfy Regulation AZ4 by (tick appropriate option)

☐ complying with all the relevant requirements of SANS 10400; or

☐ reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority and Department of Health, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS 10400;

c) ☐ I declare, I am      ☐ am not      an employee of the owner and

☐ have      ☐ do not have      professional indemnity cover;

d) my professional registration is current and is not suspended or terminated and is appropriate in relation to the services required; and

e) all the information given is, to the best of my knowledge and belief, true and correct

NAME OF FIRM/INSTITUTION:

NAME OF PROFESSIONAL CONSULTANT:

REGISTRATION BODY:

REGISTRATION NO:

SIGNATURE

DATE

# Annexure D

DIRECTORATE  
INFRASTRUCTURE PLANNING

## CASHFLOW

DISTRICT:

MUNICIPALITY:

CITY/TOWN/PLACE:

FACILITY:

PROJECT:

DOH PROJECT NUMBER

### CONSULTANT'S FEES

### ESTIMATED CONSTRUCTION COST

### ESTIMATED PROJECT COST

MONTH	PROJECTED	EXPECTED / ACTUAL
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
January	0	
February	0	
March	0	
TOTAL	0	0

MONTH	PROJECTED	EXPECTED / ACTUAL
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
January	0	
February	0	
March	0	
TOTAL	0	0

MONTH	PROJECTED	EXPECTED / ACTUAL
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
January	0	
February	0	
March	0	
TOTAL	0	0

MONTH	PROJECTED	EXPECTED / ACTUAL
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
January	0	
February	0	
March	0	
TOTAL	0	0

MONTH	PROJECTED	EXPECTED / ACTUAL
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
January	0	
February	0	
March	0	
TOTAL	0	0

MONTH	PROJECTED	EXPECTED / ACTUAL
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
January	0	
February	0	
March	0	
TOTAL	0	0

NAME OF FIRM/INSTITUTION:

NAME OF PROFESSIONAL QUANTITY SURVEYOR

ASQS NO:

SIGNATURE

DATE



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Tel: 033 840 2611

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## ESTIMATE

DISTRICT:

MUNICIPALITY:

CITY/TOWN/PLACE:

INSTITUTION:

PROJECT

DOH PROJECT NUMBER

### ESTIMATE BASED ON THE FOLLOWING DRAWINGS, SPECIFICATIONS AND REPORTS

1,1 Provide list of all drawings per discipline (Expand as is necessary)

1,2 Provide list of all reports, specifications and (Expand as is necessary)

#### 2 SPECIFICATION:

##### ELEMENTS

##### DESCRIPTION OF MATERIALS OR SYSTEMS

2,1 Roof Structure

2,2 Roof covering

2,3 External walling

2,4 Internal walling

2,5 Ceilings

2,6 Floors

2,7 Sewerage disposal

2,8 Fencing

2,9 Paving, roads, sub-bases, etc

2,10 Sundries (if applicable)

#### 3 BUILDING AREAS:

3,1 Per block/section

3,2 Per block/section

3,3 Per block/section

3,4 Per block/section

3,5 Per block/section

3,6 Per block/section

3,7 Summary = Total area (all blocks)

3,8 Total area of External Works

m<sup>2</sup> Block

m<sup>2</sup> Block

m<sup>2</sup> Block

m<sup>2</sup> Block

m<sup>2</sup> Block

m<sup>2</sup> Block

100 m<sup>2</sup>

100 m<sup>2</sup>

#### 4 COST ESCALATIONS

4,1 Pre-Tender - Planning to Tender closing

BER BCI:

(\_\_ months @ (index) \_\_ % per month = Total % = \_\_ % = R1,00

4,2 Post Tender - Tender closing to Completion (First delivery) Certificate (Milestones 19-21)

JBCC Contract Adjustment Provisions

(\_\_ months @ (index) \_\_ % per month x (factor (0.60)) = R2,00

#### 5 EXCLUSIONS

5,1

5,2

5,3

5,4

5,5

**6 SUMMARY - ESTIMATE TOTAL PROJECT COST (refer item 3)**

(List of blocks/sections and their respective costs)

DESCRIPTION	COST ( R )	R/m <sup>2</sup>
6,1 FUNDS APPROVED (Ref AIP)	R 1,00	
6,2 BUILDING WORKS		
• Building (excl structural below)	R 1	
• Structural (excl normal strip footings)	R 2	
• Electrical	R 34	
• Mechanical	R 5	
• Other	R 5	
<b>TOTAL</b>	<b>R 47</b>	<b>R 0,47</b>
6,3 EXTERNAL WORKS		
• Civil works	R 1	
• Electrical (incl connection fees)	R 2	
• Mechanical	R 3	
• External Services (eg Sewer, Storm water, etc)	R 4	
• Other External works (eg Landscaping)	R 5	
<b>TOTAL</b>	<b>R 15</b>	
6,4 SPECIAL REQUIREMENTS (eg)		
• Demolition of existing structures, roads & services	R 1	
• Replacement/Temporary accommodation/equipment required	R 3	
<b>TOTAL</b>	<b>R 4</b>	
• a. State if any, eg evaporation ponds, sewer plants, boreholes, special services, connections, etc		
• b. The estimate for this item must be included in the items above, eg sewer in civil work, etc above		
	R 0,00	
	R 0,00	
	R 0,00	
6,5 <b>ESTIMATED CURRENT CONSTRUCTION COST (excl VAT)</b>	<b>R66,00</b>	<b>R 0,66</b>
6,6 <b>ADD: COST ESCALATION (Pre-tender)</b>	<b>R1,00</b>	
6,7 <b>ESTIMATED CONSTRUCTION COST AT TIME OF TENDER</b>	<b>R67,00</b>	<b>R 0,67</b>
6,8 <b>ADD: 5% CONTINGENCY (As approved by BAC)</b>	<b>R3,35</b>	
6,9 <b>ADD: COST ESCALATION (Post tender)</b>	<b>R2,00</b>	
6,10 <b>ADD: Redundant equipment to be removed</b>	<b>R1,00</b>	
6,1 <b>ESTIMATED TOTAL CONSTRUCTION COST (excl VAT)</b>	<b>R73,35</b>	
6,1 <b>ADD: VAT @ 14%</b>	<b>R10,27</b>	
6,1 <b>ESTIMATED FINAL CONSTRUCTION COST (incl VAT)</b>	<b>R83,62</b>	<b>R 0,84</b>
6,1 <b>ADD: PROVISIONAL AMOUNTS (incl VAT)</b>		
•	R 1	
•	R 0	
•	R 0	
<b>TOTAL</b>	<b>R 1</b>	



6,2 ADD: ESTIMATED PROFESSIONAL FEES (Including VAT)

- Architect	R1,00
- Quantity Surveyor	R2,00
- Electrical Engineer	R3,00
- Mechanical Engineer	R4,00
- Civil Engineer	R5,00
- Structural Engineer	R0,00
- Specialist	R0,00
- Specialist	R0,00
- Specialist	R0,00
- Specialist	R0,00

6,2 Fees as percentage of Final construction cost

0,00%

6,2 ESTIMATED PROJECT COST (Including VAT)

R84,62

R 0,85

NAME OF FIRM:

NAME OF PROFESSIONAL QUANTITY SURVEYOR

ASAQS NO:

SIGNATURE

DATE



Physical Address: Townhill Office Park, Townhill Hospital, 35 Hyslop road, Pietermaritzburg, 3201  
Postal Address: Private Bag X9051, Pietermaritzburg, 3200  
Tel: 033 940 2611  
www.kznhealth.gov.za

**INFRASTRUCTURE PLANNING**

**MILESTONES**

DISTRICT:	MUNICIPALITY:
CITY/TOWN/PLACE:	INSTITUTION:
PROJECT	
DOH PROJECT NUMBER	

Estimated final project cost (HIAC estimate form)	R0,00
Estimated fees (HIAC estimate form)	R0,00
Estimated final construction cost (HIAC estimate form)	R0,00
Contract period (in calendar months)	2
Type of contract used (JBCC, GCC, etc)	0
Departmental Project manager/leader	0
Project Manager/Principal Agent	0

**MILESTONES and TASKS**

FIDPM STAGES	DESCRIPTION	HIAC MILESTONES (example shown)
PROJECT START DATE		2019/04/01
<b>1</b>	<b>Initiation</b>	
FIDPM 1	Initiation Report or Prefeasibility Report	
1B	Brief	
Task 1	Brief development and documentation	2019/05/31
Task 2	Brief complete and submitted to HIAC	2019/06/15
Task 3	Brief recommended for approval	2019/06/22
Task 4	Report approved and signed	2019/06/29
End stage	Initiation Report, Prefeasibility Report and/or Brief approved	2019/06/29
<b>ADD Procurement gates if required</b>		
<b>2</b>	<b>Concept</b>	
FIDPM 2	Concept Report or Feasibility Report	
Task 1	Concept development and documentation	2019/08/28
Task 2	Concept Report, drawings and relevant documents submitted to HIAC	2019/09/12
Task 3	Concept Report, drawings and relevant documents recommended for approval	2019/09/19
Task 4	Concept Report, drawings and relevant documents approved	2019/09/26
	or (choose applicable)	
Task 1	Feasibility investigation and documentation	2019/07/29
Task 2	Feasibility Report, drawings and relevant documents submitted to HIAC	2019/08/13
Task 3	Feasibility Report, drawings and relevant documents recommended for approval	2019/08/20
Task 4	Feasibility Report, drawings and relevant documents approved	2019/08/27
End stage	Concept Report or Feasibility Report approved	2019/09/26
<b>ADD Procurement gates if required</b>		

<b>3 Design Development</b>		
<b>FIDPM</b>	<b>3</b>	<b>Design Development Report</b>
Task 1	Design development and documentation	2019/12/25
Task 2	Design Report, drawings and relevant documents submitted to HIAC	2020/01/09
Task 3	Design Report, drawings and relevant documents recommended for approval	2020/01/16
Task 4	Design Report, drawings and relevant documents approved	2020/01/23
<b>End stage</b>	Design Development Report approved	2020/01/23
<b>ADD Procurement gates if required</b>		
<b>4 Design Documentation</b>		
<b>FIDPM</b>	<b>4</b>	<b>Design Documentation</b>
Task 1	Design documented	2020/04/22
Task 2	Design drawings and relevant documents submitted to HIAC	2020/05/07
Task 3	Design drawings and relevant documents recommended for approval	2020/05/14
Task 4	Design drawings and relevant documents approved	2020/05/21
<b>End stage</b>	Concept and viability report, OR Feasibility report approved	2020/05/21
<b>ADD Procurement gates if required</b>		
<b>5 Works</b>		
<b>FIDPM</b>	<b>5</b>	<b>Completed Works capable of being used or occupied</b>
Task 1	Contract requirements met	2020/11/13
Task 2	Site Hand Over	2020/11/20
Task 3	Construction 1% - 25%	2021/02/18
Task 4	Construction 26% - 50%	2021/05/19
Task 5	Construction 51% - 75%	2021/08/17
Task 6	Construction 76% - 100%	2021/11/15
Task 7	Practical completion (if applicable)	2021/11/30
Task 8	Works completion	2021/12/15
Task 9	Works Completion Report submitted to HIAC	2021/12/30
Task 10	Works Completion Report recommended for approval	2022/01/06
Task 11	Works Completion Report approved	2022/01/13
<b>End stage</b>	Works Completion Report approved	2022/01/13
<b>6 Handover</b>		
<b>FIDPM</b>	<b>6</b>	<b>Works which have been taken over by user or owner; Completed training, Record information</b>
Task 1	Handover to user	2022/01/20
Task 2	Training concluded	2022/02/03
Task 3	Handover documented	2022/02/10
Task 4	Handover Report submitted to HIAC	2022/02/25
Task 5	Handover Report recommended for approval	2022/03/04
Task 6	Handover Report approved	2022/03/11
<b>End stage</b>	Design documents complete	2022/03/11
<b>7 Close-out</b>		
<b>FIDPM</b>	<b>7</b>	<b>Defects Certificate or Certificate of final Completion; Final Account; Close-out report</b>
Task 1	Retention complete	2022/04/13
Task 2	Final Completion Certificates	2022/04/20
Task 2	Final account submitted	2022/05/20
Task 2	Final account paid	2022/06/19
Task 2	Final PSP accounts submitted (if applicable)	2022/07/19
Task 2	Final PSP accounts paid	2022/08/18
Task 3	Close-out documented	2022/09/02
Task 4	Close-out Report submitted to HIAC	2022/09/17
Task 5	Close-out Report recommended for approval	2022/09/24
Task 6	Close-out Report approved	2022/10/01

Procurement gates if required			
PG	1	Obtain permission to start with procurement stage	
Task 1		Establish and clarify what needs to be procured	2019/12/25
Task 2		Prepare broad scope of work for procurement	2019/12/25
Task 3		Estimate financial value of proposed procurement and contract	2020/04/22
Task 4		Confirm budget	2020/05/21
End stage		Approval to proceed with procurement	2020/05/21
PG	2	Obtain approval for procurement strategies	
Task 1		Decide on procurement strategies	2020/04/22
Task 2		Establish contracting and pricing strategies	2020/04/22
Task 3		Establish procurement procedures	2020/04/22
End stage		Approval of procurement strategies and procedures	2020/04/22
PG	3	Obtain approval for procurement documents	
Task 1		Develop procurement documents	2020/06/04
End stage		Approval of procurement documents	2020/06/04
PG	4	Cashflow approval	
Task 1		Submission for cashflow approval	2020/06/11
Task 2		Recommendation by Cashflow committee	2020/06/18
Task 3		Approval by dedicated Responsibility Manager	2020/06/21
Task 4		NSI prepared	2020/06/28
Task 5		NSI approved	2020/07/02
End stage		Cashflow approved	2020/07/02
PG	5	Solicitation of tenders	
Task 1		Prepare tender specification report	2020/07/05
Task 2		Submit tender specification to BSC	2020/07/12
Task 3		Approval by BSC	2020/07/19
Task 4		Invite tenders	2020/07/17
Task 5		Receive tenders	2020/08/07
Task 6		Record tenders	2020/08/11
Task 7		Prepare report on tenders received	2020/08/14
End stage		Confirm tenders received	2020/08/14
PG	6	Evaluation of tenders	
Task 1		Appeals period	2020/08/21
Task 2		Open and record tender received	2020/08/28
Task 3		Verify completion of tenders	2020/09/04
Task 4		Determine if tenders are responsive	2020/09/11
Task 5		Evaluate tenders	2020/10/02
Task 6		Perform risk assessment	2020/10/17
Task 7		Prepare tender evaluation report	2020/10/24
Task 8		Submit tender evaluation report to BEC	2020/10/28
Task 9		Recommendation by BEC	2020/10/31
Task 10		Prepare submission to BAC	2020/11/04
Task 11		Submit submission to BAC	2020/11/07
Task 12		Recommendation by BAC	2020/11/14
Task 13		Prepare submission to HOD	2020/11/18
Task 14		Submit submission to HOD	2020/11/21
Task 15		Approved by HOD	2020/11/28
End stage		Award approved	2020/10/02
PG	7	Award of Tender	
Task 1		Notify tenderers of outcome	2020/10/09
Task 2		Acceptance by contractor	2020/10/16
Task 3		Receive compulsory documentation	2020/10/23
Task 4		Prepare contract documentation	2020/10/30
Task 5		Accept and Sign Contract documentation by Contractor	2020/11/02
Task 6		Sign Contract documentation by HOD	2020/11/06
Task 7		Notify Infrastructure Unit	2020/11/13
End stage		Confirm tenders received	2020/11/13

PG	8	Administration of Contract	
Task 1	Record award		2020/11/20
Task 2	Administer and monitor contract		2022/07/19
Task 3	Prepare completion of contract documents		2022/10/01
Task 4	Sign-off of contract complete documents		2022/10/08
Task 5	Record and close file		2022/10/15
End stage	Confirm contract complete		2022/10/15

**TOTAL ESTIMATED PROJECT DURATION (months)**

**43**

*Example dates shown*

NAME OF FIRM/INSTITUTION:

NAME OF PROFESSIONAL:

REGISTRATION BODY:

REGISTRATION NO:

SIGNATURE

DATE



Physical Address: Townhill Office Park, Townhill Hospital, 35 Hyslop road, Pietermaritzburg, 3201  
Postal Address: Private Bag X9051, Pietermaritzburg, 3206  
Tel: 033 441 7000 Fax: 033 845 4370  
www.kznhealth.gov.za

**REQUEST FOR PRESENTATION TO THE HEALTH INFRASTRUCTURE APPROVAL COMMITTEE**  
(including Checklist for Stages 1 - 7)

DISTRICT:

MUNICIPALITY:

CITY/TOWN/PLACE:

INSTITUTION:

PROJECT

KZN-DOH PROJECT NUMBER

ESTIMATE PROJECT COST AS PER THIS SUBMISSION

R

TO: THE CHAIRPERSON: HEALTH INFRASTRUCTURE APPROVAL COMMITTEE  
Secretary (HIAC)

e-Mail:

Please book the following project for the next available HIAC meeting

Date of meeting: \_\_\_\_\_ (preferred date)

Head Office Programme / Service:

Implementing Agent:

Implementing Agent Project Leader:

Principal Agent / Project Manager:

Submitted by Departmental Project Leader:

Telephone:

Contact details: Cell phone:

E-mail address:

Signature

I, being the KZN-DOH Project Leader, confirm that the following has been checked and verified prior to this request being submitted:

(Check applicable boxes)

(Stages not applicable to this request can be removed)

## STAGE 1A: Initiation report

### Documents:

IPAT report, or  
Initiation report

### Has the document been signed off (as applicable) by:

Deputy Director General  
Head Office programme / Service  
District Manager  
CEO / Manager of the Facility  
Implementing Agent Project Leader  
Professional Service Providers  
National Department of Health

### Did you invite the following:

Head Office programme /Service  
District Manager  
CEO/ Manager of the Facility  
National Department of Health  
Provincial Treasury

## STAGE 1B: Brief

### Documents:

- Project brief, or
- Minor works brief, or
- Maintenance brief

### Has the document been signed off (as applicable) by:

- Deputy Director General
- Head Office programme / Service
- District Manager
- CEO / Manager of the Facility
- Implementing Agent Project Leader
- Professional Service Providers
- National Department of Health

### Did you invite the following:

- Head Office programme /Service
- District Manager
- CEO/ Manager of the Facility
- National Department of Health
- Provincial Treasury



## STAGE 2: Concept Development or Feasibility

Stage 2 submission to include the following documents:

- 1 Department of Health Project Leader's Report
- 2 Brief Development Report
- 3 Copy of Approved Project Brief
- 4 Copy of Stage 1B approval
- 5 Line drawings
- 6 OOM Estimate
- 7 Baseline Risk plans
- 8 Baseline Health and Safety report
- 9 Minutes of planning Meetings including those with applicable external stakeholders such as Local Governments, AMAFA, Eskom, Water affairs, and any other relevant stakeholder.
- 10 Specific requirements from relevant Head Office Programmes/Services, such as Tuberculosis Services, Primary Health Care services, etc.
- 11 ANNEXURE B: MILESTONES AND TASKS
- 12 EIA approval (if required)
- 13 PDA approval (if required)
- 14 AMAFA approval (if required)
- 15 Confirmation of property ownership
- 16 A basic condition assessment is required that include the following (as applicable)

Existing structures (include types, sizes, materials, etc)

Type of construction

Status of foundations

Status of structural elements

Status of walls

Status of roofs and ceilings

Status of windows and doors

Status of external finishes

Status of internal finishes

Status of all fittings ( please breakdown per discipline/type)

Is there any asbestos in/on the facility?

State of maintenance

Underground structures

Type of structure (including size, depth, access, etc)

State of repair

All services (overhead, above and underground, external and internal - include availability, type, size, depths, current state, connection points, etc)

Water

Storm water

Sewer

Waste (all types)

Ventilations systems

Electrical

Lifts, hoists, chairlift, etc

Medical gasses

Fire

Steam

All communication systems

## STAGE 2 (Cont):

### 17 Design proposal which must include the following:

Options (incl design, procurement and construction) considered (preferably 3 options)

Which Option is being recommended and why?

What "Green initiatives" are considered and why?

Any deviation from the scope/brief and why?

Does the facility comply with:

NBR (National Building Regulations) and SANS 10400?

IUSS

Ideal clinic requirements

National Core Standards

DOH Standards

What are the areas of non-compliance?

Please confirm that the following has been addressed in the above documents:

Influencing land issues (eg Informal settlements on site or close by, environmentally sensitive areas, high crime areas, etc)

Full survey of the site including the following:

North point

Prevailing wind direction

All boundaries and corners with co-ordinates

Cadastral survey with 0,5 to 1m contours

Access roads

Building lines, flood lines, servitude, etc

Access points and/or entrances

Fencing and security points - type, height, status

Neighbouring structures

All existing structures surveyed

All underground structures determined

All above ground services with connection points, types, materials, depths, sizes and status

All underground ground services with types, materials, depths, sizes and status

Environmentally sensitive areas

Trees and other special vegetation

Graves

Did you invite the following:

Head Office programme /Service

District Manager

CEO/ Manager of the Facility

Implementing Agent Project Leader

Professional Service Providers

National Department of Health

Has the document been signed off by:

Head Office programme /Service

District Manager

CEO/ Manager of the Facility

National Department of Health

Implementing Agent Project Leader

Professional Service Providers

### STAGE 3: Design Development

Stage 3 submission to include the following documents:

- 1 Department of Health Project Leader's Report
- 2 Design Development Report
- 3 Copy of Approved Project Brief
- 4 Copy of Brief Development report
- 5 Copy of Stage 2 approval
- 6 Sketch Plans which must include the following (as required)
  - Architectural including Room layouts (including furniture, fittings, etc) and dimensions
  - Electrical
  - Mechanical (All systems and Installations)
  - Civil
  - Structural
  - Fire Installation, Protection, Detection, Evacuation, etc (including fire Chief's comments)
  - Data and Telephone
- 7 Cost reports
- 8 Risk plans
- 9 Health and Safety report
- 10 Minutes of planning Meetings including those with applicable external stakeholders such as Local Governments, AMAFA, Eskom, Water affairs, and any other relevant stakeholder.
- 11 Specific requirements from relevant Head Office Programmes/Services, such as Tuberculosis Services, Primary Health Care services, etc.
- 12 Approved decanting plan (if amended)
- 13 ANNEXURE B: MILESTONES AND TASKS
- 14 ANNEXURE C: ESTIMATE
- 15 ANNEXURE D: CASH FLOWS attached
- 16 Deviations
  - Any deviation from Scope / brief and why?
  - Any deviation from Stage 2 and why?
  - Any other deviations?

Did you invite the following:

Head Office programme /Service  
District Manager  
CEO/ Manager of the Facility  
Implementing Agent Project Leader  
Professional Service Providers  
National Department of Health  
Provincial Treasury

Has the document been signed off by:

Head Office programme /Service  
District Manager  
CEO/ Manager of the Facility  
National Department of Health  
Implementing Agent Project Leader  
Professional Service Providers

## STAGE 4: Design Documentation

Stage 4 submission to include the following documents:

- 1 Department of Health Project Leader's Report
- 2 Final design/specification reports
- 3 Copy of Approved Project Brief
- 4 Copy of Brief Development report
- 5 Copy of Design Development report
- 6 Copy of Stage 4 approval
- 7 Final Working drawings
  - Architectural
  - Electrical
  - Mechanical
  - Civil
  - Structural
  - Fire
  - Data and Telephone
  - Other
- 8 Bills of Quantities, or
- 9 Quotation document
- 10 Elemental Estimate
- 11 Specification (all applicable disciplines)
- 12 Risk plans
- 13 Health and Safety report
- 14 Minutes of stakeholder meetings
- 15 Approved final decanting plan
- 16 ANNEXURE B: MILESTONES AND TASKS attached
- 17 ANNEXURE C: ESTIMATE attached
- 18 ANNEXURE D: CASH FLOWS attached
- 19 ANNEXURE E: DECLARATION BY APPOINTED COMPETENT PERSON attached (Each discipline to complete)
- 20 ANNEXURE F: REGULATION AZ4 attached
- 21 ANNEXURE G: MINIMUM REQUIREMENTS FOR PLANS AND REPORTS
- 22 Deviations
  - Any deviation from Scope / brief and why?
  - Any deviation from Stage 4 and why?
  - Any other deviations?

Did you invite the following:

- Head Office programme /Service
- District Manager
- CEO/ Manager of the Facility
- Implementing Agent Project Leader
- Professional Service Providers
- National Department of Health
- Provincial Treasury

**STAGE 4 (Cont):**

**Has the document been signed off by:**

Head Office programme /Service

District Manager

CEO/ Manager of the Facility

National Department of Health

Implementing Agent Project Leader

Professional Service Providers


## STAGE 5: Works

Stage 5 submission to include the following documents:

- 1 Department of Health Project Leader's Report
- 2 Copy of Stage 4 report
- 3 Copy of Stage 4 approval
- 4 Site Hand Over Certificate
- 5 Minutes of Site Hand Over meeting
- 6 Deviations  
Any deviation from Scope / brief and why?  
Any deviation from Stage 4 and why?  
Any other deviations?
- 7 Pre-Practical completion snag list
- 8 Practical Completion Certificate
- 9 Minutes of Practical completion meeting
- 10 Pre-Works completion snag list (where applicable)
- 11 Works Completion Certificate (where applicable)
- 12 Minutes of Works completion meeting (where applicable)

## STAGE 6: Handover

Stage 6 submission to include the following documents:

- 1 Department of Health Project Leader's Report
- 2 Copy of Project Brief
- 3 Copy of Brief Development report
- 4 Copy of Design Development report
- 5 Copy of Final design report
- 6 Copy of Stage 5 approval
- 7 Concluding report

Provide information necessary to understand how the designers intended the works, systems, subsystems, assemblies and components to function; effectively operate, care for and maintain the works, systems, subsystems, assemblies and components to function; check, test or replace systems, subsystems, assemblies or components to ensure the satisfactory performance of works, systems, subsystems, assemblies and components over time

Develop maintenance plans; determine stock levels for components and assemblies that need to be regularly replaced; and budget for the operation and maintenance of the works, systems, subsystems and components over time

- 8 All Training concluded (Attendance registers of Training sessions)
- 9 All As-built/Manuals received
- 10 Keys and Key schedule handed over (signed by Facility manager)
- 11 Commissioning completion report
- 12 Facility opened (Attendance record, minutes, etc)

## STAGE 7: Close-out

Stage 7 submission to include the following documents:

- 1 Department of Health Project Leader's Report
- 2 Pre-Final completion snag list (where applicable)
- 3 Final Completion Certificate (where applicable)
- 4 Minutes of Final completion meeting (where applicable)
- 5 Copy of Stage 5 approval
- 6 Copy of Stage 6 approval
- 7 Final Account
  - Final Account submitted
  - Final Account approved
  - Final Account paid
- 8 Final Fees
  - Final fees submitted
  - Final fees approved
  - Final fees paid
- 11 Close-out report including post occupancy report
- 12 Asset verified and captured
