



KWAZULU-NATAL PROVINCE

PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

INVITATION FOR PROFESSIONAL SERVICE PROVIDERS TO REGISTER ON THE KZN DEPARTMENT OF PUBLIC WORKS DATABASE FOR A PERIOD OF THREE YEARS.

The Department of Public Works invites all suitably qualified professional service providers to apply to register on their Departmental database.

Closing Date : 23 May 2024
Time : 11h00am
Documents available from : The Departmental website or from the tender offices at 191 Prince Alfred Street, Pietermaritzburg, E-tender Portal and the Departmental website

Enquiries relating to bid document may be directed to : Ms A Sewmohan or Mrs Thato Radebe or Mr Lethu Khumalo at 033 355 5455/5646

Compulsory Clarification Meeting

No compulsory clarification meeting will be held.

Bidders need to submit all queries by the latest on 9 May 2024 at close of business to the following e-mail address: scmenquiries@kznworks.gov.za

Replies to any queries submitted will be collated and replied to by 13 May 2024 and posted on the Departmental website under 'Questions and Answers'

TENDERERS TO NOTE

1. Requirements for sealing, addressing, delivery, opening and assessment of the registration form are contained in the registration document.
2. All completed registration documents is to be submitted into the bid box at lower ground, 191 Prince Alfred Street, Pietermaritzburg
3. Late submissions will not be accepted.
4. Faxed or e-mailed quotations are not accepted.
5. Respondents are informed that only those respondents who are compliant with mandatory and admission criteria as set out in the registration form will be considered.
6. Services Providers to note that registration on to the database does not guarantee any award of a contract.

**APPLICATION FOR ADMISSION TO THE PSP DATABASE
(CLOSING DATE: 23 MAY 2024 AT 11H00AM)**

***This application is to be read in conjunction with the attached- Annexure A
which is the criteria for admission onto the database***

A separate application must be made in respect of each office.

Failure to fully complete the application may cause the application to be returned to the applicant.

SECTION A: ENTERPRISE PARTICULARS

Name of Enterprise: _____

Trading as: _____

Type of Enterprise¹: (Please select **ONE** of the following and indicate with an "X")

Public Company ☐

Private Company ☐

Close Corporation ☐

Partnership ☐

Sole Proprietor ☐

Other ☐

If Other please specify: _____

Date Registered: DD / MM / YY

Date operations started: DD / MM / YY

Company / CC Registration Number: _____

Tax Registration Number _____

VAT Registration
Number: (if registered) _____

Central Supplier's Database
Number: _____

Physical Address: _____

Postal Address: _____

Code: _____

Code: _____

- ¹. Attach a copy of the following as applicable and latest name change, if any: (i) **Company / Close Corporation** - Certificate of Incorporation, (ii) **Company** - Shareholder Certificates or (iii) **Partnership** - Partnership Agreement.

Contact Person:

(Provide particulars of contact person to whom all correspondence will be directed, prior to and after admission to the electronic database).

Title: _____ First Name: _____ Surname: _____

Designation: _____ email: _____

Telephone: () _____ Fax: () _____ Cell: _____

Preferred method of Communication: email: ☐ Fax: ☐ Post ☐

Office Locality:

Proof of address is required to indicate where your office is located at specifically which Municipality.

Region: _____

District Municipality: _____

Municipality: _____

Town: _____

MIDLANDS REGION – MUNICIPALITIES**(DC23) UTHUKELA DISTRICT MUNICIPALITY**

- kz234 Alfred Duma Municipality
kz235 Okhahlamba Municipality
kz236 Inkosi Langalibalele Municipality
KZDMA23 KZDMA23

(DC24) UMZINYATHI DISTRICT MUNICIPALITY

- kz241 Endumeni Municipality
kz242 Nquthu Municipality
kz244 Msinga Municipality
kz245 Umvoti Municipality

(DC25) AMAJUBA DISTRICT MUNICIPALITY

- kz252 Newcastle Municipality
kz253 EMadlangeni Municipality
kz254 Dannhauser Municipality

- kz291 Mandeni Municipality
kz292 Kwadukuza Municipality
kz293 Ndwedwe Municipality
kz294 Maphumulo Municipality

NORTH COAST REGION – MUNICIPALITIES**(DC26) ZULULAND DISTRICT MUNICIPALITY**

- kz261 Edumbe Municipality
kz262 Uphongolo Municipality
kz263 Abaqulusi Municipality
kz265 Nongoma Municipality
kz266 Ulundi Municipality

(DC27) UMKHANYAKUDE DISTRICT MUNICIPALITY

- kz271 Umhlabuyalingana Municipality
kz272 Jozini Municipality
kz273 The Big Five Hlabisa Municipality
kz275 Mtubatuba Municipality
KZDMA27 KZDMA27

(DC28) KING CETSHWAYO DISTRICT MUNICIPALITY

- kz282 Umhlathuze Municipality
kz283 Umflozi Municipality
kz284 Umlalazi Municipality
kz285 Mthonjaneni Municipality
kz286 Nkandla Municipality

SOUTHERN REGION – MUNICIPALITIES**(DC21) UGU DISTRICT MUNICIPALITY**

- kz211 Ray Nkonyeni Municipality
kz212 Umdoni Municipality
kz213 Umzumbe Municipality
kz214 Umuziwabantu Municipality

(DC22) UMGUNGUNDLOVU MUNICIPALITY

- kz221 Umshwathi Municipality
kz222 Umngeni Municipality
kz223 Mpofana Municipality
kz224 Impendle Municipality
kz225 Msunduzi Municipality
kz226 Mkhambathini Municipality
kz227 Richmond Municipality

KZDMA22 KZDMA22

(DC43) HARRY GWALA DISTRICT MUNICIPALITY

- kz5a1 Dr Nkosoza Dlamini Municipality
kz5a2 Greater Kokstad Municipality
kz5a3 Ubuhlebezwe Municipality
kz5a4 Umzimkulu Municipality
KZDMA43 KZDMA43

ETHEKWINI REGION – MUNICIPALITIES**(DURBAN) ETHEKWINI MUNICIPALITY**

Durban Ethekeini Municipality

(DC29) ILEMBE DISTRICT MUNICIPALITY

Name of Enterprise
(Please fill in on every page)

Bank Details:

Bank Name: _____ Branch Name: _____ Branch Code: _____
 Account Holder Name: _____ Account Number: _____
 Account Type: (Please indicate with an "X") Current ☐ Savings ☐ Other ☐
 Specify: _____

Financial Statements⁴:

Please indicate with an "X" the range of your Total Annual Turnover:

Total Annual Turnover		
	From:	To:
☐		< R 3 000 000
☐	≥ R 3 000 000	< R13 000 000
☐	≥ R13 000 000	< R26 000 000
☐	≥ R26 000 000	Unlimited

Financial Year for which Financial Statements provided: _____ YYYY

2. Provide Financial statements for the financial year immediately preceding the application certified by an auditor in the case of a Company, an accounting officer in the case of a Close Corporation, and an accountant in the case of a Sole proprietor or Partnership.

Proof of Professional Indemnity⁵:

Please provide details of your professional indemnity insurance:

Professional Indemnity Insurance: Yes ☐ No ☐

Professional Indemnity Insurance Amount: R _____

Professional Indemnity Insurance Excess: R _____

3. Provide proof of an uninterrupted professional indemnity insurance with an excess not exceeding 10% of the value of the cover in an amount of not less than R2 000 000 if applying for registration in any of the engineering services categories and R1 000 000 if applying for registration in any other category.

Quality Management System⁶:

Quality Management System Provided: Yes ☐ No ☐

4. Provide a documented quality management system which as a minimum outlines management responsibilities and resource management within the company, provisions for back up of electronic data and, in the case of a one principal business, contingency plans in the event of incapacitation. (Not more than two pages in Arial font 10)

SECTION B: PARTICULARS OF PRINCIPALS AND OWNERSHIP ⁷							
	Title	First Name	Surname	Date became Principal	Date ceased to be Principal	ID Number ⁸	Personal Income Tax Number ⁹
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

5. Attach a copy of the following as applicable and latest name change, if any: (i) **Company / Close Corporation** - Certificate of Incorporation, (ii) **Company** - Shareholder Certificates or (iii) **Partnership** - Partnership Agreement.
6. Provide a copy of ID document.
7. Provide Personal Income Tax Number only if Sole Proprietor or Partnership.

SPECIFIC GOALS FOR REGISTRATION ON THE DATABASE

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

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

The specific goals allocated points in terms of this tender	Applicable or Not Applicable	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer's Claim of points
"Ownership by Black People Documentary Proof Required: 1) Sworn Affidavit; signed and dated by Commissioner of Oaths or BBEE certificate or proof of residence from a ward councillor	Applicable	10	
"Ownership by People who are Youth Documentary Proof Required: 1) Certified copy of Identity Document/s 2) SANAS Approved B-BBEE Certificate	Applicable	5	
"Ownership by People living with Disabilities Documentary Proof Required: 1) Original or Certified copy of an original medical certificate from a registered medical practitioner 2) Certified copy of Identity document/s"	Applicable	5	

SECTION C: PARTICULARS OF REGISTERED PROFESSIONALS

FILL IN SECTION C SEPARATELY FOR EACH FULL TIME REGISTERED PROFESSIONAL PRINCIPAL AND STAFF MEMBER

Particulars of Full Time Professional Principal/s and Staff Member/s:

Principal ☐

Staff Member ☐

% Time Devoted to This Enterprise

Title: First Name: Surname: ID Number¹⁰:

Designation: Average Annual Income¹¹ Date Employment Terminated:

Qualification/s ¹² :	Institute Where Qualified	Date Qualified	Built Environment Professional Council (e.g. ECSA)	Registration Number/s ¹³ :	Date of Registration

8. Provide a copy of ID document.

9. Furnish proof of average annual income per professionally registered staff member of not less than R 175,000.

10. Insert Professional Construction Project Manager, Professional Architect, Professional Senior Architectural Technologist, Professional Engineer, Professional Engineering Technologist, Professional Quantity Surveyor, Professional Planner, Professional Natural Scientist, Professional Land Surveyor or Professional Valuer.

11. Provide copy of Built Environment Professional Council Registration Certificate/s. If registration with the relevant Built Environment Council is pending, please supply proof of application and proof of payment.

Service Categories applied for ¹⁴ :			
Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):			
SERVICE AREAS			
Code	Nature of Service	Minimum Professional Qualification of Qualified Person	Applicable Registered Council Requirement
ARCHITECTURAL SERVICES (A)			
A01	☐ Low and medium sensitivity sites of low and medium complexity (refer to SACAP submission on the Identification of Architectural Work for relevant definitions)	Professional Architect Professional Senior Architectural Technologist	
A02	☐ High sensitivity sites of low complexity (refer to SACAP submission on the Identification of Architectural Work for relevant definitions)		
A03	☐ Opera houses, concert halls, theatres and auditoriums,	Professional Architect	
A04	☐ High rise buildings (more than 6 storeys in height)		
A05	☐ Hospitals		
A06	☐ Community Health clinics		
A07	☐ Prisons		
A08	☐ Services other than those described in A01 to A06		
CONSTRUCTION SERVICES (H)			
H01	☐ Construction health and safety	Professional Construction Health and Safety Agent Construction Health and Safety Manager Construction Health and Safety Officer	
H02	☐ Mentoring of emerging contractors	Registration with one of the Built Environment Councils and/or relevant Government Department, recognized entity	
DISPUTE RESOLUTION (D)			
D01	☐ Adjudication of disputes in construction works contracts where FIDIC is used	Professional Engineer Professional Architect Professional Quantity Surveyor Professional Construction Manager Professional Construction Project Manager	
D02	☐ Adjudication of disputes in construction works contracts where GCC 2004 is used		
D03	☐ Adjudication of disputes in construction works contracts where JBCC 2000 is used		
D04	☐ Adjudication of disputes in construction works contracts where NEC3 is used		
D05	☐ Adjudication of disputes in professional services where the CIDB form of contract is used		
D06	☐ Adjudication of disputes in professional service contracts where NEC3 form of contract is used		
ENGINEERING SERVICES			
Civil Engineering Services (C)			
C01	☐ Bulk earthworks, terracing, sports fields, township roads, paving and associated drainage (geometric, drainage and materials design)	Professional Engineer Professional Engineering Technologist	Engineering Council of South Africa (ECSA)
C02	☐ Provincial roads (other than freeways) or intersections with township roads and associated drainage (geometric, drainage and materials design)		
C03	☐ Freeways (dual carriage road which does not provide the abutting owners the automatic right of access) and associated drainage (geometric, drainage and materials design)		
C04	☐ Pavement rehabilitation and maintenance		
C05	☐ Railways and associated drainage (geometric, drainage and materials design, rehabilitation and maintenance)		
C06	☐ Water and sewerage reticulation, pipelines and pumping stations		

Service Categories applied for ¹⁴ :			
Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):			
SERVICE AREAS			
Code	Nature of Service	Minimum Professional Qualification of Qualified Person	Applicable Registered Council Requirement
C07	☐ Water and waste treatment systems		
C08	☐ Dams, weirs and related work		
C09	☐ Canals, irrigation and river protection systems		
C10	☐ Water resource management and Soil Science Management		
C11	☐ Storm water drainage		
C12	☐ Harbours, marine works and breakwaters		
C13	☐ Tunnels and tunnel linings		
C14	☐ Solid waste disposal		
C15	☐ Traffic engineering e.g. the use of engineering techniques to analyse the safe and efficient movement of people and goods.		
Electrical Engineering (E)			
E01	☐ Electrical installations in buildings	Professional Engineer Professional Engineering Technologist	
E02	☐ Street lighting and electrical reticulations supplying power to buildings		
E03	☐ Radio telemetry and SCADA systems		
E04	☐ Electrical power systems for the generation, transmission and distribution of electrical energy not covered in E01 to E03		
E05	☐ Lightning protection and Energy Engineering		
Geotechnical Engineering (G)			
G01	☐ Geotechnical site, foundation and stability investigations	Professional Engineer Professional Engineering Technologist Professional Natural Scientist	
G02	☐ Dolomitic stability investigations and related work	Professional Engineer Professional Natural Scientist	
Mechanical Engineering (M)			
M01	☐ Boiler installations, steam distribution, central heating and centralised hot water generation	Professional Engineer Professional Engineering Technologist	
M02	☐ Heating, ventilation, air-conditioning and refrigeration		
M03	☐ Lifts, escalators and lifting equipment		
M04	☐ Mechanical systems other than ME1 to ME4.		
M05	☐ Industrial equipment and mechanical systems other than those referred to in M01 to M04		
Miscellaneous Engineering Services (X)			
X01	☐ Acoustical engineering services	Professional Engineer Professional Engineering Technologist	
X02	☐ Cathodic protection		
X03	☐ Building wet services		
X04	☐ Fire protection and detection		
Structural Engineering (S)			
S01	☐ Buildings and structures	Professional Engineer Professional Engineering Technologist	
S02	☐ Water reservoirs and water retaining structures other than dams		
S03	☐ Bridge and culvert design, maintenance and rehabilitation.		
GREEN BUILDING (B)			
B01	☐ Green Building Services	GBCSA Accredited Professional	
ENVIRONMENTAL IMPACT STUDIES (V)			

Service Categories applied for¹⁴:			
Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):			
SERVICE AREAS			
Code	Nature of Service	Minimum Professional Qualification of Qualified Person	Applicable Registered Council Requirement
V01 ☐	Environmental impact studies	Professional Engineer Professional Engineering Technologist Professional Planner Professional Natural Scientist	
LANDSCAPE ARCHITECTURAL SERVICES (L)			
L01 ☐	Landscape architectural services	Professional Landscape Architect Professional Landscape Technologist	
MANAGEMENT SERVICES (P)			
P01 ☐	Construction management i.e. the management of the construction process of works executed under multiple contracts between an employer and a contractor, from project initiation and briefing to project close out, but without the acceptance of liability for the contractual risks associated with the role of a contractor	Professional Construction Manager Professional Construction Project Manager Professional Engineer Professional Engineering Technologist Professional Quantity Surveyor	
P02 ☐	Construction project management services i.e. the management on behalf of a client of the entire process necessary for the procurement of the design and the construction of a project from project initiation through to project close out, relating to buildings (construction works that has the provision of shelter for its occupants or contents as one of its main purposes)	Professional Construction Project Manager Professional Architect Professional Senior Architectural Technologist Professional Engineer Professional Engineering Technologist Professional Quantity Surveyor	
P03 ☐	Construction project management services relating to engineering projects		
SOCIAL FACILITATION SERVICES (S)			
S01 ☐	Social Facilitation Services		
QUANTITY SURVEYING SERVICES (Q)			
Q01 ☐	Quantity surveying services	Professional Quantity Surveyor Professional Quantity Surveyor Technologist	
SURVEYING			
W01 ☐	Survey – cadastral services	Professional Land Surveyor	
W02 ☐	Survey – topographical services	Professional Land Surveyor Professional Surveyor	
TRANSPORTATION PLANNING (Y)			
Y01 ☐	Strategic transportation planning - spatial planning, networks, statutory planning frameworks	Professional Engineer Professional Planner	
TOWN PLANNING (T)			
T01 ☐	Site specific town planning services for property development projects	Professional Town Planner.	
T02 ☐	Development framework plan for identified areas.		
VALUATION SERVICES (Z)			
Z01 ☐	Determine the value of fixed and other property.	Professional Valuer.	

12.

Eligibility for services associated with the Expanded Public Works' programme¹⁵:		
<i>Please indicate with an "X":</i>		
NQF7	☐	NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies"
NQF5	☐	NQF level 5 unit standard "Manage Labour Intensive Construction Projects"

¹³. Attach NQF Certificate/s.

Registered Professional Previous Experience:

Provide details of personal experience of previous services undertaken and indicate for which enterprise you were employed or were principal of at the time.

1 Description of Service:

Public Sector Department:

Contact Person:

Telephone No:

Client Department:

Enterprise Employed by

Service Value (including VAT):

Service Category:

Date of Service Appointment:

Date Service Completed:

Service Location: Town:

Municipality:

R

D D / M M / Y Y

D D / M M / Y Y

2 Description of Service:

Public Sector Department:

Contact Person:

Telephone No:

Client Department:

Enterprise Employed by

Service Value (including VAT):

Service Category:

Date of Service Appointment:

Date Service Completed:

Service Location: Town:

Municipality:

R

D D / M M / Y Y

D D / M M / Y Y

3 Description of Service:

Public Sector Department:

Contact Person:

Telephone No:

Client Department:

Enterprise Employed by

Service Value (including VAT):

Service Category:

Date of Service Appointment:

Date Service Completed:

Service Location: Town:

Municipality:

R

D D / M M / Y Y

D D / M M / Y Y

Registered Professional Previous Experience:

Provide details of personal experience of previous services undertaken and indicate for which enterprise you were employed or were principal of at the time.

4 **Description of Service:**

Public Sector Department:

Contact Person:

Telephone No:

Client Department:

Enterprise Employed by

Service Value (including VAT):	R

R

Service Category:

Date of Service Appointment:

Date Service Completed:

Service Location: Town:

Municipality:

5 Description of Service:

Public Sector Department:

Contact Person:

Telephone No:

Client Department:

Enterprise Employed by

Service Value (including VAT):

R

Service Category:

Date of Service Appointment:

Date Service Completed:

Service Location: Town:

Municipality:

Application for Registration on PSP Database
Appendix F
Page 13 of 16

Name of Enterprise
(Please fill in on every page)

Potential conflicts of interest:

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an official of any municipality or municipal entity |
| ☐ a member of any provincial legislature | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of the National Assembly or the National Council of Province | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature |

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

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state	Position held	Status of service (tick appropriate column)	
			Current	Within last 12 months

Insert separate page if necessary.

Are there any potential conflicts of interest that may arise or impact upon the ability to provide the services commonly associated with the service category(s) applied for, arising from the pursuit of manufacturing and contracting interests?¹⁴

Yes ☐ No ☐

¹⁴ If yes furnish on a separate form.

Checklist for Supporting Documentation			
The following supporting documents must be appended to the application:		Supplied by PSP	Received OFFICE USE ONLY
SECTION A: ENTERPRISE PARTICULARS			
1	Attach a copy of one of the following as applicable and latest name change, if any: Company / Close Corporation - Certificate of Incorporation, Company - Shareholder Certificates or Partnership - Partnership Agreement.	☐	☐
2	Provide copy of Professional Enterprise Built Environment Professional Council Registration Certificate. If registration with the relevant Built Environment Council is pending, please supply proof of application and proof of payment.		
3	Provide Financial statements for the financial year immediately preceding the application certified by an auditor in the case of a Company, an accounting officer in the case of a Close Corporation, and an accountant in the case of a Sole proprietor or Partnership.	☐	☐
4	Provide proof of an uninterrupted professional indemnity insurance with an excess not exceeding 10% of the value of the cover in an amount of not less than R2 000 000 if applying for registration in any of the engineering services categories and R1 000 000 if applying for registration in any other category.	☐	☐
5	Provide a documented quality management system which as a minimum outlines management responsibilities and resource management within the company, provisions for back up of electronic data and, in the case of a one principal business, contingency plans in the even of incapacitation.	☐	☐
6	Attach proof of address of office		
SECTION B: PARTICULARS OF PRINCIPALS AND OWNERSHIP			
7	Attach a copy of one of the following as applicable showing Principals Percentage Equity Ownership: Company / Close Corporation - Certificate of Incorporation, Company - Shareholder Certificates or Partnership - Partnership Agreement.	☐	☐
8	Provide a copy of ID document/s of Principal/s.	☐	☐
9	Provide Personal Income Tax Number only if Sole Proprietor or Partnership.	☐	☐
SECTION C: PARTICULARS OF REGISTERED PROFESSIONALS			
10	Provide a copy of ID document/s of Registered Professional/s.	☐	☐
11	Furnish proof of average annual income per professionally registered staff member of not less than R 175,000.	☐	☐
12	Insert Professional Construction Project Manager, Professional Architect, Professional Senior Architectural Technologist, Professional Engineer, Professional Engineering Technologist, Professional Quantity Surveyor, Professional Planner, Professional Natural Scientist, Professional Land Surveyor or Professional Valuer.	☐	☐
13	Provide certified copies of professional registration of full time qualified persons with the relevant Built Environment Professional Council. If registration with the relevant built environment Council is pending, please supply proof of application and proof of payment.	☐	☐
14	Attach two references from public sector clients confirming satisfactory past performance in the categories applied for in the prescribed format which require persons registered in terms of the Engineering Profession Act or the South African Council for Natural Scientific Professions. Professional Engineers and Professional Engineering Technologists whose names appear on the Joint Structural Division of the South African Institution of Civil Engineering and the Institution of Structural Engineers' website (www.jsd.co.za) as a Competent Person – Structures need not obtain such references for the service category W8 (Structural Engineering Services). Confirmation that there name appears on the website will suffice.	☐	☐

Checklist for Supporting Documentation			
The following supporting documents must be appended to the application:		Supplied by PSP	Received OFFICE USE ONLY
14	Attach NQF Certificate/s. • Certified copy of certificate for NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies", where applicable. • Certified copy of certificate for NQF level 5 unit standard "Manage Labour Intensive Construction Projects", where applicable.	☐	☐
15	Details of any commercial, manufacturing, contracting or other interest which might influence professional judgment, if any, in any category of service applied for.	☐	☐
SECTION D: PARTICULARS OF EMPOWERMENT STATUS			
16	Attach a copy of the following as applicable and latest name change, if any: Company / Close Corporation - Certificate of Incorporation, Company - Shareholder Certificates or Partnership - Partnership Agreement.	☐	☐
17	Provide a copy of ID document.	☐	☐
18	Provide proof of disability.	☐	☐



KWAZULU-NATAL PROVINCE

PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

KZN DEPARTMENT OF PUBLIC WORKS

**CRITERIA FOR ADMISSION ONTO THE DATABASE FOR
PROFESSIONAL SERVICE PROVIDERS**

(ANNEXURE A)

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	➤ A CV for each Key Person (pertaining to each Service Area for which a submission is made) will be provided following this schedule. Each CV should include the "CV Summary" form as a cover page.	
	5	
	The CVs of Key Personnel should be organized under the following headings:	5
	i. Personal Details (name, date and place of birth);	5
	ii. Institutions of tertiary education attended and associated dates;	5
	iii. Academic Qualifications (degrees, diplomas, etc.);.....	5
	iv. Professional Registrations and membership in professional societies;	5
	v. Current employer's name and position within the organization;	5
	vi. Summary of post-professional registration experience (year, organization, and position);	5
	vii. Overview of projects/assignments/experience relevant to the required Service Area (with reference to the requirements and key indicators specified in the Service Area Scope of Works).....	5
	Evaluation documentation for submissions should be limited to the requested documentation. The inclusion of "general" entity brochures is discouraged.	5
	The undersigned, who affirms being duly authorized to represent the enterprise, hereby confirms that the contents of this submission are within their personal knowledge and, to the best of their belief, both true and accurate.....	5
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1. THE DEPARTMENT'S PSP DATABASE

The Department aims to create a database for professional service providers to facilitate a procurement process that is fair, equitable, competitive, transparent, cost-effective, and efficient. This process will also integrate measures to advance objectives aligned with the preferential procurement policy. Selected service providers will be contracted for three years within specific Framework Service Areas. When services falling within the scope of these areas are needed, a Call for Task Order Submission will be issued to the designated service providers for pricing.

2. ADMISSION CRITERIA TO BE LISTED ON THE DATABASE

The process entails establishing criteria to identify service providers eligible for inclusion in a 'Pre-qualified database.' This group comprises providers deemed capable of undertaking work within specific categories or disciplines in defined geographical areas, thereby pre-qualifying them to offer their services. Only respondents meeting the following criteria are eligible to submit:

- a) The respondent operates as a sole proprietorship, partnership, or registered legal entity and not as a joint venture.
- b) The respondent's primary business involves providing independent intellectual services to clients, and its ownership structure complies with the requirements of relevant Professional Councils.
- c) The respondent holds professional indemnity insurance from a registered financial services provider, meeting specified minimum requirements for coverage against claims.
- d) The respondent possesses suitable in-house capabilities to deliver the required services in the designated Service Areas.
- e) Neither the respondent nor any of its directors are listed on the Register of Tender Defaulters under the Prevention and Combating of Corrupt Activities Act of 2004, barring them from doing business with the public sector.
- f) The respondent has not been subject to termination or litigation with the department regarding any prior contracts within the preceding three years, confirmed by a written notice from the Department of Public Works.
- g) The respondent is registered on the National Treasury Central Supplier Database.
- h) The respondent can provide evidence of good standing concerning duties, taxes, levies, and contributions required by applicable legislation outlined in Table 1.

Respondents must complete the Department's PSP Database registration form and certify the accuracy of all provided information.

The following essential criteria must be met for admission into the PSP database:

The assessment of the respondent's Key Persons will proceed as outlined below:

1. Mandatory:

The respondent's Key Persons must be professionally registered as outlined in the relevant Service Area Scope of Works. Failure to comply will render the Service Area submission non-responsive.

2. Functionality (minimum qualifying score – 70):

Scoring will be based on demonstrated compliance and experience regarding the requirements and key indicators specified in the Service Area Scope of Works. Information regarding projects in which the Key Person was involved in providing the service or overseeing its provision will determine the Key Person's level of compliance and experience.

Criteria for evaluation are detailed in the table below.

(Note: "similar nature" denotes projects of a similar nature with respect to scope.

Level 1 Score 0	No response/ no evidence of experience submitted / irrelevant submission.
Level 2 Score 40	The Key Person has limited relevant experience (4 or less projects) and/or has not demonstrated any compliance and/or experience in projects of a similar nature.
Level 3 Score 70	The Key Person has the relevant experience in relation to the Service Area scope and has successfully demonstrated compliance and expertise in at least 5 projects of a similar nature.
Level 4 Score 90	The Key Person has successfully demonstrated compliance and experience in at least 10 projects of a similar nature.
Level 5 Score 100	The Key Person has successfully demonstrated compliance and experience in at least 13 projects of a similar nature.

3. CRITERIA FOR ADMISSION TO A PROFESSIONAL SERVICE DISCIPLINE

Applicants must submit their applications for one or more professional services disciplines. Admission to the database within a professional service discipline will be granted only if the applicant possesses at least one full-time professional staff member holding one of the professional registrations specifically for the applied professional service discipline per office.

4. ADMISSION PROCEDURES

4.1 Experience of Key Personnel after Registration

The assessment of the respondent's Key Personnel will proceed as follows:

- The respondent's Key Personnel must be registered as specified in the relevant Service Area Scope of Works. Failure to comply will render the Service Area submission non-responsive.
- A CV for each Key Person (pertaining to each Service Area for which a submission is made) will be provided following this schedule. Each CV should include the "CV Summary" form as a cover page.

The CVs of Key Personnel should be organized under the following headings:

- i. Personal Details (name, date and place of birth);
- ii. Institutions of tertiary education attended and associated dates;
- iii. Academic Qualifications (degrees, diplomas, etc.);
- iv. Professional Registrations and membership in professional societies;
- v. Current employer's name and position within the organization;
- vi. Summary of post-professional registration experience (year, organization, and position);
- vii. Overview of projects/assignments/experience relevant to the required Service Area (with reference to the requirements and key indicators specified in the Service Area Scope of Works).

Evaluation documentation for submissions should be limited to the requested documentation. The inclusion of "general" entity brochures is discouraged.

The undersigned, who affirms being duly authorized to represent the enterprise, hereby confirms that the contents of this submission are within their personal knowledge and, to the best of their belief, both true and accurate.

5. VALIDITY OF REGISTRATION ON THE DATABASE

- Registration will remain valid for a period of three years, conditional upon the PSP promptly informing the Department of any changes in contact information or parameters that would cause the PSP to no longer meet the aforementioned admission criteria.
- Upon the conclusion of the three-year period, the PSP must undergo the re-application process for inclusion in the database, as initiated by the department.
- Separate applications must be submitted for each office meeting the admission criteria.
- Prospective applicants may be permitted to submit applications to the database during the three-year period, provided they adhere strictly to the requirements, and their validity shall run concurrently with the existing database.

6. CHANGES IN PSP PARTICULARS

- In the event of a Service Provider undergoing a change in composition, including but not limited to a name change or entity amalgamation, it is incumbent upon the Service Provider to formally notify the Employer's Agent in writing, utilizing official letterhead.
- The Service Provider will be temporarily suspended from the database until all necessary administrative procedures have been completed to reinstate them.
- Any PSPs or offices with duplicate identity numbers for full-time professional staff members will be automatically removed from the database.
- Such PSPs will receive notification that they have submitted duplicate parameters and are required to reapply for admission to the Database.

6.1 Automatic Suspension on the Database

The PSP will be automatically suspended from the Database when the following expire:

- Professional Indemnity
- Professional Registration with the relevant Council

7. DEFAULTING SERVICE PROVIDERS

Professional Service Providers who terminate their contract or fail to deliver services within the designated time and budget will be reported to the Provincial Treasury for inclusion in the register of defaulting bidders. These Service Providers will not be invited to submit quotes or bids until Provincial Treasury determines their status as a defaulting service provider. If a Professional Service Provider is listed on the register of defaulting bidders, they will be promptly removed from the database.