



KWAZULU-NATAL PROVINCE

**PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA**

**KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448:
ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY
ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN
ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL
ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER,
MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND
SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW
DLTC BUILDING**

FACILITIES	WIMS NUMBER
ROSSBURGH NEW DLTC	077448

DEPARTMENT OF PUBLIC WORKS
Private Bag X9153
Pietermaritzburg
3200

**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
PRESCRIBED BY PROVINCIAL TREASURY.**

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SECTION A

**KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448:
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DLTC BUILDING**

**WIMS NUMBER: 077448 CLOSING DATE: Refer to advert CLOSING TIME:
Refer to Advert**

COMPULSORY BRIEFING SESSION:

DATE: Refer to advert

TIME: Refer to Advert

VENUE: Refer to advert

The successful bidder will be required to fill in and sign a written Contract Form

DEPOSITED IN THE BID BOX SITUATED AT
KZN DEPARTMENT OF PUBLIC WORKS, ETHEKWINI REGIONAL OFFICE
455A KING CETSHWAYO HIGHWAY, MAYVILLE
DURBAN
4091

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it
will not be accepted for consideration.**

The bid box is generally open 8 hours a day, 5 days a week (normal office hours- 07H30- 16H00)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND
THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL
CONDITIONS OF CONTRACT**

<p>THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)</p>
--

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER	CODE.....NUMBER.....



CELLPHONE NUMBER
FACSIMILE NUMBER CODE NUMBER.....
E-MAIL ADDRESS
VAT REGISTRATION NUMBER
SIGNATURE OF BIDDER
DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED

ANY ADMINISTRATIVE ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department : KZN - Department of Public Works
Contact Person : Mrs. Matu Khumalo
Tel : 071 580 7124
E-mail address : matu.khumalo@kznworks.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person : Mr Sicebi Hadebe
Tel : 082 8691165
E-mail address : sicebi.hadebe@kznworks.gov.za

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS

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.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa 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. Bid submitted must be complete in all respects.
5. The bid 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 quotation number written on the envelope.
8. A specific box is provided for the receipt of quotations, 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 quotation 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. Bid 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 initialed.
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.

SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- 1 In terms of the Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999) Section 38 (1) (a) (iii) and 51 (1) (iii) and Section 76 (4) of PFMA National Treasury developed a single platform, The Central Supplier Database (CSD) for the registration of prospective suppliers including the verification functionality of key supplier information.
- 2 Prospective suppliers will be able to self-register on the CSD website: www.csd.gov.za
- 3 Once the supplier information has been verified with external data sources by National Treasury a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated.
- 4 Suppliers can provide their CSD supplier number and unique security code to organs of state to view their verified CSD information.

SECTION D

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE 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).....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER'S 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 QUOTATION/BID.

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

.....
NAME OF BIDDER

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....

SECTION E

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State Institution

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

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

REGISTRATION ON THE PROFESSIONAL BODY / COUNCIL

1. It is the requirement that either the director of the company/ member of the company /company itself is registered under relevant Professional Body /Council in order to qualify for this service.
2. Attached copy of certificate / letter as proof of registration in the council, body association. Current letters of good standing from the relevant council must be submitted with the bid.

Architect- Professional Registration Number

Quantity Surveyor- Professional Registration Number

Geotechnical Engineer - Professional Registration Number

Land Surveyor - Professional Registration Number

Civil and Structural Engineer - Professional Registration Number

Mechanical Engineer – Professional Registration Number

Electrical Engineer – Professional Registration Number

Health And Safety Agent- Professional Registration Number

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:

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ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL
ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER,
MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND
SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW
DLTC BUILDING**

FACILITY	WIMS NUMBER
ROSSBURGH NEW DLTC	077448

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:

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

OR whose identity number(s) is/are:

.....
.....

whose income tax reference number is/are:

.....
.....

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:

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

Note:

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 drawings 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

Name of Organisation:	Department of Public Works
Address of organisation:	

Witnessed by:

Name of witness	Signature	Date

SECTION G

SPECIFICATION AND EVALUATION

1. BACKGROUND

Sites

The site, Rossburgh DLTC and MLB Building is at , Tollgate, P36 Titren Road, Rossburgh, Durban

Therefore, a suitably qualified and experienced multidisciplinary team is required to commission services for **stages 2 to 6** for the project.

2. PURPOSE

The Department is seeking bids from experienced and skilled Registered Professional firms to provide services for Department of Transport: **ROSSBURGH NEW DLTC: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW DLTC BUILDING.**

The Registered Professionals will be appointed for **stages 2 – 6** as per the guideline scope of services on Government Gazette applicable to their profession. The Department invites bids from an entity who has the relevant capacity and expertise to provide professional services at the respective schools.

3. SCOPE OF WORK

Construction of new Rossburgh DLTC and MLB Building.

4. PROCUREMENT OBJECTIVES

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

- Registered Professional Architect – PrArch
- Registered Quantity Surveyor – PrSACQSP
- Registered Professional Civil and Structural Engineer – PrEng
- Registered Professional Mechanical Engineer – PrEng
- Registered Professional Electrical – PrEng
- Registered Professional Construction Health and Safety Agent – PrCHSA

The estimated construction cost is as follows for the respective schools:

FACILITY	CONSTRUCTION COST
ROSSBURGH NEW DLTC	R 16 674 000, 00

The services required for the full rollout are inclusive of **stages 2-6** in the following order:

- STAGE 2: Concept and Viability
- STAGE 3: Design Development
- STAGE 4: Documentation and Procurement
- STAGE 5: Construction Documentation and Management
- STAGE 6: Close-out

THE REQUESTED DISCIPLINES WILL PROVIDE THE SERVICES AS STATED BELOW NOT WITHSTANDING THE STANDARD SERVICES AS SET OUT IN THEIR RESPECTIVE GAZETTES:

ARCHITECT

The minimum standard services the architect will be expected to deliver which are as per Government Gazette No: 49108 BN 307 of 2023 are:

Stage 2: Concept and viability (Concept design)

- a) Prepare an initial design concept and advise on;
 - i) The intended space provisions and planning relationships
 - ii) Proposed materials and intended building services; and
 - iii) The technical and functional characteristics of the design.
- b) Check for conformity of the concept with the rights to the use of the land.
- c) Consult with local and statutory authorities.
- d) Review the anticipated costs of the project
- e) Review the project programme

Stage 3: Design Development

- a) Develop all aspects of the design from client approved concept design to full development including, but not limited to, construction systems, materials, fittings and finishes selections;
- b) Review the programme and budget with the client, principal consultant or other consultants;
- c) Coordinate other consultants designs into building design;
- d) Prepare design development drawings including drafting technical details and material specifications;
- e) Discuss and agree on the building plan application and approval requirements with the local authority

Stage 4: Documentation and procurement

Stage 4.1

- a) Prepare documentation required for local authority building plan application submission;
- b) Co-ordinate technical documentation with the consultants and complete primary co-ordination sufficient to support building plan submission;
- c) Review the costing and programme with the consultants;
- d) Obtain the client's authority, and submit documents for approval at the local authority.\

Stage 4.2

- a) Prepare specifications for the works;
- b) Complete technical documentation sufficient for tender ;
- c) Obtain offers for the execution of the works (where required);
- d) Evaluate offers, and recommend a successful tenderer for appointment (where required);
- e) Prepare the contract documentation and arrange the signing of the building contract by the client and the successful tenderer;
- f) Complete all remaining technical and construction documentation and coordinate same with the consultants;

Stage 5: Construction

- a) Administer the building contract:
- b) Give possession of the site to the contractor (where required)
- c) Issue construction documentation;
- d) Review sub-contractor designs, shop drawings and documentation for conformity of design intent;
- e) Inspect the works for conformity with the contract documentation and acceptable quality in terms of the industry standards as well as client's standards (IUSS);
- f) Administer and perform the duties and obligations assigned to the principal agent in the building contract;
- g) Manage the completion process of the project;

Stage 6: Close-out

- a) Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover and operational manual of the project.
- b) When the contractor's obligations with respect to the building contract have been fulfilled, the architectural professional shall issue the certificates related to the contract completion (where required)
- c) Provide the client with construction record documentation and the relevant technical and contractual undertakings by the contractor and sub-contractors.

QUANTITY SURVEYOR

Stage 2: Concept and viability (Concept design)

- a) Consolidate with the principal agent on the documentation program
- b) Attend design and consultant meetings
- c) Review and provide input on design concepts and viability of projects
- d) Acquiring cost estimates from consultant team
- e) Preparing cost estimates
- f) Assist client on preparing financial feasibility

Stage 3: Design Development

- a) Review documentation program
- b) Attend design and consultant meetings
- c) Evaluate design and advise on cost control
- d) Review of financial feasibility
- e) Prepare detailed cost estimates

Stage 4: Documentation and procurement

- a) Attend consultant and design meetings
- b) Assist and advise PA on formulation of procurement method of contractors and subcontractors
- c) Review working drawings to comply with construction budget
- d) Prepare contract documentation for contractor and subcontractors
- e) Calling on tenders and negotiating prices
- f) Financial evaluation of tenders received
- g) Prepare contract documentation for client signature

Stage 5: Construction

- a) Attend site handover
- b) Prepare cash flow predictions
- c) Prepare estimates for variations
- d) Attend site, progress and technical meetings on and off site
- e) Resolving financial claims from contractors
- f) Assist with resolution of contractual claims
- g) Prepare and update cost reports for cost control
- h) Prepare payment certificates for monthly payments
- i) Prepare draft and progressive final accounts

Stage 6: Close-out

- a) Prepare monthly payment certificates
- b) Conclude and finalise final accounts

CIVIL/ STRUCTURAL ENGINEER

Stage 2 – Concept and Viability (often called preliminary design)

Defined as: Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability

of the project

- a) Agree documentation programme with principal agent or consultant and other consultants involved.
- b) Attend design and consultants' meetings.
- c) Establish the concept design criteria.
- d) Prepare initial concept design and related documentation.
- e) Advise the client regarding further surveys, analyses, tests and investigations that may be required.
- f) Establish regulatory authorities' requirements and incorporate into the design.
- g) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- h) Establish access, utilities, services and connections required for the design.
- i) Participate in coordinated design interfaces with architect or other consultants involved.
- j) Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- k) Provide cost estimates and life cycle costs, as required.
- l) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

Deliverables will typically include:

- a) concept design
- b) schedule of required surveys, tests and other investigations and related reports
- c) process design
- d) preliminary design
- e) cost estimates, as required.

Stage 3 – Design Development (also termed detailed design)

Defined as: Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project

- a) Review documentation programme with principal consultant and other consultants involved.
- b) Attend design and consultants' meetings.
- c) Incorporate client's and authorities' detailed requirements into the design.
- d) Incorporate other consultants' designs and requirements into the design.
- e) Prepare design development drawings including draft technical details and specifications.
- f) Review and evaluate design and outline specification and exercise cost control.
- g) Prepare detailed estimates of construction cost.
- h) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- i) Submit the necessary design documentation to local and other authorities for approval.

Deliverables will typically include:

- a) Design development drawings
- b) Outline specifications
- c) Local and other authority submission drawings and reports
- d) Detailed estimates of construction costs.

STAGE 4: DOCUMENTATION & PROCUREMENT

Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- a) Attend design and consultants' meetings.
- b) Prepare specifications and preambles for the works.
- c) Accommodate services design.
- d) Check cost estimates and adjust designs and documents, if necessary, to remain within budget.
- e) Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- f) Prepare documentation for contractor procurement.
- g) Review designs, drawings and schedules for compliance with approved budget.
- h) Call for tenders and/or negotiation of prices and/or assist the principal consultant or quantity surveyor where relevant.
- i) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- j) Evaluate tenders.
- k) Prepare contract documentation for signature.
- l) Assess samples and products for compliance and design intent.
- m) Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.

Deliverables will typically include:

- a) specifications
- b) services co-ordination
- c) working drawings
- d) budget construction cost
- e) tender documentation
- f) tender evaluation report
- g) tender recommendations
- h) priced contract documentation.

STAGE 5: CONTRACT ADMINISTRATION AND INSPECTION

Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- a) Attend site handover.
- b) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections.
- c) Carry out contract administration procedures in terms of the contract.
- d) Prepare schedules of predicted cash flow.
- e) Prepare pro-active estimates of proposed variations for client decision-making.
- f) Attend regular site, technical and progress meetings.
- g) Inspect the works for conformity to contract documentation as described under Clause 3.3.2.
- h) Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing.

- i) Adjudicate and resolve financial claims by contractors.
- j) Assist in the resolution of contractual claims by the contractor.
- k) Establish and maintain a financial control system.
- l) Clarify details and descriptions during construction as required.
- m) Prepare valuations for payment certificates to be issued by the principal agent.
- n) Witness and review of all tests and mock-ups carried out on site.
- o) Check and approve contractor drawings for compliance with contract documents.
- p) Update and issue drawings register.
- q) Issue contract instructions as and when required.
- r) Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- s) Inspect the works and issue practical completion and defects lists.
- t) Arranging for the delivery of all test certificates, including any Certificates of Compliance, statutory and other approvals, and record drawings and operating manuals.

Deliverables will typically include

- a) Schedules of predicted cash flow
- b) Construction documentation
- c) Drawing register
- d) Estimates for proposed variations
- e) Contract instructions
- f) Financial control reports
- g) Valuations for payment certificates
- h) Progressive and draft final accounts
- i) Practical completion and defects list
- j) All statutory certification and certificates of compliance as required by the local and
- k) other statutory authorities.

STAGE 6: CLOSE-OUT

Defined as: Fulfil and complete the project close-out, including necessary documentation to facilitate effective completion, handover and operation of the project.

- a) Inspect and verify the rectification of defects.
- b) Receive, comment and approve relevant payment valuations and completion certificates.
- c) Prepare and/or procure operations and maintenance manuals, guarantees and warranties.
- d) Prepare and/or procure as-built drawings and documentation.
- e) Conclude the final accounts where relevant.

Deliverables will typically include:

- a) Valuations for payment certificates
- b) Works and final completion lists
- c) Operations and maintenance manuals, guarantees and warranties
- d) As-built drawings and documentation
- e) Final accounts.

MECHANICAL ENGINEER

The recommended services below are the minimum, but are not limited to, for the successful and

complete finalization of the project (services to be provided are in accordance with Government Gazette BN. 22 of 2021, the below listed Recommended Services and Client Specific deliverables):

The Mechanical Engineer will be expected to lead the multi-disciplinary team and be the responsible party in all dealings with the client. All co-ordination of information and reporting to the client will be the responsibility of the Mechanical Engineer.

STAGE 2: CONCEPT

Recommended Services:

- a) Agree documentation programme with principal consultant and other consultants involved
- b) Attend design and consultants' meetings.
- c) Establish the concept design criteria.
- d) Prepare 3 initial concept design and related documentation.
- e) Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- f) Establish regulatory authorities' requirements and incorporate into the design.
- g) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents
- h) Establish access, utilities, services and connections required for the design.
- i) Coordinate design Interfaces with other consultants Involved.
- j) Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- k) Provide cost estimates and life cycle costs as required.
- l) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

In addition, the following Client Specific deliverables are required:

- m) Prepare and submit 3 initial design proposal for review and approval, of which one will be selected
- n) Provide confirmation of the concept with the rights to the use of the land
- o) Provide the anticipated costs of the project
- p) Provide the project programme
- q) Engineer to produce all drawings and other documentation in connection with the project if and when required to do so by the Head
- r) Submit report on Targets for Socio-economic imperatives and progress on achievement of the Targets for Architectural Services on this project.

STAGE 3: DESIGN DEVELOPMENT

Recommended Services:

- a) Review documentation programme with principal consultant and other consultants involved
- b) Attend design and consultants' meetings.
- c) Incorporate client's and authorities' detailed requirements into the design.
- d) Incorporate other consultant's designs and requirements into the design.

- e) Prepare design development drawings including draft technical details and specifications.
- f) Review and evaluate design and outline specification and exercise cost control.
- g) Prepare detailed estimates of construction cost.
- h) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved
- i) Submit the necessary design documentation to local and other authorities for approval.

In addition, the following Client Specific deliverables are required:

- a) Prepare and submit design for review and approval by relevant Departmental Committee
- b) Engineer to produce all drawings and other documentation in connection with the project if and when required to do so by the Head
- c) Submit report on Targets for Socio-economic imperatives and progress on achievement of the Targets for Architectural Services on this project.

STAGE 4: DOCUMENTATION & PROCUREMENT

Recommended Services:

- a) Attend design and consultants' meetings.
- b) Prepare specifications and preambles for the works.
- c) Accommodate services design.
- d) Check cost estimates and adjust designs and documents if necessary to remain within budget
- e) Formulate the procurement strategy for contractors or assist the principal consultant where relevant
- f) Prepare documentation for contractor procurement
- g) Review designs, drawings and schedules for compliance with approved budget
- h) Assist in calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant
- i) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required
- j) Assist in the evaluation of tenders.
- k) Assist with the preparation of contract documentation for signature.
- l) Assess samples and products for compliance and design intent

In addition, the following Client Specific deliverables are required:

- a) Prepare and submit design for review and approval by relevant Departmental Committee
- b) Engineer to produce all drawings and other documentation in connection with the project if and when required to do so by the Head
- c) Submit report on Targets for Socio-economic imperatives and progress on achievement of the Targets for Architectural Services on this project

STAGE 5: CONTRACT ADMINISTRATION AND INSPECTION

Recommended Services:

- a) Attend site handover.
- b) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending

schedules and detailing and specifications of structural steel sections and connections.

- c) Carry out contract administration procedures In terms of the contract
- d) Prepare schedules of predicted cash flow.
- e) Prepare pro-active estimates of proposed variations for Client decision making
- f) Attend regular site, technical and progress meetings.
- g) Review the Contractor's quality control programme and advise and agree and quality assurance plan
- h) Inspect work for conformity to contract documentation in line with agreed level of service anticipated by the Client (minimum Level 1: Part-time Construction Monitoring).
- i) Review the outputs of quality assurance procedures and advise the Contractor and Client on the adequacy and need for additional controls, inspections and testing
- j) Adjudicate and resolve financial claims by Contractor(s)
- k) Assist in the resolution of contractual claims by the contractor.
- l) Establish and maintain a financial control system
- m) Clarify details and descriptions during construction as required.
- n) Prepare valuations for payment certificates (to the Quantity Surveyor) to be issued by the principal agent
- o) Instruct, witness and review of all tests and mock ups carried out both on and off site.
- p) Check and approve contractor drawings for design Intent.
- q) Update and Issue drawings register.
- r) Issue contract Instructions, through the Principal Agent as and when required.
- s) Review and comment on operation and maintenance manuals, guarantee certificates and warranties
- t) Inspect the works and issue practical completion and defects lists for the works.
- u) Arrange for the delivery of all test certificates, including any Certificates of Compliance, Statutory (regulatory) and other approvals, as built drawings and operating manuals.

In addition, the following Client Specific deliverables are required:

- a) Submit monthly report with anticipated completion
- b) Issue construction drawings
- c) Engineer to produce all drawings and other documentation in connection with the project if and when required to do so by the Head
- d) Maintain records
- e) Submit report on Targets for Socio-economic imperatives and progress on achievement of the Targets for Architectural Services on this project.

STAGE 6: CLOSE-OUT

Recommended Services:

- a) Inspect and verify the rectification of defects
- b) Receive, approve and compile relevant payment valuations and completion certificates
- c) Prepare and/or procure operations and maintenance manuals, guarantees and warranties
- d) Prepare and/or procure as-built drawings and documentation
- e) Assist in concluding the final account where relevant.

In addition, the following Client Specific deliverables are required:

- a) Engineer to produce all drawings and other documentation in connection with the project if and when required to do so by the Head
- b) Maintain records
- c) Submit report on Targets for Socio-economic imperatives and progress on achievement of the Targets for Engineering Services on this project

The appointed Mechanical Engineer will also be responsible for delivering the following services:

Fire protection plans in accordance with SANS 10400 Part T.

Rational fire design.

Fire detection design.

Fire proofing and directional fire signage plans.

All Wet Services for the project.

Energy modelling of rational design to assess performance.

ELECTRICAL ENGINEER

The recommended services below are the minimum, but are not limited to, for the successful and complete finalization of the project (services to be provided are in accordance with Government Gazette BN. 22 of 2021, the below listed

Recommended Services and Client Specific deliverables):

Stage 2 – Concept and Viability (often called preliminary design)

Defined as: Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

- a) Agree documentation programme with principal agent or consultant and other consultants involved.
- b) Attend design and consultants' meetings.
- c) Establish the concept design criteria.
- d) Prepare initial concept design and related documentation.
- e) Advise the client regarding further surveys, analyses, tests and investigations that may be required.
- f) Establish regulatory authorities' requirements and incorporate into the design.
- g) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- h) Establish access, utilities, services and connections required for the design.
- i) Participate in coordinated design interfaces with architect or other consultants involved.
- j) Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- l) Provide cost estimates and life cycle costs, as required.
- m) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

Deliverables will typically include:

- a) concept design
- b) schedule of required surveys, tests and other investigations and related reports
- c) process design

- d) preliminary design
- e) cost estimates, as required.

Stage 3 – Design Development (also termed detailed design)

Defined as: Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project.

- a) Review documentation programme with principal consultant and other consultants
- b) involved.
- c) Attend design and consultants' meetings.
- d) Incorporate client's and authorities' detailed requirements into the design.
- e) Incorporate other consultants' designs and requirements into the design.
- f) Prepare design development drawings including draft technical details and specifications.
- g) Review and evaluate design and outline specification and exercise cost control.
- h) Prepare detailed estimates of construction cost.
- i) Liaise and provide necessary information to the principal consultant and other consultant involved.
- j) Submit the necessary design documentation to local and other authorities for approval.

Deliverables will typically include:

- a) design development drawings
- b) outline specifications
- c) local and other authority submission drawings and reports
- d) detailed estimates of construction costs.

Stage 4 – Documentation and Procurement

Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- a) Attend design and consultants' meetings.
- b) Prepare specifications and preambles for the works.
- c) Accommodate services design, including conducting soils resistivity test.
- d) Check cost estimates and adjust designs and documents, if necessary, to remain within budget.
- e) Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- f) Prepare documentation for contractor procurement.
- g) Review designs, drawings and schedules for compliance with approved budget.
- h) Call for tenders and/or negotiation of prices and/or assist the principal consultant or quantity surveyor where relevant.
- i) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- j) Evaluate tenders.
- k) Prepare contract documentation for signature.
- l) Assess samples and products for compliance and design intent.
- m) Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.
- n) services co-ordination

Deliverables will typically include:

- a) specifications
- b) services co-ordination

- c) working drawings
- d) budget construction cost
- e) tender documentation
- f) tender evaluation report
- g) tender recommendations
- h) priced contract documentation.

Stage 5 – Contract Administration and Inspection

Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- a) Attend site handover.
- b) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections.
- c) Carry out contract administration procedures in terms of the contract.
- d) Prepare schedules of predicted cash flow.
- e) Prepare pro-active estimates of proposed variations for client decision-making.
- f) Attend regular site, technical and progress meetings.
- g) Inspect the works for conformity to contract documentation as described under Clause 3.3.2.
- h) Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing.
- i) Adjudicate and resolve financial claims by contractors.
- j) Assist in the resolution of contractual claims by the contractor.
- k) Establish and maintain a financial control system.
- l) Clarify details and descriptions during construction as required.
- m) Prepare valuations for payment certificates to be issued by the principal agent.
- n) Witness and review of all tests and mock-ups carried out on site.
- o) Check and approve contractor drawings for compliance with contract documents.
- p) Update and issue drawings register.
- q) Issue contract instructions as and when required.
- r) Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- s) Inspect the works and issue practical completion and defects lists.
- t) Arranging for the delivery of all test certificates, including any Certificates of Compliance, statutory and other approvals, and record drawings and operating manuals.

Deliverables will typically include:

- a) schedules of predicted cash flow
- b) construction documentation
- c) drawing register
- d) estimates for proposed variations
- e) contract instructions
- f) financial control reports
- g) valuations for payment certificates
- h) progressive and draft final accounts
- i) practical completion and defects list
- j) all statutory certification and certificates of compliance as required by the local and other statutory authorities.
- k)
- l)

Stage 6 – Close-Out

Defined as: Fulfil and complete the project close-out, including necessary documentation to

facilitate effective completion, handover and operation of the project.

- a) Inspect and verify the rectification of defects.
- b) Receive, comment and approve relevant payment valuations and completion
- c) certificates.
- d) Prepare and/or procure operations and maintenance manuals, guarantees and
- e) warranties.
- f) Prepare and/or procure as-built drawings and documentation.
- g) Conclude the final accounts where relevant.

Deliverables will typically include:

- a) valuations for payment certificates
- b) works and final completion lists
- c) operations and maintenance manuals, guarantees and warranties
- d) as-built drawings and documentation
- e) final accounts.

CONSTRUCTION HEALTH AND SAFETY AGENT

4.2 The standard services of a Professional Construction Health and Safety Agent are further illustrated on the Government Gazette No. 42697, 13 September 2019, SACPCMP Board Notice 167 of 2019.

STAGE 2: CONCEPT

Recommended Services:

- a) Advise and agree with the other consultants regarding their construction project health and safety requirements and related design risk management responsibilities.
- b) Agree the format and procedures for health, safety and hygiene construction project control.
- c) Agree the documentation programme with the principal consultant and other consultants.
- d) Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants.
- e) Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project.
- f) Prepare draft construction project baseline risk assessment.
- g) Prepare the draft construction project health and safety specification.
- h) Advice on preliminary cost estimates/budgets for construction project health and safety.
- i) Assist the client and principal consultant in the procurement of the necessary and appropriate specialists, including a clear definition of their roles, responsibilities and liabilities.
- j) Advise the client on the adequacy of the health and safety competency and resources of the appropriate specialists.
- k) Assess and approve the appropriate specialist's health and safety plans.
- l) Monitor the implementation of the appropriate specialist's health and safety plans, including periodic audits.
- m) Attend design and consultants' meetings.

- n) Liaise, co-operate and provide necessary information to the client/principal consultant and the other consultants

STAGE 3: DESIGN DEVELOPMENT

Recommended Services:

- a) Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operation ability of the structure.
- b) Agree on a format for the health and safety file.
- c) Review the documentation programme with the principal consultant and the other consultants.
- d) Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme.
- e) Finalise the construction project health and safety risk profile.
- f) Monitor the integration of health and safety aspects for constructability, maintainability and operation ability of the structure during the design process and finalise the construction project baseline risk assessment.
- g) Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications.
- h) Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets.
- i) Assess and approve necessary construction project health and safety plans for early works.
- j) Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works.
- k) Attend design and consultants' meetings.
- l) Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants

STAGE 4: DOCUMENTATION & PROCUREMENT

Recommended Services:

- a) Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants.
- b) Assist in developing a clear construction project health and safety procurement process.
- c) Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety compliance.
- d) Finalise construction project tender health and safety specifications and integrate with procurement documentation.
- e) Prepare project specific health and safety documentation for distribution to contractors for inclusion into their tender / bid submissions.
- f) Assist the cost consultant in the finalisation of the construction project health and safety cost estimate/budget.
- g) Prepare construction project health and safety mobilisation and access plans for the construction work.
- h) Participate in construction project tender clarification meetings.
- i) Assist with the evaluation of tenders and verify the contractor's competencies, knowledge and resources to carry out the construction works in a safe and healthy manner.
- j) Attend design and consultant meetings.
- k) Assist with the preparation of contract documentation for signature.

- l) Prepare construction project health and safety documentation for submission to authorities.

STAGE 5: CONTRACT ADMINISTRATION AND INSPECTION

Recommended Services:

- a) Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans.
- b) Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work.
- c) Attend site handover meetings and lead construction project health and safety mobilisation and access plans.
- d) Ensure that health and safety communication structures and systems are established and maintained, including distribution of health and safety specific documents and site safety inductions to contractors.
- e) Attend regular site, technical and progress meetings.
- f) Monitor design risk management.
- g) Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes.
- h) Monitor the implementation, review and update of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes.
- i) Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits.
- j) Ensure the identification of the hazards and risks relevant to the construction project through regular coordinated site inspections.
- k) Recommend stop work orders where necessary.
- l) Ensure that project specific emergency response and preparedness plans are compiled and tested.
- m) Conduct construction health and safety management system audits.
- n) Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements.
- o) Facilitate construction health and safety system and plans reviews and ensure changes are incorporated for continual improvement.
- p) Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers.
- q) Perform incident and accident investigations where necessary.
- r) Monitor the compilation of the construction project health and safety file(s) by the contractor(s).
- s) Prepare and maintain the consolidated health and safety file

STAGE 6: CLOSE-OUT

Recommended Services:

- a) Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period.
- b) Cancel all construction project health and safety legal appointments.
- c) Prepare the health and safety operations and maintenance report.
- d) Prepare the consolidated construction project health and safety close-out report the construction project initiation meetings.
- e) Provide necessary information within the agreed scope of the construction project to the other consultants.

Additional services pertaining to all stages of the project

All services related to defining the scope of work, previously carried out under Clause 3.1, planning, studies, investigations and assessments, and that are normally paid for on a time and cost basis.

Enquiries not directly concerned with the works and its subsequent utilisation.

Valuation for purchase, sale or leasing of plant, equipment, material, systems, land or buildings or arranging for such valuation.

Making arrangements for way leaves, servitudes or expropriations.

Negotiating and arranging for the provision or diversion of services and or infrastructure not forming part of the works.

Additional work in obtaining the formal approval of the appropriate government departments or public authorities, including the making of such revisions as may be required as a result of decisions of such departments or authorities arising out of changes in policy, undue delay, or other causes beyond the consulting engineer's control.

Additional work related to monitoring as required by any government departments or authorities to facilitate regulatory approvals and certification (e.g. Mines Health and Safety Act, 29 of 1996).

Topographical and environmental surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out on behalf of the client.

Setting out or staking out the works and indicating any boundary beacons and other reference marks.

Preparation of drawings for manufacture and installation or detailed checking of such for erection or installation fit.

Detailed inspection, reviewing and checking of designs and drawings not prepared by the consulting engineer and submitted by any contractor or potential contractor as alternative to those embodied in tender or similar documents prepared by the consulting engineer.

Inspection and testing, other than on site, of materials and plant, including inspection and testing during manufacture.

Preparing and setting out particulars and calculations in a form required by any relevant authority.

Abnormal additional services by or costs to the consulting engineer due to the failure of a contractor or others to perform their required duties adequately and on time.

Executing or arranging for the periodic monitoring and adjustment of the works, after final handover and completion of construction and commissioning, to optimise or maintain proper functioning of any process or system.

Investigating or reporting on tariffs or charges leviable by or to the client.

Advance ordering or reservation of materials and obtaining licences and permits.

Preparing detailed operating, operation and maintenance manuals.

Preparing record drawings on designs done by others or related to alterations to existing works.

Additional services, duties and/or work resulting from project scope changes, alterations and/or instructions by the client, or his duly authorised agents, requiring the consulting engineer to advise upon, review, adapt and/or alter his completed designs and/or any other documentation and/or change the scope of his services and/or duties. Such additional services are subject to agreement in writing between the consulting engineer and the client prior to the execution thereof.

Work and or services related to targeted procurement that could entail, but is not necessarily limited to any or all of the following:

Incorporation of any targeted participation goals, the measuring of key participation indicators.

The selection, appointment and administration of participation.

Auditing compliance to the above by any contractors and/or professional consultant.

Exceptional arrangements, communication, facilitation and agreements with any stakeholders other than the client and contractors appointed for the works on which the consulting engineer provides services.

Any other additional services, of whatever nature, specifically agreed to in writing between the consulting engineer and the client.

Building Information Modelling (BIM) compliancy. Where BIM is a specified project requirement, the appointment a BIM manager, the preparation and approval by the client of the BIM Execution Plan and the additional effort over conventional projects to set up the project to be fully BIM compliant as required by the client.

5. The estimated total building costs are:

FACILITIES	CONSTRUCTION COST
ROSSBURGH NEW DLTC	R 16 674 000, 00

For fee value structure allow the following percentages:

5.1 Discipline	% time with Documentation + % on site
Architect	100%
Quantity Surveyor	100%
Civil and Structural Engineer	100%
Mechanical Engineer	100%
Electrical Engineer	100%
Health And Safety Agent	100%
Land Surveyor	15%

5.2 Costing

5.2.1 The relevant Fee Guidelines are as per the following table;

DISCIPLINE	GAZETTE APPLICABLE PER DISCIPLINE
Architect	SACAP use rates as per Gazette No. 49108 Board Notice 471 Of 2023
Quantity Surveyor	SACQS use rates as per 2000 Guideline Tariff, Act 49 Of 2000
Civil and Structural Engineer	ECSA use rates as per Gazette No. 44333 Board Notice 22 of 2021
Mechanical Engineer	ECSA use rates as per Gazette No. 44333 Board Notice 22 of 2021
Electrical Engineer	ECSA use rates as per Gazette No. 44333 Board Notice 22 of 2021
Health and Safety Agent	SACPCMP use rates as per Gazette No.45663 Board Notice 184 of 2021.

5.2.2 Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc.

5.2.3 Please note that total final fees payable will be calculated on final value of contract for "fee purposes" only or final contract cost estimates for "fee purposes" only (both for the applicable discipline) - whichever may be applicable at the time.

5.2.4 You are requested to submit your bid using the specified **Basis of Appointment indicated herein above** on your company letterhead duly signed by the Registered Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded within five (5) working days

6. CONDITIONS OF APPOINTMENT

6.1 The multi-disciplinary entity must have within their employment or display their ability to have access to all the professional consultants as listed in paragraph 5.2.1 above.

6.2 The appointed entity will be working with an Electrical Engineer and Civil/ Structural Engineer on Durban Girls Secondary School as a Disbursement. The Engineers will be appointed during the course of the project as an additional fee. Tender amount to exclude this additional disbursement.

6.3 This can be submitted by way of an organogram with details of the Registered Professional who will be leading each discipline and detailed curriculum vitas of the proposed professional/s. Where a resource/professional is being outsourced, a contract or agreement between both parties is to be submitted.

6.4 You will be expected to attend a minimum of 2 site meetings per month which only will be paid for, based on attendance during the construction process.

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

- 6.6 Your detailed organogram is to provide details of the various professionals. **Registered Professional Architect (PrArch), Registered Professional Quantity Surveyor(PrQS) Registered Professional Civil and Structural Engineer (PrEng), professional Geotech Engineer(PrEng), Professional land Surveyor(PLS) Registered Professional Mechanical Engineer (PrEng), Registered Professional Electrical Engineer (PrEng) and Registered Health and Safety Agent (PrCHSA)** who will be dedicated to this project. Approval must be made in writing to the Department for any replacement of the designated professional/s.
- 6.7 Appointment will be as per Departmental Standard Conditions of Appointment for the respective Discipline
- 6.8 The estimated respective project duration are as follows:

FACILITIES	DURATION
ROSSBURGH NEW DLTC	18 Months

7. EVALUATION CRITERIA

- 7.1 The evaluation criteria will be in three phases

Phase 1:

Administrative Compliance and Pre-Screening.

- Compliance with bid regulations (registration with CSD, tax clearance certificate and other prescripts requirements)
- Registration on the relevant professional council (Architect :SACAP, Civil & Structural Engineer :ECSA, Electrical Engineer : ECSA, Mechanical Engineer : ECSA)
- Failure to submit information listed on page 45 of 57 (Appendix B) will lead to immediate disqualification.

Phase 2:

COMPULSORY DOCUMENTS

Submission of Statutory and Essential Information

Mandatory Requirements

	Failure to submit any of the following documentation in the prescribed format will lead to immediate disqualification of the tender
1.	Organogram that sets out the roles and responsibilities of each proposed team member, a registered Professional Architect (Pr. Arch), registered Quantity Surveyor(Pr. QS), registered Professional Civil and Structural Engineer (PrEng), registered Land Surveyor (PLS), registered Geotechnical Engineer(PrEng,) registered Professional Mechanical Engineer (PrEng), registered Professional Electrical Engineer (PrEng) and registered Health and Safety Agent (Pr. CHSA) as well as administrative support staff. - CVs (minimum 5 years post registration experience) & Valid Certified Professional Registration Certificates of all registered professionals to be provided as evidence.

2.	Schedule of experience on projects current / completed in the previous five years, in general building construction projects (minimum of 2 project) Award letter and Reference letters for each project to be included as evidence, (Appendix D) for the following disciplines:- (Architect, Quantity Surveyor, Civil & Structural Engineer, Geotechnical Engineer, Land Surveyor, Mechanical Engineer, Electrical Engineer and Health And Safety Agent).
3.	Proof that the bidding entity carries adequate professional indemnity in line with the offered value of works. - Proof to be provided in the form of professional indemnity certificates or letter from insurer confirming existence of professional indemnity for the following disciplines:- (Architect: R5m, Quantity Surveyor: R3m, Civil & Structural Engineer: R3m, Geotechnical Engineer:R3m, Land Surveyor: R3m, Mechanical Engineer: R3m, Electrical Engineer: R3m, and Safety Agent R3m).

PLEASE NOTE:

- The Department reserves the right not to award to the lowest bidder.
- Failure to submit any of the above documentation in the prescribed format, will lead to immediate disqualification.
- Tenderers who have submitted all the above documentation in the prescribed format, will move onto the next stage of evaluation i.e. 80/20 principle.

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

- The department reserves the right not to award to the lowest bidder.
- The department will conduct a detailed risk assessment prior to final award which may entail but will not be limited to, documentary proof of indemnity insurance by bidder, resources and fees breakdowns, bidder payroll submissions to verify resources as well as in some cases, site visit to the bidders' offices. Bidders will have to score at least 25 (50%) points out of a total of 50 points of the Risk Assessment to be considered further.

VALIDITY

This bid shall be valid for a period of one hundred and twenty (120) calendar days calculated from the closing time specified.

Phase 3:

- Price and specific goals.
- Evaluation using the point system

THE FOLLOWING SPECIFIC GOALS AS DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATION 2022 WILL BE UTILIZED:

No.	SPECIFIC GOALS	Number of points (90/10 system)	Number of points (80/20 system)
1.	Ownership by Black people Documentary Proof Required: 1. Sworn Affidavit; signed and dated by Commissioner of Oaths		10
2.	Ownership by People who are Women		
3.	Ownership by People who are Youth		
4.	Ownership by People living with Disabilities		
5.	51% Ownership by People who are Military Veterans		
6.	Exempted Micro-Enterprise (EME)		
7.	Promotion of enterprise located within eThekweni Municipality 1. Proof of Municipal Account depicting Physical Address of the business (not older than 3 months). 2. Lease Agreement. 3. Letter from Ward councillor		10
8.	Promotion of enterprises located in rural areas		
	TOTAL		20

(Note Max Points = 20 for the 80/20 specific goals, Max Points= 10 for the 90/10 specific goals)

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

- The department reserves the right not to award to the lowest bidder.
- The department will conduct a detailed risk assessment prior to final award which may entail but will not be limited to, documentary proof of indemnity insurance by bidder, resources and fees breakdowns, bidder payroll submissions to verify resources as well as in some cases, site visit to the bidders' offices. Bidders will have to score at least 25 (50%) points out of a total of 50 points of the Risk Assessment to be considered further.

SECTION G
APPENDIX A-1 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL ARCHITECT FEES CALCULATION

Estimate Project Cost (excl) VAT

R 14 172 900,00

Primary Fee

Marginal Fee

Total Fees

Principal Agent

Alteration Factor

Alteration Fees

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	
Stage 1 : Inception1	2%	0%	
Stage 2 : Concept & Vaibility	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	30%	100%	
Stage 5: Construction	30%	100%	
Stage 6 Closeout	3%	100%	
Sub-Total 1			

Add Disrbusement @ 0

Sub-Total 2

Less Discount Offered @ 0%

Sub-Total 3

VAT @ 15%

Total fees caried to Summary

SECTION G
APPENDIX A-2 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL QS FEES CALCULATION

Estimate Project Cost (excl) VAT

R 14 172 900,00

Primary Fee

Marginal Fee

Total Fees

Principal Agent

Alteration Factor

Alteration Fees

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	
Stage 1 : Inception1	2%	0%	
Stage 2 : Concept & Vaibility	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	30%	100%	
Stage 5: Construction	30%	100%	
Stage 6 Closeout	3%	100%	
Sub-Total 1			

Add Disrbusement @ 5%

Sub-Total 2

Less Discount Offered @ 0%

Sub-Total 3

VAT @ 15%

Total fees caried to Summary

SECTION G
APPENDIX A-3 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL STRUCTURAL FEES CALCULATION

Estimate Project Cost (excl) VAT

R 0,00

Sec.R 237 400+12%* R2 352 870

Primary Fee
Marginal Fee

Total Fees

Principal Agent
Alteration Factor
Alteration Fees

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	
Stage 1 : Inception1	5%	0%	
Stage 2 : Concept & Vaibility	20%	100%	
Stage 3 : Design Document	30%	100%	
Stage 4 : Documentation & Procurement	15%	100%	
Stage 5: Construction	25%	100%	
Stage 6 Closeout	5%	100%	
Sub-Total 1			
Add Disrbusements			
Sub-Total 2			
Less Discount Offered @ 0%			
Sub-Total 3			
VAT @ 15%			
Total fees caried to Summary			

SECTION G
APPENDIX A-3 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL CIVIL FEES CALCULATION

Estimate Project Cost (excl) VAT

R 4 251 870,00

Primary Fee
Marginal Fee

Total Fees

Principal Agent
Alteration Factor
Alteration Fees

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	
Stage 1 : Inception1	5%	0%	
Stage 2 : Concept & Vaibility	20%	100%	
Stage 3 : Design Document	30%	100%	
Stage 4 : Documentation & Procurement	15%	100%	
Stage 5: Construction	25%	100%	
Stage 6 Closeout	5%	100%	
Sub-Total 1			
Add Disrbusement @ 10%			
Sub-Total 2			
Less Discount Offered @ 0%			
Sub-Total 3			
VAT @ 15%			
Total fees caried to Summary			

SECTION G
APPENDIX A-7 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL ELECTRICAL ENGINEER FEES CALCULATION

Estimate Project Cost (excl) VAT

R 2 125 935,00

Primary Fee

Marginal Fee

Total Fees

Principal Agent

Alteration Factor

Alteration Fees

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	
Stage 1 : Inception1	5%	0%	
Stage 2 : Concept & Viability	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	20%	100%	
Stage 5: Construction	35%	100%	
Stage 6 Closeout	5%	100%	

Sub-Total 1

Add Disbursement @ 5%

Sub-Total 2

Less Discount Offered @ 0%

Sub-Total 3

VAT @ 15%

Total fees carried to Summary

SECTION G
APPENDIX A-4 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL MECHANICAL FEES CALCULATION

Estimate Project Cost (excl) VAT

R 1 417 290,00

Primary Fee

Marginal Fee

Total Fees

Principal Agent

0% R 0,00

Alteration Factor

30% R 0,00

Alteration Fees

R 0,00

R 0,00

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
Stage 1 : Inception1	5%	0%	
Stage 2 : Concept & Vaibility	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	20%	100%	
Stage 5: Construction	35%	100%	
Stage 6 Closeout	5%	100%	
Sub-Total 1			

Add Disbursemen

Sub-Total 2

Less Discount Offered @ 0%

Sub-Total 3

VAT @ 15%

Total fees caried to Summary

SECTION G
APPENDIX A-8 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL HEALTH AND SAFETY AGENT FEES CALCULATION

Estimate Project Cost (excl) VAT R 14 172 150,00

Primary Fee		
Marginal Fee		
2,93% of 2972149 (bal over 1 899 000)	Total Fees	
Principal Agent		
Alteration Factor		
Alteration Fees		

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
Stage 1 : Inception1	5%	0%	
Stage 2 : Concept & Vaibility	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	25%	100%	
Stage 5: Construction	35%	100%	
Stage 6 Closeout	5%	100%	

Sub-Total 1

Add Disrbusemen	
Sub-Total 2	
Less Discount Offered @ 0%	
Sub-Total 3	
VAT @ 15%	
Total fees caried to Summary	

SECTION G
APPENDIX A-5 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL GEOTECHNICAL ENGINEERING FEES CALCULATION

Estimate Project Cost (excl) VAT R 16 047 150,00

APPORTIONMENT OF FEES

TABLE 1		TIME BASED FEES			
DISCIPLINE	GAZETTE APPLICABLE	NO. OF HOURS REQUIRED	RATE OFFERED PER HOUR	RAND VALUE	LEAD CONSULTANT SIGNATURE
LAND SURVEYOR	GAZETTED DPW HOURLY RATES: CATEGORY AS PER NDPW MAXIMUM TARIFF (LATEST RATES)	75 HRS	/HR		
		Sub-Total			
		Add VAT @ 15%			
		TOTAL PROJECT FEES:			
Note – Percentage discount above also applies to any additional time based work carried out up to a maximum of 50 hours, by written prior approval of Project Leader.					

SECTION G
APPENDIX A-6 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

•For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.

•For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.

•Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity

•Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL LAND SURVEYOR FEES CALCULATION

Estimate Project Cost (excl) VAT R 16 047 150,00

APPORTIONMENT OF FEES

TABLE 1		TIME BASED FEES			
DISCIPLINE	GAZETTE APPLICABLE	NO. OF HOURS REQUIRED	RATE OFFERED PER HOUR	RAND VALUE	LEAD CONSULTANT SIGNATURE
LAND SURVEYOR	GAZETTED DPW HOURLY RATES: CATEGORY AS PER NDPW MAXIMUM TARIFF (LATEST RATES) REGISTERED PROFESSIONAL: (PARA II)	75 HOURS	/ Hr		
		Sub-Total			
		Add VAT @ 15%			
		TOTAL PROJECT FEES:			
Note – Percentage discount above also applies to any additional time based work carried out up to a maximum of 50 hours, by written prior approval of Project Leader.					

SECTION G
APPENDIX A-7 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL ELECTRICAL ENGINEER FEES CALCULATION

Estimate Project Cost (excl) VAT	R 2 125 935,00	
Primary Fee		R 284 900,00
Marginal Fee		R 34 040,25
Sec. R284 900,00 +15%*R226935	Total Fees	R 318 940,25
Principal Agent	0%	R 0,00
Alteration Factor	30%	R 0,00
Alteration Fees		R 0,00
		R 318 940,25

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
Stage 1 : Inception1	5%	100%	
Stage 2 : Concept & Vaibility	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	20%	100%	
Stage 5: Construction	35%	100%	
Stage 6 Closeout	5%	100%	
Sub-Total 1			

Add Disrbusement @ %	
Sub-Total 2	
Less Discount Offered @ %	
Sub-Total 3	
VAT @ 15%	
Total fees caried to Summary	

SECTION G
APPENDIX A-8 : BID PROFOMA

KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448: ROSSBURGH RTI MLB: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW ROSSBURGH NEW DLTC BUILDING

General Notes –

- For fee based appointment allow an additional time based work carried out up to a maximum of 50 hours, by written prior approval of the Department Project Leader.
- For percentage-based appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)

PROFESSIONAL HEALTH AND SAFETY AGENT FEES CALCULATION

Estimate Project Cost (excl) VAT	R 14 172 150,00
2,93% of 2972149 (bal over 1 899 000)	
Primary Fee	R 370 885,00
Marginal Fee	R 87 103,97
Total Fees	R 457 988,97
Principal Agent	0% R 0,00
Alteration Factor	30% R 0,00
Alteration Fees	R 0,00
	R 457 988,97

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
Stage 1 : Inception1	5%	100%	
Stage 2 : Concept & Vaibility	15%	100%	
Stage 3 : Design Document	20%	100%	
Stage 4 : Documentation & Procurement	25%	100%	
Stage 5: Construction	35%	100%	
Stage 6 Closeout	5%	100%	

Sub-Total 1

Add Disrbusement@	%	
Sub-Total 2		
Less Discount Offered @	%	
Sub-Total 3		
VAT @ 15%		
Total fees caried to Summary		

APPENDIX A- SUMMARY OF PROFESSIONAL FEES

**KZN DEPARTMENT OF TRANSPORT: ZNTD 05359 W: WIMS 077448:
ROSSBURGH NEW DLTC BUILDING: THE APPOINTMENT OF A MULTI-
DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF
AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER,
GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER,
ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE
CONSTRUCTION OF NEW DLTC BUILDING**

PINETOWN RTI, MLB AND TESTING CENTRE	
DISCIPLINE	FEES OFFERED
ARCHITECT – PRINCIPAL AGENT	R
QUANTITY SURVEYOR	R
CIVIL ENGINEER	R
STRUCTURAL ENGINEER	R
GEOTECHNICAL ENGINEER	R
LAND SURVEYOR	R
MECHANICAL ENGINEER	R
ELECTRICAL ENGINEER	R
HEALTH AND SAFETY AGENT	R
TOTAL	R

TOTAL CARRIED OVERTO FORM OF OFFER (SECTION F)	R
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SECTION H

OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

SERVICE: KZN DEPARTMENT OF TRANSPORT: ZNTD 05393W: WIMS 077487: PINETOWN DLTC (MLB) BUILDING: THE APPOINTMENT OF A MULTI-DISCIPLINARY ENTITY TO PROVIDE A PROFESSIONAL TEAM CONSISTING OF AN ARCHITECT, QUANTITY SURVEYOR, CIVIL AND STRUCTURAL ENGINEER, LAND SURVEYOR, GEOTECHNICAL ENGINEER, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN DLTC BUILDING

Date : Refer to advert

Time : Refer to advert

Venue : Refer to advert

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)

- 1 The State / Province may not award a contract resulting from the invitation of quotations to a bidder who is not properly registered and up to date with tax payments or, has not made satisfactory arrangements with S A Revenue Services concerning due tax payments.
- 2 The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates. From 18 April 2016 SARS introduced an enhanced Tax Compliance system. The new system allows taxpayers to obtain a Tax Compliance Status (TCS) PIN, which can be utilized by authorized third parties to verify taxpayers' compliance status on line via SARS e-filing.
- 3 Bidders are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also available to foreign bidders / individuals who wish to submit bids.
- 4 SARS will then furnish the bidder with a Tax Compliance Status (TCS) **PIN** that will be valid for a period of 1 (one) year from the date of approval.
- 5 In bids where Consortia / Joint Venture / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) **PIN**.
- 6 Application for Tax Compliance Status (TCS) **PIN** can be done via e-filing at any SARS branch office nationally or on the website www.sars.gov.za.
- 7 Tax Clearance Certificates may be printed via e-filing. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
- 8 Tax Compliance Status is not required for services below R30 000 ITO Practice Note Number: SCM 13 of 2007.
- 9 Kindly either provide an original tax clearance certificate, your tax number or pin number.

TAX NUMBER

PIN NUMBER

SECTION J

AUTHORITY TO SIGN A BID

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/Miss..... (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
(PRINT NAME)

.....
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 authorizedto 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

.....
SIGNATURE
(PRINT NAME)

.....
SIGNATURE
(PRINT NAME)

.....
SIGNATURE
(PRINT NAME)

.....
DATE

.....
DATE

.....
DATE

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/Miss....., whose
signature appears below, has been authorized 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/Miss....., whose signature appears below, has
been authorised to sign all documents in connection with this bid on behalf of (Name of co-
operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....
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/Miss.....,Mr/Mrs/Miss.....,

Mr/Mrs/Miss.....and Mr/Mrs/Miss.....

(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:.....

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

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

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/Miss.....

(whose signature appears 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:.....
(PRINT NAME)

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

APPENDIX B – RETURNABLE DOCUMENTS

CHECKLIST OF RETURNABLE DOCUMENTS

Item No.	Required Document	Tick	
		Y	N
1.	Valid SARS Tax Clearance Pin Number, Tax number or original Tax Clearance certificate (to be labelled as E1)		
2.	Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number)		
3.	Proof of Registration with Council (Attach Letter of Good standing with the relevant council if applicable dated during the year of Quotation) (to be labelled as E2)		
4.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month) (to be labelled as E3)		
5.	Declaration of interest by Consultant – SBD 4		
6.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councillor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid) (to be labelled as E4)		
7.	Quotation from the Consultant (Attach Appendix A – Stamped and dated)		
8.	Proof of the relevant professional Indemnity Insurance – Architectural : R5,0 million Quantity Surveyor: 3,0 million Other Consultants: R3,0 million (to be labelled as E5)		
9.	Company Profile (highlighting relevant experience on a similar project) (to be labelled as E6)		
10.	Schedule of experience on projects completed/current in the past five years in general building construction projects – proof in the form of reference letters from clients (Client department or Implementing agent) for all relevant work completed in the past 5 years to be included (to be labelled E7)		
11.	Organogram that sets out the roles and responsibilities of each proposed team member, both administrative and technical. (to be labelled E8)		
12.	Detailed Curriculum Vitae of each proposed team member: Must be professional registered with relevant council team to consist of an alternative registered professional. (to be labelled as E9)		
13.	Attach proximity of service provider in relation to project(s) (to be labelled E10)		
14.	Failure to submit information listed, will lead to immediate disqualification.		
15.	Documentary Proof Required: 1) Sworn Affidavit; signed and dated by		

APPENDIX C – 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 Department of Public Works .
1	The Period of Performance is from inception of this Contract until the Service Provider has completed all Deliverables in accordance with the Scope of Services.
1	The Project is to the provision of Standard Professional Services for the Project.
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	The Services shall be executed in the Service Provider's own office and on the Project site. 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.
3.6	Omit the following: "... within two (2) years of completion of the Service ...".
3.11.1	<p>Period of Performance shall be sub dividable in separate target dates according to the programme to be submitted in terms of clause 3.14 hereof.</p> <p>A Penalty amount of R500 per day will be applicable per target date, to a maximum equal to R15 000, after which the contract may be terminated.</p>
3.14	<p>For fees stipulated as "value based" in C2.1 Pricing Instructions, C2.1.1.1:</p> <p>Programme:</p> <p>A programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.</p> <p>The programme will be the result of the co-ordination of all appointed Service Providers' inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described of the various appointed Service Providers' tender documents and presented in bar chart format. No milestones may, at the co-ordination stage, be extended beyond the timeframes outlined in Project Programme without acceptable reasons. The programme thus compiled and presented by the principal agent must be counter-</p>

	<p>signed by all appointed Service Providers as proof that the programme was agreed upon by all during the said co-ordination action.</p> <p>The Employer retains the right to negotiate such submitted programme with the principal agent in consultation with the appointed Service Providers, if required, to promote the interest of the project.</p> <p><u>For fees stipulated as "time based" Pricing Instructions:</u> <u>Project Execution Plan (PEP):</u> A PEP for the performance of the Service shall be submitted by the Service Provider, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.</p> <p>In the event of the Employer not being satisfied with the submitted PEP, the Parties will negotiate in good faith towards a PEP that will be agreeable to both. Such an agreed-upon PEP will form the basis for the management of the appointment and remuneration purposes. Should circumstance change from the initial briefing, the Service Provider and the Employer will negotiate a revised PEP to satisfy such change(s). Should the Parties fail to reach agreement on the PEP or revised PEP, the matter will be dealt with in terms of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer.</p>
4.1.1	<p>Briefing meeting: The departmental project manager shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional team as referred to in C3.5.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the departmental project manager, together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Providers, all documentation relevant to the execution of the Service.</p>
4.4	A list of others providing Services on this Project will be provided by the Project Leader.
5.4.1	Minimum professional insurance cover of R3 million, with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability – all as more comprehensively described as provided by the Service Provider and in respect of which the Service Provider must provide data as required.
5.5	<p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> 1. Travelling for which payment will be claimed. Travelling and subsistence arrangements and tariffs of charges; 2. Deviate from the final programme as per the programme above; 3. Deviate from the programme (delayed or earlier); 4. Deviate from or change the Scope of Services; 5. Change Key Personnel on the Service.
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, Scope of Services and Brief.
8.4.3 (c)	The period of suspension is not to exceed two (2) years.
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 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.
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 the 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 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</p>

	<p>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, 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 discharge its obligations in terms of this agreement.</p> <p>NAME:</p> <p>CAPACITY:</p> <p>SIGNATURE:</p>																																	
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, and/or, 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																																
1.																																		
2.																																		
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8.																																		
9.																																		
10.																																		
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 for the Professional Service Providers will be paid on Value basis as specified in clause C2.1.3

The words "value based" and "percentage based" used in connection with fee types in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.

C2.1.1.2 Tenderers are to tender:

Fees based upon relevant guidelines for tariff of fees as detailed in this tender (in the event of the basis for remuneration being indicated above as a "value based" fee)

or

The different rates for the different categories in the Activity Schedule for Time Based Fees, column (c) (in the event of the basis for remuneration being indicated above as a "time based" fee)

all as set out below.

C2.1.2 Remuneration for Professional Service Providers

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

- **In the event of the basis for remuneration being a "value based" fee, of the normal fees tendered plus Value Added Tax, all according to the provisions**

or

- **In the event of the basis for remuneration being a "time based" fee, the different rates tendered for the different categories for Time Based Fees", multiplied by the actual number of hours spent plus Value Added Tax.**

C2.1.2.2 The amount tendered herein is for tender purposes only and will be amended according to the application of the value fee scale vis-à-vis the actual cost of construction (if basis of remuneration has been set at "value based" or the actual number of hours for each level (if basis of remuneration has been set at "time based").

C2.1.2.3 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out will be paid in full, irrespective of the percentage or rates tendered as referred to above

C2.1.2.4 Disbursements in respect of all travelling and related expenses including all travelling costs, time charges and subsistence allowances related thereto will be paid for separately.

The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24 hours notice to visit the site if so required. All costs in this regard will be deemed to be included in the applicable fees.

C2.1.2.5 All fee accounts must be accompanied by an updated original written certification by the quantity surveyor, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.

C2.1.2.6 All fee accounts need to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

- C2.1.2.7 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.
- C2.1.2.8 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 the General Conditions of Contract.
- C2.1.2.9 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with the General Conditions of Contract.
- C2.1.3 Value based fees**
- C2.1.3.1 Fees for work done under a value based fee
Where value based fees are payable (if basis of remuneration has been set at "value basis"), the Service Provider will be remunerated for Services rendered, subject to the provisions above and subject to the specific terms and conditions stated below and elsewhere in this document. This tariff of fees will be payable for the full Period of Performance.
- C2.1.3.2 Normal services
The fee for normal services shall be based on the fee provided.

Where the Service Provider is required to perform a portion of the normal services only, the relevant portion of the fee shall be paid.
- C2.1.3.3 Interim payments to the Service Provider
For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:
- the applicable portion of the net amount of the accepted tender, or
 - if no tender is accepted, the net amount of the applicable portion of the lowest suitable tender, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
 - if the contract is awarded by negotiation the negotiated price, or
 - if no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the engineers estimate or if appointed, 80% of the quantity surveyors estimate.
- C2.1.3.4 Fees for documentation for work covered by a provisional sum
Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn in respect of each section of such work.
- C2.1.3.5 Time charges for work done under a value based fee
Where time charges are payable according to the rates set out below, will be applicable.
- C2.1.3.5.1 Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service. The "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.3.5.2 The scale of fees on time charges, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand: (see Table 8 of "Rates for Reimbursable Expenses" for the actual amounts calculated in accordance with to the principles laid down below):

- (i) registered professional principals*: 18,75 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 13 salary range (Director) in the Public Service;
- (ii) registered professionals*: 17,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 12 salary range (Deputy Director second leg) in the Public Service;
- (iii) registered technicians**: 16,5 cents for each R100,00 of his/her **gross annual remuneration**; provided that this hourly rate shall not exceed 16,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 11 salary range (Deputy Director first leg) in the Public Service.

*(includes professional architects, professional quantity surveyors, professional engineers, professional technologists [engineering], professional planners and professional construction project managers)

** (includes professional technicians [engineering] professional senior technologists [architectural], principal technologists [architectural] and technical planner).

Hourly rates calculated in terms of (i), (ii) and (iii) above shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

C2.1.3.5.3 Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in (i) above on a project shall be limited to 5 per cent of the total time expended for time charges in respect of the Project. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (ii) or (iii) above.

C2.1.3.5.4 Notwithstanding the above, where work is of such a nature that Personnel as described in C2.1.3.5.2 (iii) above are capable of performing such work, it shall be remunerated at that level and not at the rates described in (i) and (ii) above, irrespective of who in fact executed the work.

C2.1.3.5.5 Gross annual remuneration in C2.1.3.5.2 (iii) above shall mean basic salary and guaranteed annual bonus; fringe benefits not included in basic salary; income benefit, as determined from time to time by the South African Revenue Services for income tax purposes, for the private use of a motor vehicle by the employer; employer's contribution to pension/provident fund, medical aid and group life assurance premiums; Compensation Fund and Unemployment Fund contributions, Metropolitan Council levies and any other statutory contributions or levies; all other costs and benefits as per conditions of appointment but excluding any share of profit and payment for overtime.

C2.1.3.5.6 The salaries referred to in C2.1.3.5.2 (i) to (iii) above can change from time to time, which will, therefore, change the rates applicable. These rates will, however, only be adjusted on the first day of each calendar year irrespective of any changes in salary ranges during the relevant year. The rates applicable at the time of the execution of the work as set out in Table 8 of the "Rates for Reimbursable Expenses", as amended from time to time, may be claimed.

C2.1.3.6 Additional Services

C2.1.3.6.1 Additional Services pertaining to all Stages of the Project
Unless separately provided for hereunder and scheduled in the Activity Schedule, no separate payment shall be made for the additional services. The cost of providing these services shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.2 Construction monitoring

The construction monitoring requirements are as specified.

- (a) If Level One, part time, monitoring has been specified then no separate payment shall be made for construction monitoring staff or for the transport of the monitoring staff. The cost of providing construction monitoring staff and transport shall be deemed to be included in the value based fee tendered for normal services.
- (b) If Level Two, full time, monitoring has been specified then provision shall be made in the Activity Schedule for the envisaged site staffing requirements as specified. The unit of measure shall be the rate per calendar month (pro rata for part of a month). Payment shall only be applicable for the period actually established on site and shall in no instance be prior to the date of official handover of the Works to the Contractor or after the date of issue of the Certificate of Completion for the Works contract. The rates tendered for the relevant site staff shall include full compensation for all costs including, inter alia, the following:
- Salary
 - Additional allowances
 - Bonuses
 - Leave and sick leave
 - All company contributions such as provident fund, group life benefits, medical aid etc.
 - Levies
 - Office equipment
 - Relocation cost and accommodation
 - Travelling
 - Handling cost and profit.

Payment for personnel shall exclude any periods of leave or sick leave. Time sheets for staff shall be included in the monthly fee account submitted to the Employer for payment. Replacement of staff as a result of any extended period of leave or sick leave outside of the normal contractor's year end break shall be to the approval of the Employer.

No separate payment shall be made for the transport of the construction monitoring staff and the cost of the transport shall be deemed to be included in the monthly rate tendered for the provision of the staff.

C2.1.3.6.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

No separate payment shall be made for the service specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.4 Quality Assurance System

No separate payment shall be made for the implementation of a quality management system as specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.5 Lead Consulting Engineer

No separate payment shall be made for assuming the leadership of an Employer specified joint venture, consortium or team of consulting engineers as specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.6 Principal Agent of the Client

No separate payment shall be made for assuming the role of principle agent of the Employer if specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.7 Environmental Impact Assessment

No separate payment shall be made for the service specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.8 Other unspecified services

The Employer may order duties that fall outside the scope of the project as tendered. Such additional duties may involve, but not limited to:

- Additional design requirements
- Evaluation of alternative tenders
- Additional investigations during the Defects and Liability Period
- Diverse other services

Any such additional services that may be required will be remunerated on a Time Basis as set out. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.

C2.1.4 Time based fees

C2.1.4.1 Fees for work done under a time based fee

Where time based fees are payable (if basis of remuneration has been set at "time basis" according to the bid as per the NDPW Rates.

C2.1.4.3 Work will be remunerated for at the category level in which it falls as defined above, irrespective of whether the person who in fact executed the work functions at a higher category of responsibility and competence.

C2.1.5 Set off

The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other project.

C2.1.6 Typing, printing and duplicating work and forwarding charges

C2.1.6.1 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in terms of the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: ; <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.6.2 Typing and duplicating

If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service Provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

The typing of correspondence, appendices and covering letters are deemed to be included in the value based fees and time based fees paid.

C2.1.6.3 Drawing duplication

- (a) For drawing duplication the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed or may be claimed according to the provisions as in (b) or (c) below.
- (b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.
- (c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.
- (d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing all polyester negative prints required to form part of the original set of drawings, as-built drawings including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

C2.1.6.4 Forwarding charges

- (a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.
- (b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc, is deemed to be included in the value based fees and time based fees paid.

C2.1.7 Travelling and subsistence arrangements and tariffs of charges

Notwithstanding the ruling in C2.1.2.4 above (regarding disbursements and travelling expenses which will not be paid separately), when the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.7.1 to C2.1.7.5 herein.

C2.1.7.1 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

C2.1.7.2 Travelling time

Fees for travelling time are as set out in Table 8 in the "Rates for Reimbursable Expenses".

Fees are payable for travelling time at the tariff, as set less 2 hours of each journey on time charges for work done under a value based fee. Travelling time will be fully reimbursed.

C2.1.7.3 Travelling costs

Fees for travelling costs are as set out in Table 3 in the "Rates for Reimbursable Expenses".

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 2100 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses".

C2.1.7.4 **Hired vehicles**

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1600 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the departmental project manager.

C2.1.7.5 **Subsistence allowance**

The subsistence allowances are as set out in Tables 4 and 5 in the "Rates for Reimbursable Expenses".

Only actual costs are payable in respect of absence from office of less than 24 hours.

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5. Accommodation should be limited to the equivalent of a three star hotel and no alcoholic beverages or entertainment costs may be claimed for.

C2.2 **Activity Schedule**

C2.2.1 **Activities**

C2.2.1.1 The services as defined in the Scope of Services are required. The activity schedule below lists the normal services as defined in the Government Gazetted as well as additional services as defined in the Scope of Services, of this document.

C2.2.1.2 The estimated normal fees have been calculated using the Government Gazetted Tariffs - by applying the applicable fee scale given for a building project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given respectively.

No allowance has been made in the estimated normal fees for the additional services that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered.

C2.2.1.3 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the Government Gazetted Tariffs

C2.2.1.4 The tenderer must make provision for all activities necessary for the execution of the service as set out in the Scope of Services.

APPENDIX D

REFERENCE LETTERS

WIMS No.077448 : ROSSBURGH NEW DLTC BUILDING : REFERENCE LETTER.

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PROJECT : Type of Project, e.g. (2 or 3 multistorey building project):

Consultant Name:

Employer:

Contract Amount:

Contract Duration:

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE DESCRIPTION SCORE TICK

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Satisfactory	3	
Poor	2	
Not Acceptable	1	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

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Employer's contact person:

Telephone:

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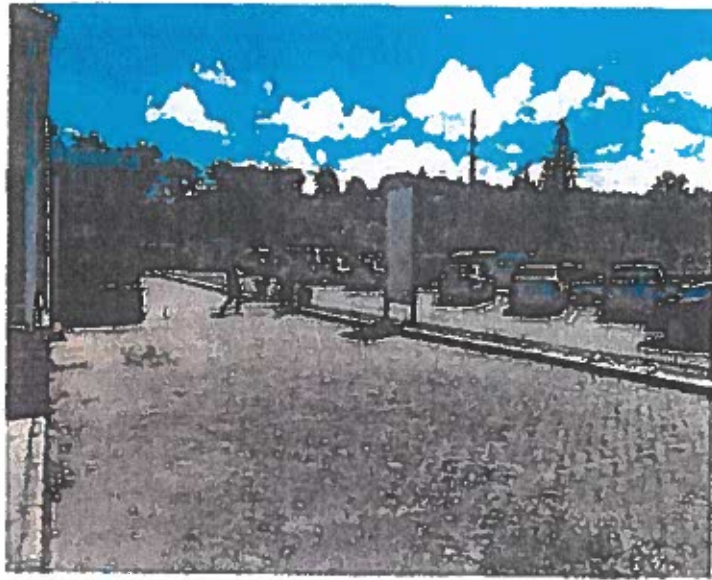
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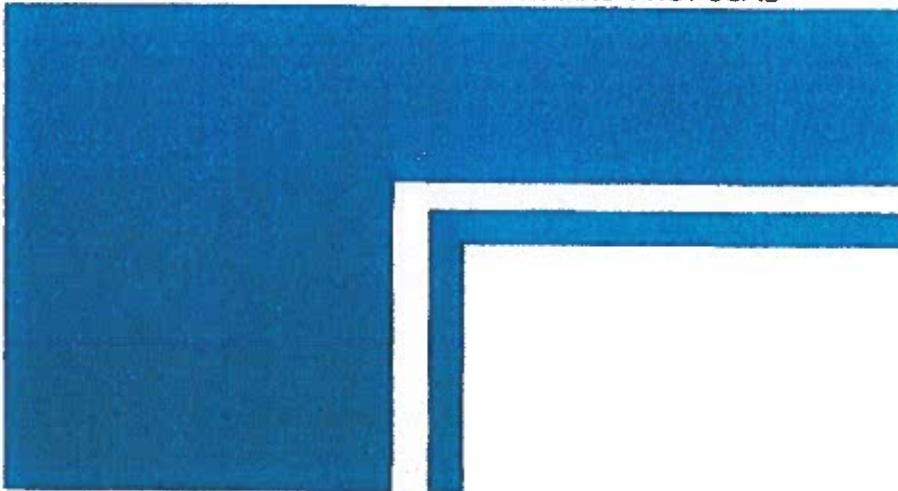
ASSESSMENT REPORT (STAGE 1)



DEPARTMENT OF TRANSPORT

ROSSBURGH DRIVER LICENCE TESTING CENTRE (DLTC)

SITE CONDITION ASSESSMENT REPORT AND PROPOSAL



Prepared By:	SEA Consulting
Address:	101-101-101
	West Coast
	Quebec
Telephone No.:	(514) 555-1234
Date:	10/10/2015





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1 EXECUTIVE SUMMARY

VNA Consulting (VNA) has been appointed by the KZN Department of Transport to undertake a site condition assessment of the existing state of all building elements for the Rossburgh Driver Licence Testing Centre. This report describes and identifies the current status of the building based on site visits during the month of February 2016 and technical documentation provided by the Client.

The objective of this investigation is to determine;

- The existing state/condition and life-expectancy of building elements/equipment;
- Any non-conformances of elements/equipment to the National Building Regulations (NBR);
- Any imminent risks that could potentially impact the health & safety of the public and employees
- Rectification measures required (building and Aall services)

2 BACKGROUND INFORMATION

2.1 BACKGROUND

VNA Consulting has been appointed by the KZN Department of Transport to carry out assessments of existing Motor Licensing Bureaus (MLB) and Driver Licence Testing Centres (DLTC) in KwaZulu-Natal. The purpose of these assessments are to provide key essential facts, figures and the current condition to the KZN Department of Transport for the refurbishment and revamping into an "A Grade" facility

This is expected to provide a better working environment for the MLB & DLTC employees which will in turn provide a shorter operational time to the members of the public

2.2 COMPOSITION OF THE CONSULTING TEAM

PROJECT MANAGERS	VNA CONSULTING
ARCHITECTS	KAYE & KAYE ASSOCIATE ARCHITECTS
CIVIL ENGINEERS	AKSHAN ENGINEERING
STRUCTURAL ENGINEERS	AKSHAN ENGINEERING
ELECTRICAL ENGINEERS	SNA CONSULTING
MECHANICAL ENGINEERS	BVMS FIRE CONSULTANTS
QUANTITY SURVEYORS	RMA CONSULTING

To ensure the achievement of the above-mentioned objectives, a fast-track approach has been developed to address the condition of the property and to identify the upgrade/repair requirements. This report deals with a High-Level Condition Assessment Investigation.

It became evident at the time of the assessment of the existing Motor Licensing Bureau and Driver's Licence Testing Centres that the classification of the needs and requirements may be subjective, and in certain instances other items was also considered necessary for the efficient functioning of the facility. Which was potentially impacting on the health and life of the public and staff in terms of the Occupational Health and Safety Act (OHSA).

It is nonetheless highly recommended that these items be reviewed more thoroughly to ensure a clear definition prior to pursuing any subsequent phases of this project, namely detail design and implementation, etc.

The following general areas were also assessed:

- Essential Upgrade Work required in accordance with the needs, requirements, and scope provided
- Emergency Work required was assessed in terms of any work considered to be potentially life threatening in terms of the Regulatory requirements, Occupational Health and Safety Act (OHSA) and National Building Regulations, or if potential for serious damage was evident.
- Preventative and Corrective Upgrade Work required.



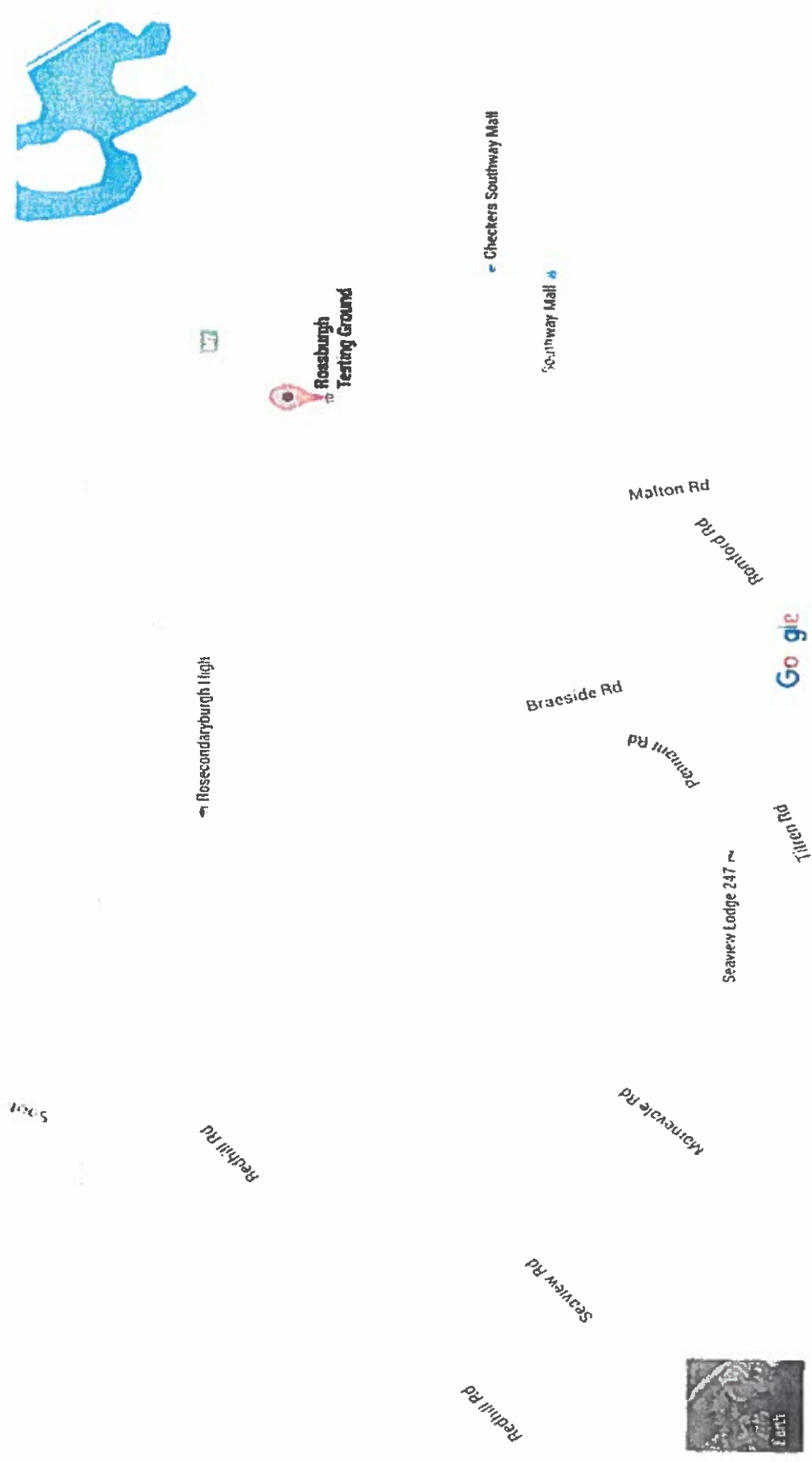
2.3 OBJECTIVES

The objective of the report is to document the current status of the facility and service installations, and to determine the costs to bring the facility to the required standard. The High-Level Site Condition Assessment and Report will be used to:

- Provide a basis for the KZN Department of Transport to determine the content of upgrade / repair works required, based on the scope of work represented in this report.
- Guiding the project team who will be responsible for the preliminary design, design and documentation and construction of the upgrade/repair works
- Guide planning and budgeting

The objective of this report is not to prioritise work. This report also indicates, in principle, and if applicable, what needs is required at the Motor Licensing Bureau and Driver Licence Testing Centres to bring it in line with requirements laid down by Statutory Regulations incorporating the OHSA Act.

3.1 LOCALITY PLAN





3.2 PROPERTY SUMMARY INFORMATION

Street Address: 36 Triton Road
Rossburgh
Durban
4072

City: Durban

Primary Use: Driver's Licence Testing
Centre

Number of staff: 78 Staff Members

Number of Buildings: 4

Number of Stories: 1

No. of Public parking Spaces: 89

No. of Staff Parking Spaces: 31 (10 used as a waiting area)
44 State cars & 5 HMV

No. of Officials parking spaces: 2

No. of Disabled Parking Spaces: 3 Buildings take plaster &
Exterior Facade(s) : paint. 1 Building takes face
brick.
Pitched roofs taking steel
sheeting

Roof(s): Yes

Air conditioning: Yes

Electrical Wiring: Nil

Number of Elevators: Nil

Fire Sprinklers: Nil





4. CONSULTANTS ASSESSMENTS

4.1 ARCHITECTURAL ASSESSMENT

SUMMARY AND PROPERTY DESCRIPTION

PROPERTY LOCATION

The property is made up of light commercial buildings situated in a residential/commercial area. The property is comprised of multiple structures in close proximity to each other. The property is situated on 36 Titren Road, Rossburgh, it is on the corner of Titren Road and Solomon Mahlangu Drive.

PROPERTY DESCRIPTION

The Property contains multiple office type buildings:

- The DLTC building is a single story face brick and plastered/painted structure that is comprised of different structures that are all linked together, creating one long building. There is only one small portion of the building where there are split levels which create a double storey portion. The buildings have steel roof sheeting on timber trusses, sheeting types vary from building to building.
- The RTI building is a small single story plastered/painted building which is attached to a heavy weight concrete frame structure that is clad with steel sheeting and has a concrete roof system.
- The Drivers Test Centre is a long plastered/painted building with steel roof sheeting on timber trusses and is attached to a heavy weight concrete framed structure that is clad with steel sheeting with a concrete roof system.

PARKING DLTC

Parking for the Property is provided for with concrete pavers, which is to the right of the entrance. The area provided for parking is not sufficient for the amount of traffic this facility endures per day. There will have to be provisions made to allow for the expansion of the parking area for the public. The facility is continuously busy and the high volumes of traffic during peak hours does not cater for those who travel by car. Both the staff and public parking needs to be increased. At the moment the facility allows for covered staff parking which isn't been utilised as there is a fee for staff to park there. Staff should not get charged to park, as this is adding to issue of insufficient parking for the public.

PARKING RTI

There is sufficient parking space for the RTI as the area they occupy is quite a large covered space.

DLTC BUILDING: DRIVER'S LICENSE

ENTRANCE

There are separate entrances for each component that makes up this section of the building. The entrance to banking hall (cashiers) is through two sets double swing glass doors at either end of this portion. The entrance to the registration/eye testing is through a single opening to the left of the banking hall (cashiers).

BANKING HALL

The banking hall is comprised of the cashiers as well as card collections. The area is a decent size area, but this space is not sufficient for the amount of foot traffic this facility receives. The cashiers occupy the entire wall opposite to the entrance, there are two other counters on that wall, one of which is a help desk. The help desk isn't ideally placed, as it should be at the entrance of the banking hall, to direct people as they enter.

This space is also used for card collections, which tends to over crowd this area, as it is there isn't sufficient space for the people going to the cashiers. There are two card collection windows, which isn't sufficient at the moment, it needs to be increased to four. The card collection windows take up a lot of space and it is recommended that it is re-located or the space is reconfigured to allow for more windows without compromising the space used by the cashiers. This area gets very busy and the lack of ventilation is becoming a problem.

The existing seating in the banking hall definitely isn't sufficient for the amount of patrons that follow the cue during the busy periods. There are always people standing around creating more congestion than anything else.

There needs to be flow from one area to another, the system needs to be looked at to make the experience more pleasant for one engaging in this facility. Sitting and waiting to see a cashier is quite a tedious process. There should be

a ticket system so that people don't have to follow a cue for half the day, there should be facilities where people can have a snack while they wait for their number to be called.

Eye testing is a small area that is separate from the banking hall. There needs to be a flow and direction through all areas that one must go to in order to complete the process. At the moment there is no structure in the way the system works, and this needs to be rectified to allow for a more peaceful experience. You should be able to go straight from your eye test to the cashiers, without having to walk out of one entrance and into another.

CASHIERS

The cashier's sit on a raised platform overlooking the banking hall. There are 12 cubicles allowing 12 cashiers to be operational at any point during the day. This number might be sufficient during the quiet periods, but isn't during the busy periods. There is a requirement for more cashiers which can be obtained by reconfiguring the internal spaces, and relocating the help desk and the PrDp applications cubicle.

The raised platforms that the cashiers occupy do not cater for the disables, they would not be able to reach the high level counter.

ADMIN

The admin area is accessed through a door linking the banking hall and back of house. At the moment there aren't enough offices to accommodate the admin staff, two more offices is required.

Storeroom and archive spaces are not sufficient and requires to be increased in size.

The door linking the public and staff areas needs to be closed at all times, the existing security system needs to be upgraded to allow for separation.

The existing server sits in its own room, which requires an upgrade.

The supervisor re the requires direct access to the cashiers, not only must he/she oversee the cashiers but he/she also requires direct access to the public for issues that can only be resolved by someone of her stature.

Access to the contents of the safe needs to be externally though the back of house.

There is one major issue that requires careful attention, there are weeds growing through the walls in the back of house area.

CIRCULATION SPACE

The spaces need to be increased and linked in order to cater for the large numbers that this facility caters for. Each area is confined by walls, these walls should be broken to allow for flow between linking sections, and this will also increase the circulation space that highly required.

ABLUTIONS/KITCHEN

The staff ablutions require a full upgrade, as some of the stalls are out of commission due to lack of maintenance. There is a paraplegic ablution that is used by staff and the public, this should be keep separate, as the public should not have access to the back of house.

The kitchen is small and doesn't cater for the amount of staff required at this facility, and also requires an upgrade along with a seated area.

ABLUTION BLOCK: PUBLIC (EXISTING FACILITY)

The public ablution facility is in much need of a full revamp and upgrade. It has been maintained to some extend but requires the fittings and finishes to be replaced/redone. It is also necessary to have a paraplegic ablution in this area.

DLTC BUILDING: LEARNERS LICENCE (EXISTING FACILITY)

The entrance into the Learners Licence portion of the building is greeted by the registration area. Most of the time there are people cueing outside the building waiting to register for their learners license. The internal layout can be revised to allow for people to cue inside the building. This building has an internal waiting area for eye test, which is quite large, if the internal arrangement was revised then people can cue on the inside to register and go straight from there to their eye test. There are many areas within this building that are allocated for eye test, these areas need to be consolidated into one to allow for the remaining areas to be used for other activities.

There are not enough staff registering people which is why the cues are always forming on the exterior of the building. A faster and less time consuming and tedious process is required for the functions that are carried out here.

DRIVERS TEST CENTRE (EXISTING FACILITY)

The Drivers Test Centre sits adjacent to the Learners License building and directly next to the RTI facility. This building has an area for eye testing, which isn't required, that space can be used for another function pertaining to the driver's test. There are 15 stations which work at full capacity, it is requested that 15 more are added to this facility, which could be accommodated in this same building. A waiting area for students is also required, at the moment there is no allocated space. This area is very dark and intimidating to those coming to do their drivers test. This space requires a most comfortable and soothing feel for those who are under immense pressure when coming to this facility.

The public ablution facility requires a full upgrade with regards to the fittings as well the discharge of the sewer pipes.

RTI (EXISTING FACILITY)

The RTI facility takes up a lot of space that could be used for parking by the public, it might not be ideal to relocate this facility, but part of the area they occupy could be used as staff parking which would free up existing staff parking for the public. The RTI building is a small rundown building, this facility needs to be upgraded to cater for the current requirements of the RTI. The kitchen is small and dilapidated, a new kitchen and rest area is required for the staff. A duty room is accommodate 22 staff members is required, this can be looked at by increasing the size of the building.

The Commanders offices are also part of the RTI building, the problem is there are four Commanders and only one office to accommodate all of them. Three more offices are required in this area, which can be accomplished by extending the building or relocating them to another part of this facility.

A pit and brake testing equipment is required for this facility, there 4 brake testing bays in Mkondeni, of which only two are being utilised. It is a recommendation that two brake testing equipment from Mkondeni are relocated to this facility.

DRIVERS TESTING AREA

The Drivers Testing Area which is located at the higher portion of the property, requires new asphalt to be laid and new markings drawn.

WEIGHT BRIDGE

The weight bridge is out of commission at the moment, it required repairs to be carried out so that this portion of the facility can be up and running again.

CONCLUSIONS

PARKING

Staff and public parking is major problem at this facility, the parking requirements are much higher than what is catered for. Free staff parking would also help the parking situation to reduce the number of additional staff parking bays required. The external areas need to be re-worked to allow for additional parking.

DLTC BUILDING

The DLTC does require an upgrade to all areas especially the ablutions facilities. The internal flow and arrangement of spaces needs to be reconfigured to allow for better movement through the spaces as well as a quicker and less tedious process. Expansions of these areas is also necessary due the high volume of foot traffic, people often have to spill over into the exterior of the building due to minimal space within the building. Office space and storage/archive space is a requirement as it is not sufficient at the moment.

Security measures and a system needs to be put in place to make sure the facility is safe and aid in the distinction between public and staff space.

RTI

The RTI building requires internal and external upgrades to cater for the requirements of this facility. This building needs to be extended to cater for the number of staff currently being occupied in this area.


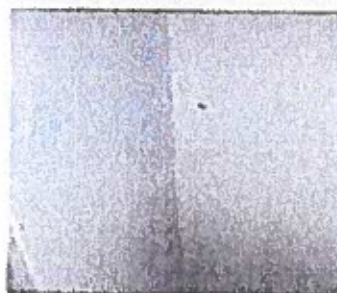
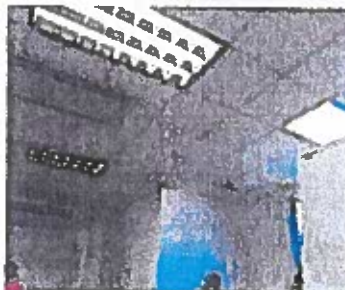
Overall the internal spaces seem to be the biggest issue as the spaces were not properly distributed based on its function. All areas need to cater for the disabled and fire exits and assemble points need to be considered.

4.2.1 STRUCTURAL ENGINEERING ASSESSMENT

VISUAL STRUCTURAL ENGINEERING ASSESSMENT

Structural deficiencies found during the assessment have been categorized based on the severity of the deficiency as tabulated below:

CATEGORY NUMBER	DESCRIPTION & REMEDIAL WORKS
Category 1	No remedial work required
Category 2	Crack width less than 2mm: Surface preparation, Crack preparation and Crack filling
Category 3	Crack width exceeding 2mm: Crack stitching
Category 4	Crack width exceeding 2mm: Underpinning of Foundations.
Category 5	Steel Corrosion/damage: Wire Brushing and Corrosion Protection
Category 6	Damaged/ Inadequate Construction Joints: Saw Cut and Seal
Category 7	Water damage: Seal damage, waterproof and paint.
Category 8	Ceiling/Roof damage: Repair and paint.
Category 9	Other (Replace window panes, re tile, re paint etc.)

AREA	DESCRIPTION	CATEGORY	PICTURE
DLTC Building Cashier building	Cracks on window sill	2	
	Crack on the extent of the wall at corner	2	
DLTC Building Renewal Eye- Testing	Ceilings damaged (to be replaced)	3	

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4.2.2 CIVIL ENGINEERING ASSESSMENT

SURFACE STORM WATER

The storm water infrastructure consists of storm water pipes, inlets, gutters and downpipes. From the visual assessment it is evident that due to a lack of maintenance the storm water network servicing the buildings is in an average to poor condition. Pipes are blocked restricting the flow of water, due to litter and silt in the system. Inlets are covered with silt and garbage restricting the flow of rainwater from entering the system. Most downpipes and gutters have reached expiry date allowing their rain water to deviate from its natural path into the system.

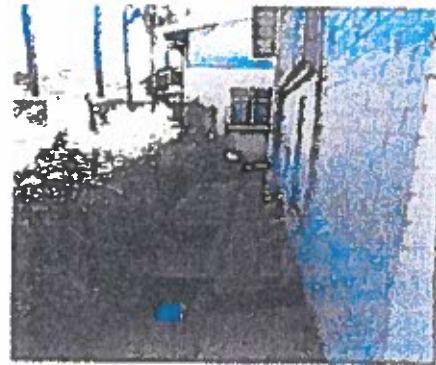


Figure 01
Showing standing water in a dysfunctional drain

The sewerage network is in need of urgent attention. Burst sewerage pipes, blockages and an over flowing system has resulted in the malfunction of the entire network. This raises serious health concerns as sewer water is seeping into the storm water network. As a result of the sewer water being exposed a foul odour accompanies the flowing water affecting the public and staff on site.

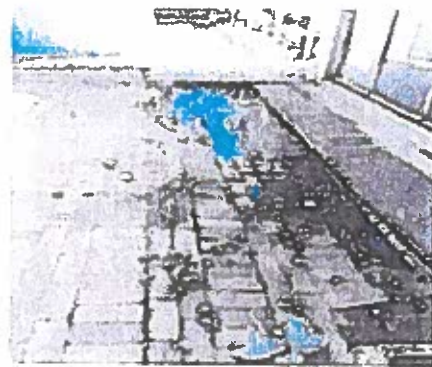


Figure 02:
Showing polluted sewerage water from burst sewerage

SURFACE STORM WATER

The site has been designed with technically correct falls allowing the flow of water to run into the low points and be discharged into the network. Not much work needs to be done apart from general maintenance. Maintenance includes clearing drains and pipes as well as repairing broken manholes and inlets. However there are areas on the site where water is ponding. These areas will need to be re looked at and suitable approved methods would need to be used to re nstate the flow of water into the storm water drainage network.

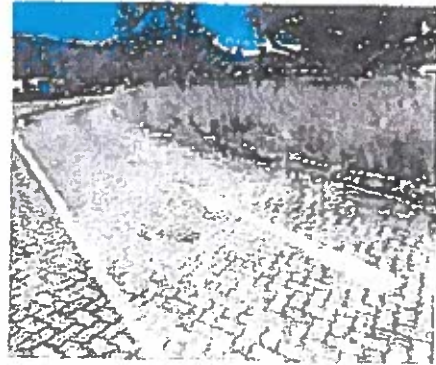


Figure 03:

Showing lack of maintenance around the manhole restricting water flow

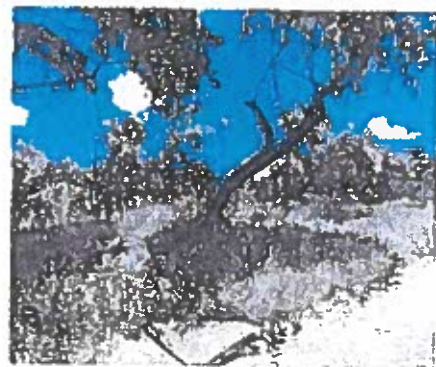


Figure 04:

Showing a broken manhole needing repair

EXISTING SURFACE

The existing surface on site can be divided into an asphalt section and a paving block section. Both these sections are in an average condition with isolated areas in a poor condition.

The asphalt section consists of areas with cracking, failed patches and rutting. This is a result of a lack of maintenance, aged asphalt and ponding water. Further investigation will be done upon approval to provide a suitable solution to improving these conditions.

The paved section was subjected to distress in isolated areas. These distressed areas exhibited shoving and rutting. This could have been caused by pavement layers not designed to withstand the load from the vehicles on it, as well as water getting into the underlying layers. Water seeping into the underlying layers may have reduced the strength causing the pavement to fail.



Figure 05:

Showing longitudinal cracking on the asphalt surface



4.3 MECHANICAL ENGINEERING ASSESSMENT

HVAC ASSESSMENT

THE ROSSBURGH SITE CONSISTS OF 4 BUILDINGS.

BUILDING 1: CASH HALL, ADMINISTRATION, LICENCE APPLICATION AND RENEWAL.

BUILDING 2: LEARNERS BOOKING AND TEST.

BUILDING 3: RTI OFFICES AND LICENCE TEST.

BUILDING 4: RTI CHIEF OFFICE.

BUILDING 1

CASH HALL, ADMINISTRATION, LICENCE APPLICATION & RENEWAL

Occupancy

- Cash Hall: There are 12 cashiers in individual cubicles. There are 80 patrons on average. Total occupancy = 92 average.
- Administration Offices: The occupancy varies from a single person in an individual office to an average of 4 – 6 people sharing a communal office.
- Licence Application and Renewal Offices: The occupancy varies from a single person in an individual office to an average of 4 – 6 people sharing a communal office.

Fresh Air Supply

- Cash Hall: There is no forced mechanical ventilation. Fresh air is introduced via openable windows and the main entrance doors. The high people load requires the use of Forced Mechanical Filtered Fresh Air Supply.
- Administration Offices: There is no forced mechanical ventilation. Fresh air is introduced via openable windows and doors. Internal Offices require the use of Forced Mechanical Filtered Fresh Air Supply.
- Licence Application and renewal: There is no forced mechanical ventilation. Fresh air is introduced via openable windows and doors. Internal Offices require the use of Forced Mechanical Filtered Fresh Air Supply.

Air-Conditioning

- There are a variety of Air-Cooled Direct Expansion Unitary Air Conditioning installed in various stages during occupation. Some Air-Conditioning Units are the Mid-Wall Type. Others are the under-ceiling cassette types, whilst others are through-wall consoles.
- Whilst most of the Air-Conditioning equipment are operational, the plant cooling capacities in certain instances are inadequate and the plant may have reached its allotted life expectancy. Plant Life expectancy of Air-Cooled, Direct Expansion, unitary plant is estimated at 6 years in coastal conditions, whilst receiving regular service and maintenance. Extended life expectancy is possible if the condenser units have been corrosion treated. The age of the plant could not be determined at time of inspection. As per the Montreal Protocol, all plant utilising R22 refrigerant will no longer be accepted. Ozone Friendly refrigerants such as R134A, R407c and R410a will now be used.
- The Server Room: The existing Server Room is fitted with a single mid-wall A/C unit. This is not acceptable. All server rooms must be fitted with 2 off units as a minimum requirement. 1 unit operates in RUN MODE and the other unit operates in STANDBY MODE. The STANDBY UNIT must be fed off emergency power.
- Toilets: These have been fitted with window type extraction fans. At time of inspection, these fans were Old and non-operational.
- Tea Kitchen: The Tea Kitchen is currently fitted with an extraction. At time of inspection this fan was non-operational.
- Strong-Room: A Mechanical Ducted supply feeds the strong room. At time of inspection, this system was non-operational.
-

**BUILDING 2:****LEARNER'S BOOKING AND TEST:****Occupancy**

- There are 2 cashiers in individual cubicles. There are 50 patrons on average. Total occupancy = 52 average.

Fresh Air Supply

- There is no forced mechanical ventilation. Fresh air is introduced via windows in certain areas and the main entrance doors. The High people load requires the use of Forced Mechanical Filtered Fresh Air Supply.

Air-Conditioning

- There are a variety of Air-Cooled Direct Expansion Unitary Air Conditioning installed in various stages during occupation. Some Air-Conditioning Units are the Mid-Wall Type. Others are the under-ceiling cassette types.
- Certain Air-Conditioning Units are no longer operational and currently out of order. At time of inspection the area was very warm inside.
- The existing Air-Conditioning Plant is under sized for the required duty. The plant cooling capacities in certain instances are in-adequate and the plant may have reached their allotted life expectancy. Plant Life expectancy of Air-Cooled, Direct Expansion, unitary plant is estimated at 6 years in coastal conditions, whilst receiving regular service and maintenance. Extended life expectancy is possible if the condenser units have been corrosion treated.
- The age of the plant could not be determined at time of inspection. As per the Montreal Protocol, all plant utilising R22 refrigerant will no longer be accepted. Ozone Friendly refrigerants such as r134A, r407c and r410a will now be used.
- The existing Server Room is fitted with 2 off mid-wall A/C units. Only 1 machine is currently operational. This is not acceptable. All server rooms must be fitted with 2 off units as a minimum requirement. 1 unit operates in RUN MODE and the other unit operates in STANDBY MODE. The STANDBY UNIT must be fed off emergency power.
- Toilets: The Toilets have no mechanical extraction.
- Tea Kitchen: The Tea Kitchen has no mechanical extraction or ventilation.

4.4 ELECTRICAL ENGINEERING ASSESSMENT

GENERAL

- The site comprises of single storey brick structures for driver training and licensing.

POWER SUPPLY

- The site is currently serviced with a 300A three-phase power to a meter room located at the entrance to the site. The power supply is drawn from a Municipal miniature-substation located at the entrance along the Titren Road boundary.
- The power supply is sufficient for the site operation but will be assessed again once revised mechanical loadings are received.
- Power is reticulated from the main switchboard to various three-phase distribution boards and sub-distribution boards located in the various buildings.
- The main low voltage switchboard is equipped with old switchgear with a fair amount of dust and dirt collected on the terminals over the years.
- The distribution boards have a mixture of old and new circuit breakers with varying types of switchgear.
- The Cashiers distribution board trips on overload occasionally.

EMERGENCY POWER SUPPLY

- The banking hall, cashiers and administration offices have not been provided with emergency power and all services stop during load shedding or other power losses.
- The learner license test area has been fitted with an Uninterruptible Power Supply (UPS) to provide backup power for continuation of tests in the event of a loss of power. The UPS is not backed up by a generator and relies solely on a battery bank.
- The driver test interview and inspection areas are also not provided with any emergency power.

LIGHTNING PROTECTION

- Structural lightning protection has not been installed and there are no tall structures in the vicinity which can offer the site any relief from a lightning strike. A lightning strike would then result in damage to equipment and injury to persons occupying the building.

SMALL POWER INSTALLATION

- Small power is provided by means of varying types individual wall mounted outlets and outlets on power skirting and trunking.
- The power skirting is manufactured from PVC and a number of splices and covers are missing or damaged.
- Standard socket outlets are protected by earth leakage units but these were not tested during the inspection as the work stations were in use.

LIGHTING INSTALLATION

- The internal areas are illuminated by means of linear fluorescent light fittings with T3 and T12 lamps controlled with Magnetic ballasts. The lighting to certain areas has been supplemented with recessed fluorescent down lighters or surface mount bulkhead fittings.
- Some offices in the Cashiers area were not provided with sufficient lighting. In one instance a partition wall was installed up against a fitting.
- The strong room at room R7 was not fitted with an external indicator light or buzzer.
- A number of lamps were found not operational and the entire fitting at the information desk was not operational.
- The lighting to the driver vehicle inspection area is provided by means of 400W floodlight fittings mounted at high level.
- Site security and area lighting has not been provided with the exception of two 400W floodlight fittings on either side of the driver vehicle inspection area.
- The site is very dark at night.



COMMUNICATIONS SYSTEMS

- The telephone system is problematic and was not operational during the inspection. The IT system was fully operational

SAFETY & SECURITY INSTALLATION

The site is serviced with the following safety and security equipment:

- Indoor and outdoor CCTV equipment,
 - Manual call fire alarm,
 - Indoor and outdoor intruder detection, &
 - Proximity and Biometric access control equipment.
- The biometric access control reader is not operational
 - Some doors had more than one access control reader or release button where a new unit was installed without the old unit being removed.

SERVICE CABLING

- The service cabling is installed in power skirting, trunking and cable basket for the most part but a large amount of new cabling has been installed on the surface either open or in miniature trunking fixed on the surface.

4.5 FIRE ENGINEERING ASSESSMENT

Fire Hydrant System

- The buildings do not have a fire hydrant system, which is required.

Fire Hose Reels

- The fire hose reels on the site do not provide adequate coverage and is connected to the domestic supply. All fire hose reels and fire hydrants must be on a separate reticulation from the domestic water reticulation system. A combined fire and domestic reticulation system will result in damage to geysers and cisterns when boosted by the fire department. There are inadequate fire extinguishers provided for the buildings.
- The keys to the fire extinguishers in fibre glass boxes on the external face of the buildings are missing. Therefore fire extinguishers will not be accessible in an emergency. Some fire extinguishers in the buildings are fixed to the wall with a large number used as door stoppers. All fire extinguishers are required to be mounted on wooden backing boards fixed to walls.

Fire Extinguishers

- There are two server rooms, one in the Cashiers / License Renewal / Admin building and the other in the Learners application / Learners test building. There is no fixed automatic extinguishing system in the server rooms. If the data is considered as being of vital importance, a gas extinguishing system must be installed. There are boxes of files that are stored in the Learners application / Learners test building which poses a fire risk. If the documentation is considered to be important, a gas suppression system should be considered for this room. The server and document storage rooms must be fire rated for 120 minutes.

Fire Escape

- The travel distance to an exit is restricted to 45 metres which must lead to an open area. The cashier building has access controlled areas with adequate escape routes, however, the escape routes are not accessible due to keys missing from their red boxes at exit doors. Exit doors are also blocked off for security reasons, which can result in occupants being trapped in a fire. Keys in boxes to unlock escape doors are not acceptable in terms of fire regulations.
- The buildings on the site do not have adequate escape signage and fire equipment signage.
- Escape routes must be clearly marked and kept clear from any obstructions and exit doors must be operational during occupational hours. Locks on escape doors must be replaced with panic hardware which will not require a key to open the escape door.

Fire Detection System

- The site currently has no fire detection system installed. Manual call points are installed at certain areas and do not suffice as there are no sirens and strobes installed. A new fire alarm and detection system including manual call points sirens/strobes, and fire rated cables in conduits and fire panel is required. All the buildings on the site require a looped fire detection system including smoke and thermal sensors, linking all buildings to a common ZP3 fire detection panel.

5. PROJECT MANAGERS OVERALL OBSERVATION OF THE FACILITY

- 14 counters (2 PRDP, 1 updating of cards, 11 general)
- Not more than 6 operating at any given time, it was brought to attention that ideally 10 counters should be operating at the same time.
- It was noted that no boardroom is present in the office block
- Each building has a desk dedicated to assisting the public in the form of a help desk
- Approximately 13 offices
- Facility has a strong room
- There is a major issue with document storage
- There is 78 staff and insufficient office space
- There is no queuing system in place, it is a first come first serve system.
- At the current moment there are 2 classes
- 2 operational server rooms
- There are 4 cleaning staff however no facility for accommodating such staff members
- The Facility in general is not adequate for the number of customers it has to cater to for a day.
- Boundary fence needs to be repaired/replaced.
- It would be a recommendation to re-open the testing pits, weigh bridge, as this will create more revenue as well as lessen the heavy load from Pine Town

FOR A FULL RECOMMENDATION AND TYPICAL PROPOSED LAYOUTS, PLEASE SEE ATTACHED ANNEXURE A

6. PHOTO REPORT



Figure 01:
Public Parking at Rossburgh for the MLB area



Figure 02:
Picture showing staff parking to building



Figure 03:
Internal Picture of waiting area for Cashiers



Figure 04:
Internal Picture of office space been used for storage of documents



Figure 05:
Staff waiting area



Figure 06:
Internal Picture of office area used for Audits

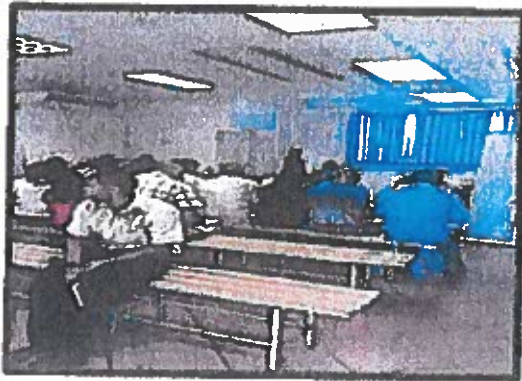


Figure 07:
 Image of waiting area for Drivers renewals



Figure 08:
 Picture of card collection counter

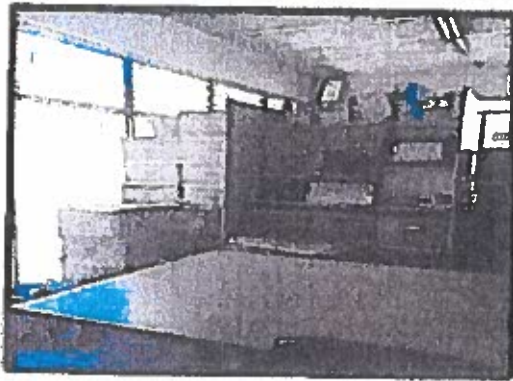


Figure 09:
 Internal Picture showing office space been used for storage of documents

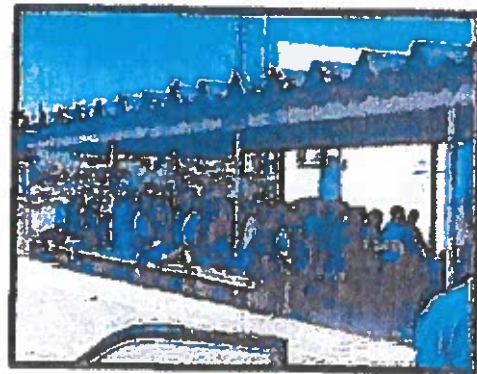


Figure 10:
 Waiting area for learners bookings

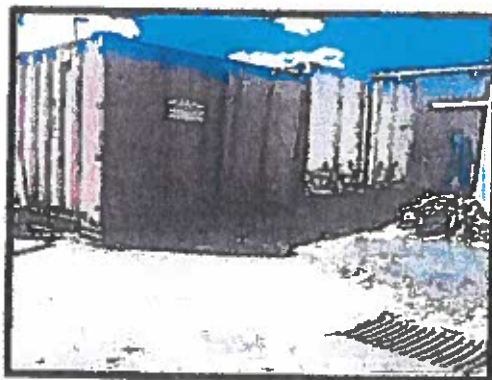
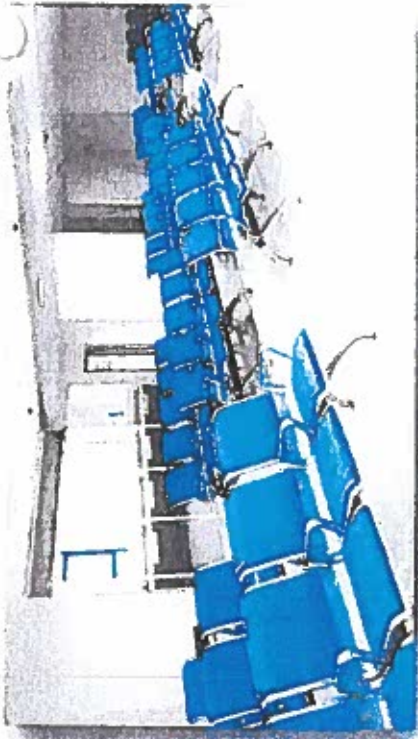


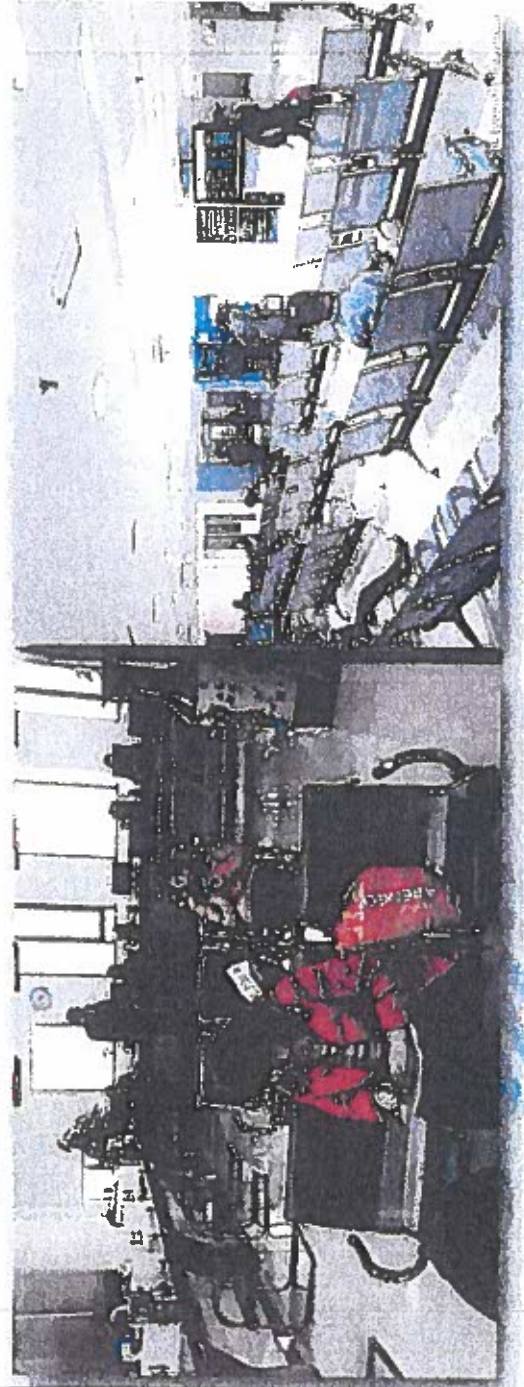
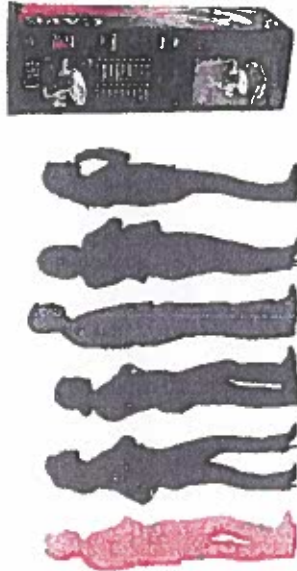
Figure 11:
 External toilet for staff at DLTC



7. ANNEXURE A: RECCOMENDATION & TYPICAL PROPOSED LAYOUTS



SINGLE LINE QUEUE SYSTEM



transport
Department
Transport
Province of KwaZulu-Natal

Department Of Transport - MLB & DLTC
Public Interaction And Experience.



Virtual Queue System

Most other methods are intended to provide the illusion of "reduced queue waiting time," such as having music playing in the background, TVs, Free WiFi and vending machines to provide refreshments or other forms of entertainment at the queue area.

A single line queuing system with multiple help points will always be the fastest system if the need of each client is the same. Where you have clients with different requirements this does not work.

This is where Virtual Queue System stands out as the best option for a MLB facility.

Step 1: enter the facility through a security counter with metal detectors and bag checks.

Step 2: Approach a help / info desk where the client's needs are ascertained and a number is generated / issued. At this desk the appropriate forms are issued to the client and an attendant can the client can be shown all the relevant information to be filled in on the form.

Step 3: enter the banking hall where you take a seat which you can stay in till your number is called. At this point you can fill in the forms at your leisure. The client is free to get refreshment from a vending machine or go to the toilet without fear of losing their place in the Queue. This makes the client feel less stressed and as a consequence time speeds up.

Step 4: when the client's number is called the client approaches the counter displayed on the screen. The client has a face to face experience with the employee behind the desk this has a calming effect if there is tension due to a disagreement. Being separated by a sheet of glass makes for a stressful situation where the client feels helpless and at the mercy of a dictatorial system.

Step 5: Once all the data has been captured and the administration has been done the client now moves on to the banking hall. Payment will be made here and printing of receipts or licence disks can also be done here. Money moves from the teller to 2 banking clerks in an adjoining room where the money is processed and accounted for. This system minimises pilfering as there are less people involved in handling the money. The money then moves to a strong room where it is put into a drop box awaiting collection by the fidelity company.

Factors to consider in the design:

Lighting: Natural lighting is preferable as this has a calming effect on people. If artificial lighting is required this has to be low voltage. The ideal would be to have these powered by solar energy.

Colour: Colour has a dramatic effect on people's mood and feeling of wellbeing.

Ventilation: A well-ventilated or air-conditioned space will make a client feel more comfortable and relaxed.

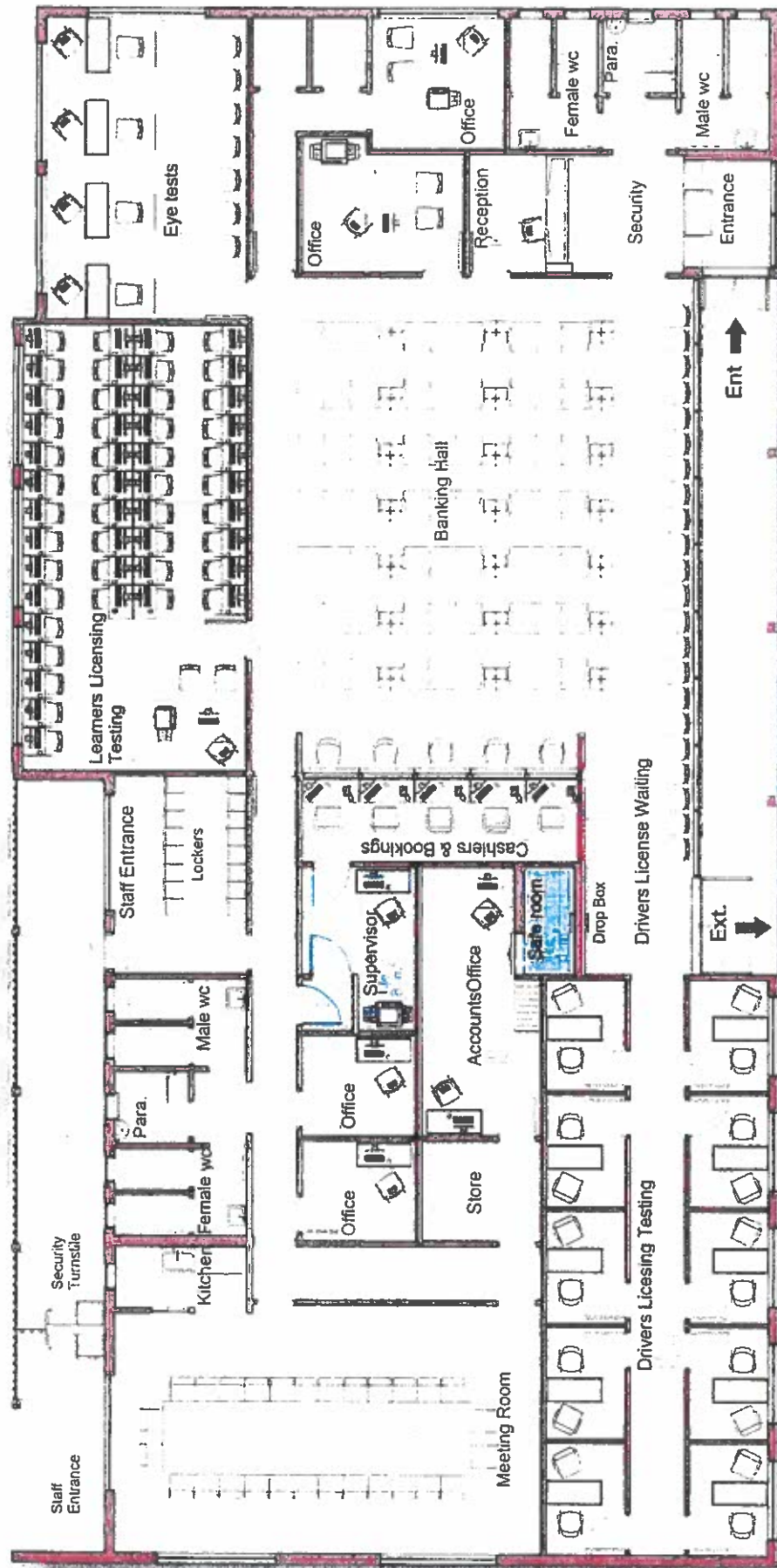
Finishes: The finishes should be durable and easy to clean but with a contemporary feel.

Electronics: There has to be TVs for entertainment and for number allocation, speakers for number allocation and announcements, CCTV, fire detection, WiFi and provision for people to plug in laptops.

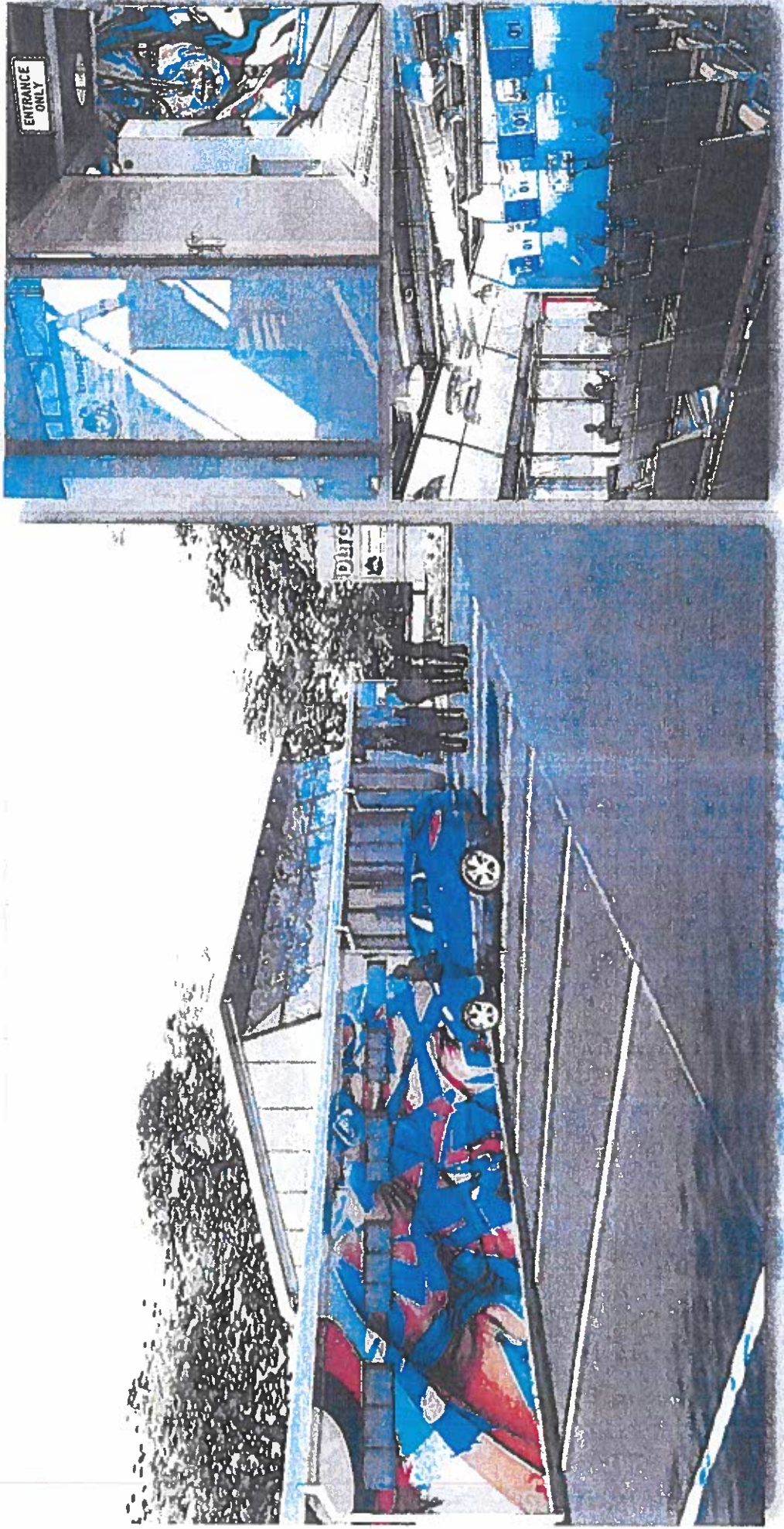
Seating: Bench seating is preferable to loss seating. This seating should have cushioning to make the wait more comfortable (reducing stress). The finish should be durable and easy to clean. Preferably this seating should not face the counter as this induces a feeling of queuing and increasing the stress levels.

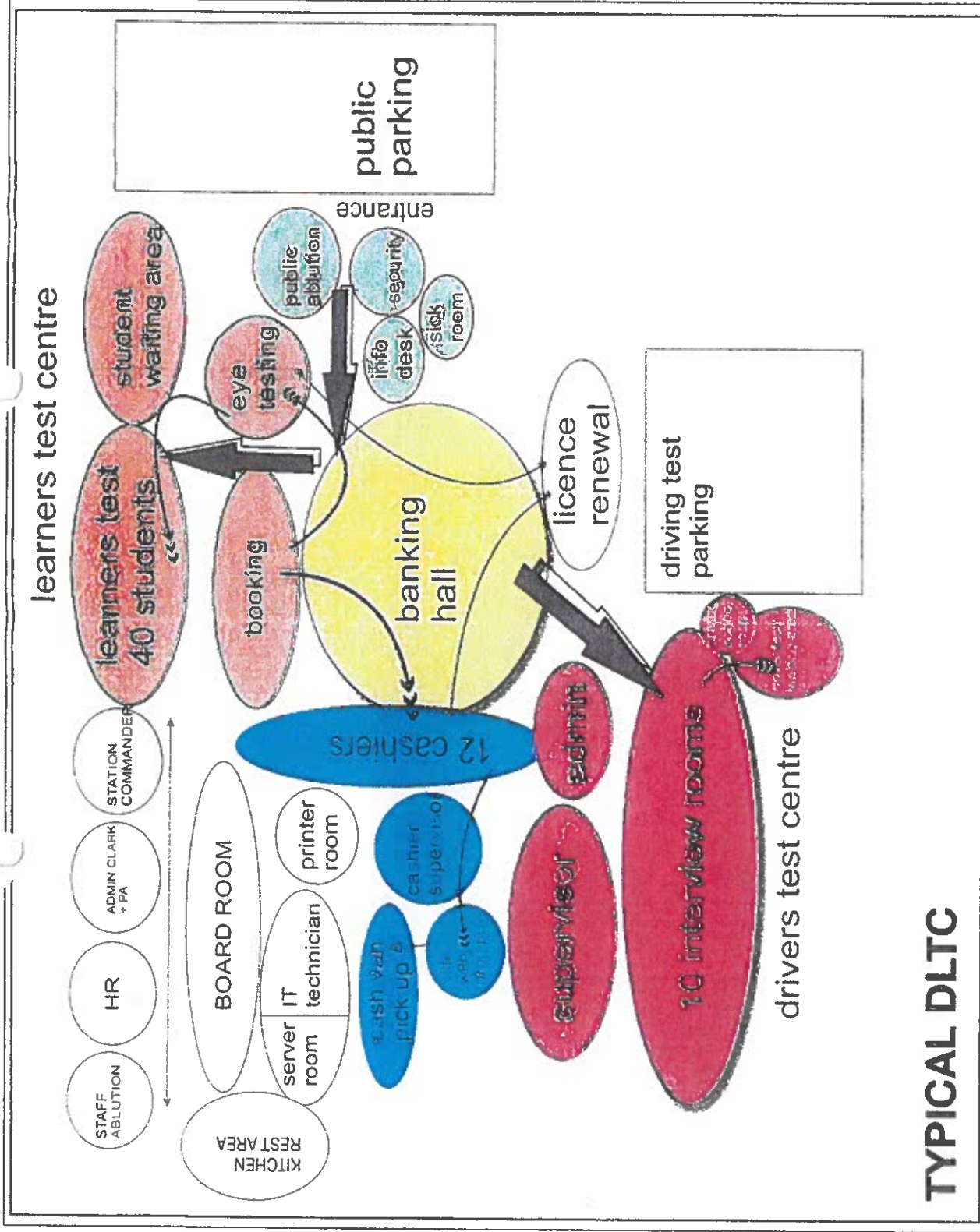
Facilities for disabled: Ablutions should be provided for disabled clients as well as staff. There must be space in the public hall for a wheelchair to manoeuvre and sit comfortably at the counter.

Vending machines: vending machines help giving the client something to do while they wait reducing the perceived waiting time. Coffee calms those with an addiction caffeine

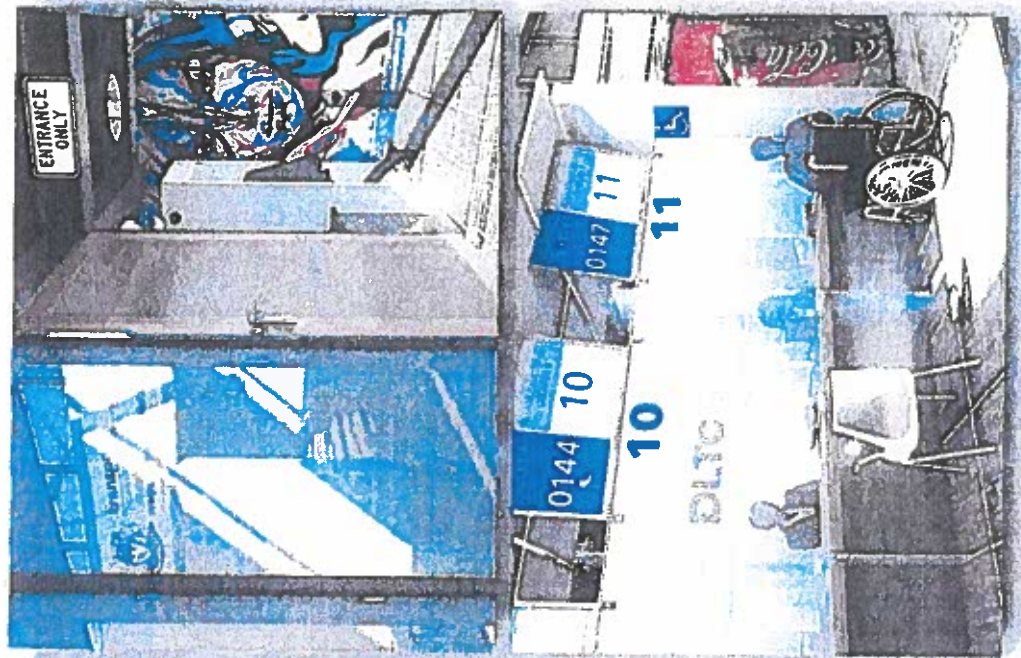


Typical Proposed DLTC Building Floor Layout.





TYPICAL DLTC



8. ANNEXURE B: ORDER OF MAGNITUDE

PROPOSED UPGRADES TO ROSSBURGH DLTC

at

ROSSBURGH

for

DEPARTMENT OF TRANSPORT

ORDER OF MAGNITUDE

1st April 2016

April 2016



NOTES / BASIS OF ESTIMATE

1 GENERAL

- Structural information based on similar projects - no information available at this stage
- Assumption that no piled foundations will be required
- Costs are based on market related rates as at 01 April 2016 with a separate allowance for escalations
- Estimates for air conditioning and mechanical ventilation are based on similar projects- no information is available at this stage
- Estimates for electrical installation are based on similar projects- no information is available at this stage
- Estimates for fire detection and protection installations are based on similar projects- no information is available at this stage

2 PROGRAMME

For the purpose of this estimate the following programme has been used :

- Construction period 12 calendar months
12 working months
- Construction commencement 11 January 2017
- Construction completion 14 January 2018

3 COST ESCALATIONS

The pre and post tender escalations actually used for this Estimate are as set out hereunder

- Prior to construction 0.65%
- During construction 0.65%

4 EXCLUSIONS

The following are specifically excluded from the estimated improvement costs

Mechanical and Electrical:

- UPS power requirements (assumed paid by tenant if required)
- Remote metering systems
- Building management system
- Satellite / TV backbone system
- Equipment for the Testing Verification room

Specialist Equipment :

- Refuse compactors
- Operational equipment costs
- Catering equipment
- Loose furniture



IMPROVEMENT COSTS

BUILDING WORKS : (EXCLUDING TENANT ALLOWANCES)

Existing Buildings - Repair & Renovation					
New building(s) etc	1 863	m² @ R	6 000.00		11 178 000.00
Provision for New Ablution Block	1 050	m² @ R	8 500.00		8 925 000.00
Testing Ventilation room (Structure Only)	500	m² @ R	8 500.00		4 250 000.00
Weightbridge Building	16	m² @ R	6 000.00		96 000.00
Guard House	106	m² @ R	5 000.00		530 000.00
Vehicle inspection pits	12	m² @ R	6 000.00		72 000.00
Brake testing equipment	1 756	m² @ R	3 000.00		5 268 000.00
Blometric Access Control	1	Prov Sum	500 000.00		500 000.00
New Ticketing System	2 500	m² @ R	200.00		500 000.00
Refurbish roof structure above inspection pit	1	Prov Sum	1 200 000.00		1 200 000.00
New fibre glass roof sheeting	1817	m² @ R	1 500.00		2 726 000.00
Generator	1817	m² @ R	400.00		727 000.00
Solar installation	1	Prov Sum	440 000.00		440 000.00
	2 000	m² @ R	4 200.00		8 400 000.00
				R	44 812 000.00

GROSS CONSTRUCTION AREA (GCA)

	5 302	m²	Rate/m²	R	8 450.31
--	-------	----	---------	---	----------

EXTERNAL WORKS :

Fencing (Palsade Fencing)	1670	m @ R	1 300.00		2 171 000.00
ElectronicMotorized Gates	4	No @ R	22 000.00		88 000.00
New Carports	1000	m² @ R	600.00		600 000.00
Roads and parking	40 537	m² @ R	200.00		8 107 000.00
New walkway	600	m² @ R	250.00		150 000.00
Signage and line marking	40 537	m² @ R	15		608 000.00
Upgrade of stormwater, water and Sewer	40 537	m² @ R	45		1 824 000.00
External Lighting	40 537	m² @ R	60		2 432 000.00
Municipal Connections etc	1	Prov Sum	150 000.00		150 000.00
Landscaping, etc	1	Prov Sum	300 000.00		300 000.00
Outdoor furniture - benches only	1	Prov Sum	50 000.00		50 000.00
Retaining wall	200	m² @ R	1 200.00		240 000.00
Weightbridge	1	Prov Sum	2 500 000.00		2 500 000.00
					19 220 000.00

GROSS EXTERNAL WORKS AREA

	40 537	m²	Rate/m²	R	474.13
--	--------	----	---------	---	--------

TOTAL GROSS CONSTRUCTION &

				R	64 032 000.00
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CONTINGENCY ALLOWANCE :

Contingency allowance	10.0%	of	R	64 032 000.00	6 403 000.00
-----------------------	-------	----	---	---------------	--------------

Carried forward

			R	70 435 000.00
--	--	--	---	---------------



01-Apr-16

Brought forward

R 70 435 000,00

ESCALATIONS :

Prior to construction :

Amount :	R 70 435 000,00
01-Apr-16	
to	8 months
monthly escalation	R 4 120 000,00
0,65%	

During construction :

Amount :	R 74 555 000,00
01-Jan-17	
to	12 months
monthly escalation	3 489 000,00
0,65%	
Cash flow factor	0,6
	7 609 000,00

R 78 044 000,00

PROFESSIONAL FEES AND DISBURSEMENTS :

Professional fees

15%	of	78 044 000,00	R 11 707 000,00
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Disbursements

5%	of	11 707 000,00	585 000,00
			12 292 000,00

R 90 338 000,00

TOTAL ESTIMATED IMPROVEMENT COST EXCLUDING VALUE ADDED TAX

VALUE ADDED TAX:

Provision for Value Added Tax

14,0%		12 647 000,00
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TOTAL ESTIMATED IMPROVEMENT COST INCLUDING VALUE ADDED TAX

R 102 983 000,00



DEPARTMENT OF TRANSPORT

ROSSBURGH DRIVER'S LEARNER'S TRAINING CENTRE

MLB & DLTC ASSESSMENTS

INDIVIDUAL DUE DILIGENCE REPORT



Prepared By : VNA Consulting
Address : 10 Kyalami Road
Westmead
Pinetown
Telephone No. : 031 700 2500
Date : February 2016



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2 BACKGROUND INFORMATION AND SCOPE OF WORK

2.1. BACKGROUND

VNA Consulting has been appointed by the Department of Transport to carry out assessments of existing RTI Bureaus in KwaZulu-Natal. The purpose of these assessments are to provide key essential facts, figures and the current condition to the Department of Transport for the refurbishment and revamping into an "A Grade" facility.

This is expected to provide a better working environment for the MLB & DLTC employees which will in turn provide a shorter operational time to the members of the public which will be overall pleasing and comfortable for the members of the public as well as employees of the bureaus.

In order to achieve these deliverables, a project team from VNA Consulting were briefed on the requirements of Department of Transport and presented with guidelines within which they were to assess the facilities.

2.2. COMPOSITION OF THE CONSULTING TEAM

Project Managers	VNA Consulting
SUBCONSULTANTS	
Architects	Kaye & Kaye Associate Architects
Civil Engineers	AKSHAN Engineering
Structural Engineers	AKSHAN Engineering
Electrical Engineers	SNA Consulting
Mechanical Engineers	BVMS Fire Consultants
Quantity Surveyors	RMA Consulting

To ensure the achievement of the above-mentioned objectives, a fast-track approach has been developed to address the condition assessment due diligence of the property and to identify the upgrade/repair requirements. This report deals with the High-Level Condition Assessment Investigation.

It became evident at the time of the assessment of the [Project] that the classification of the needs and requirements may be subjective, and in certain instances other items was also considered necessary for the efficient functioning of the facility that was potentially impacting on the health and life of the public and staff in terms of the Occupational Health and Safety Act (OHSA).

It is nonetheless highly recommended that these items be reviewed more thoroughly to ensure a clear definition prior to pursuing any subsequent phases of this project, namely detail design and implementation, etc.

The following general areas were also assessed:

- **Essential Upgrade Work** required in accordance the needs, requirements, and scope provided
- **Emergency Work** required was assessed in terms of any work considered to be potentially life threatening in terms of the Regulatory requirements, Occupational Health and Safety Act (OHSA) and National Building Regulations, or if potential for serious damage was evident.
- **Preventative and Corrective Upgrade Work** required.

3 RECOMMENDATION

It is recommended that, but not limited to the following:

3.1. GENERAL RECOMMENDATIONS:

- A ticket system should be adopted by the RTI office to clearly define by purpose for the public
- This could also assist in reducing the waiting period of customers significantly
- More staff will need to be employed to attend to the increasing numbers of customers
- The facility needs to increase in size to comfortably accommodate the demand by staff and public
- The waiting areas need to be more comfortable
- Refreshments need to be provided within the facility
- Notice systems to be enforced to make the public aware of changes in pricing and operational systems
- Disabled and physically challenged members of the public need to be catered for
- Overall, the buildings need to relate to each other in look as well as functionality
- Staff facilities need to be updated
- Ablution spaces need to be increased
- Facades need to be neatened up and look presentable and pleasing for customers
- Customers need to be assisted upon entrance and guided to appropriate stations

3.2. STRUCTURAL RECOMMENDATIONS:

SHRINKAGE & SETTLEMENT CRACKS

The cracks found in the Cashier building, Eye Test building, Learners Test building and Driving Test building are a combination of both settlement and shrinkage cracks. It must be noted that the cracks identified in the various offices are not severe and can be repaired effectively with the correct construction methods outlined below. The overall structural integrity of these buildings can be deemed structurally sound with a few cosmetic cracks. Whilst carrying out the assessment it was evident that remedial works had been carried out previously, however incorrect construction methods were used. Existing cracks were merely plastered and painted allowing crack lines to continue to travel. Settlement cracks and dampness was evident in certain offices due to inadequate storm water management on the exterior of the building. The cracks found in the Roof for Staff Parking and the Old truck Weigh Bridge are a combination of both settlement and shrinkage cracks. It must be noted that the cracks identified in the structure are severe. The overall structural integrity of the structure can be deemed not structurally sound. The structure poses a danger to the staff and public. It is recommended that the structure be demolished and reconstructed according to engineer's specifications.

CONSTRUCTION METHOD & SPECIFICATIONS

The method statements outlined below are pertinent to Category 2, 3, 5, 6, 7 and 8 as tabulated above. Following the erection of the necessary temporary access and working platforms at the work location, the engineer, assisted by the contractor shall undertake a detailed inspection of the existing concrete surfaces to identify cracks requiring filling. The engineer shall then issue an instruction to the contractor detailing the extent and nature of the work.

SURFACE PREPARATION – CATEGORY 2

All surfaces within 50mm of a crack line shall be thoroughly cleaned of all foreign material likely to impair the bond of the surface sealant to the concrete by high pressure water jetting, wet grit blasting or other approved mechanical means. All loose spalls and foreign materials within the crack shall be similarly removed followed by final cleaning with clean, oil free compressed air. The concrete surface and crack shall be allowed to dry out completely and finally cleaned before commencing with crack filling.



APPENDIX I: PROPERTY & OPERATIONAL INFORMATION



APPENDIX II: SITE IMPROVEMENT



APPENDIX III: ARCHITECTURAL REVIEW



EXCELLENT	New or like new condition					
GOOD	Well maintained, may exceed expected useful life. No immediate or potential concerns.					
AVERAGE	Satisfactory, some signs of wear and possible minor immediate repairs. Component/s condition consistent with their expected useful life.					
FAIR	Marginally satisfactory. Some immediate repairs required.					
POOR	Components/Systems at or near the end of their useful life					
	Immediate concerns, major replacements, and / or significant attention required					
AREA	DESCRIPTION	EXCELLENT	GOOD	AVERAGE	FAIR	POOR
	Floor Coverings					✓
	Acoustical Insulation					✓
	Millwork					✓
	Heating, Cooling Equipment					✓
	Interior Space Heating Equipment					✓
	Ventilation					✓
	Energy Management System					✓
	Plumbing Piping				✓	
	Plumbing Fixtures				✓	
	Water Heating System					✓
Electrical Systems	Service Size & Distribution				✓	
	Wire Type				✓	
	Exterior Lighting					✓
	Interior Lighting				✓	
	Emergency Power Service					✓
	Lightning Protection				✓	
Fire & Life Safety Systems	Fire-Rated Construction				✓	
	Means of Egress				✓	
	Fire Sprinkler System					✓
	Smoke Evacuation System					✓
	Alarms				✓	
	Fire Extinguishers				✓	
Specialties	Hydrants				✓	
	Signage				✓	
	Equipment				✓	
Accessibility	Loading Docks (N/A)				✓	
	Accessible Parking				✓	
	Curb Ramps					✓
	Exterior Accessible Route				✓	
	Entrance/Exit Doors				✓	
	Interior Accessibility					✓
Regulatory Compliance	Public Restrooms					✓
	Outstanding permits and approved plans Violations or Permits					
	Zoning Classification					



VISUAL STRUCTURAL ENGINEERING ASSESSMENT

Structural deficiencies found during the assessment have been categorized based on the severity of the deficiency as tabulated below:

CATEGORY NUMBER	DESCRIPTION & REMEDIAL WORKS
Category 1	No remedial work required
Category 2	Crack width less than 2mm: Surface preparation, Crack preparation and Crack filling
Category 3	Crack width exceeding 2mm: Crack stitching.
Category 4	Crack width exceeding 2mm: Underpinning of Foundations.
Category 5	Steel Corrosion/damage: Wire Brushing and Corrosion Protection
Category 6	Damaged/ Inadequate Construction Joints: Saw Cut and Seal
Category 7	Water damage: Seal damage, waterproof and paint.
Category 8	Ceiling/Roof damage. Repair and paint.
Category 9	Other (Replace window panes, re-tile, re-paint etc.)

AREA
Cashier Building

DESCRIPTION
Cracks on window sill

CATEGORY
2

PICTURE



Cracks on the extent of the wall at corner (Cashier Offices).

2



Renewal- Eye Testing

Ceilings damaged – to be replaced

8





APPENDIX V: CIVIL ENGINEERING REVIEW

SURFACE STORM WATER

The site has been designed with technically correct falls allowing the flow of water to run into the low points and be discharged into the network. Not much work needs to be done apart from general maintenance. Maintenance includes clearing drains and pipes as well as repairing broken manholes and inlets. However there are areas on the site where water is ponding. These areas will need to be re looked at and suitable approved methods would need to be used to reinstate the flow of water into the storm water drainage network.



Figure 03:

Image showing the lack of maintenance around the manhole restricting water flow.



Figure 04:

Image showing a broken manhole needing repair.

EXISTING SURFACE

The existing surface on site can be divided into an asphalt section and a paving block section. Both these sections are in an average condition with isolated areas in a poor condition.

The asphalt section consists of areas with cracking, failed patches and rutting. This is a result of a lack of maintenance, aged asphalt and ponding water. Further investigation will be done upon approval to provide a suitable solution to improving these conditions.

The paved section was subjected to distress in isolated areas. These distressed areas exhibited shoving and rutting. This could have been caused by pavement layers not designed to withstand the load from the vehicles on it, as well as water getting into the underlying layers. Water seeping into the underlying layers may have reduced the strength causing the pavement to fail.



APPENDIX VI: MECHANICAL ENGINEERING REVIEW

**BUILDING 2:**

(Learner's booking / Test) LEARNER'S BOOKING AND TEST:

No. off Occupants in this building: There are 2 cashiers in individual cubicles. There are 50 patrons on average. Total occupancy = 52 average.

Fresh Air Supply to this Building: There is no forced mechanical ventilation. Fresh air is introduced via windows in certain areas and the main entrance doors. The High people load requires the use of Forced Mechanical Filtered Fresh Air Supply.

Air-Conditioning to Building 2: There are a variety of Air-Cooled Direct Expansion Unitary Air Conditioning installed in various stages during occupation. Some Air-Conditioning Units are the Mid-Wall Type. Others are the under-ceiling cassette types. Certain Air-Conditioning Units are no longer operational and currently out of order. At time of Inspection the area was very warm inside. The existing Air-Conditioning Plant is under sized for the required duty. The plant cooling capacities in certain instances are in-adequate and the plant may have reached their allotted life expectancy. Plant Life expectancy of Air-Cooled, Direct Expansion, unitary plant is estimated at 6 years in coastal conditions, whilst receiving regular service and maintenance. Extended life expectancy is possible if the condenser units have been corrosion treated. The age of the plant could not be determined at time of inspection. As per the Montreal Protocol, all plant utilising R22 refrigerant will no longer be accepted. Ozone Friendly refrigerants such as r134A, r407c and r410a will now be used.

The Server Room: The existing Server Room is fitted with 2 off mid-wall A/C units. Only 1 machine is currently operational. This is not acceptable. All server rooms must be fitted with 2 off units as a minimum requirement. 1 unit operates in RUN MODE and the other unit operates in STANDBY MODE. The STANDBY UNIT must be fed off emergency power.

Toilets: The Toilets have no mechanical extraction.

Tea Kitchen: The Tea Kitchen has no mechanical extraction or ventilation.

BUILDING 3:

(RTI Offices and Licence Test) RTI Offices and Licence Test:

No. off Occupants in these offices: The occupancy is standard with a single RTI official occupying an individual office. There are 10 Offices in total with a maximum of 2 persons per office. Total no off occupants = 20.

Fresh Air Supply to this Building: There is no forced mechanical ventilation. Fresh air is introduced via windows in certain areas and the main entrance doors. Due to the high people load Forced Mechanical Filtered Fresh Air Supply is required.

Air-Conditioning to Building 3: There are Air-Cooled Direct Expansion Unitary Air Conditioning installed in various stages during occupation. Air-Conditioning Units are the Mid-Wall Type. At time of inspection all Air-Conditioning Units were operational. The plant may have reached their allotted life expectancy. Plant Life expectancy of Air-Cooled, Direct Expansion, unitary plant is estimated at 6 years in coastal conditions, whilst receiving regular service and maintenance. Extended life expectancy is possible if the condenser units have been corrosion treated. The age of the plant could not be determined at time of inspection. As per the Montreal Protocol, all plant utilising R22 refrigerant will no longer be accepted. Ozone Friendly refrigerants such as r134A, r407c and r410a will now be used.

Toilets: The Toilets have no mechanical extraction.



APPENDIX VII: ELECTRICAL ENGINEERING REVIEW



LIGHTING INSTALLATION

The internal areas are illuminated by means of linear fluorescent light fittings with T8 and T12 lamps controlled with Magnetic ballasts. The lighting to certain areas has been supplemented with recessed fluorescent down lighters or surface mount bulkhead fittings.

Some offices in the Cashiers area were not provided with sufficient lighting. In one instance a partition wall was installed up against a fitting.

The strong room at room R7 was not fitted with an external indicator light or buzzer.

A number of lamps were found not operational and the entire fitting at the information desk was not operational.

The lighting to the driver vehicle inspection area is provided by means of 400W floodlight fittings mounted at high level.

Site security and area lighting has not been provided with the exception of two 400W floodlight fittings on either side of the driver vehicle inspection area.

The site is very dark at night.

COMMUNICATIONS SYSTEMS

The telephone system is problematic and was not operational during the inspection. The IT system was fully operational.

SAFETY & SECURITY INSTALLATION

The site is serviced with the following safety and security equipment:

- Indoor and outdoor CCTV equipment,
- Manual call fire alarm,
- Indoor and outdoor intruder detection, &
- Proximity and Biometric access control equipment.

The biometric access control reader is not operational.

Some doors had more than one access control reader or release button where a new unit was installed without the old unit being removed.

SERVICE CABLING

The service cabling is installed in power skirting, trunking and cable basket for the most part but a large amount of new cabling has been installed on the surface either open or in miniature trunking fixed on the surface.



The site consists of 4 main buildings:

- Cashiers / License Renewal / Admin
- Learner's application / Learners Test
- RTI offices / Inspection bays
- RTI Chief Office

The buildings do not have a fire hydrant system, which is required.

The fire hose reels on the site do not provide adequate coverage and is connected to the domestic supply. All fire hose reels and fire hydrants must be on a separate reticulation from the domestic water reticulation system. A combined fire and domestic reticulation system will result in damage to geysers and cisterns when boosted by the fire department. There are inadequate fire extinguishers provided for the buildings. The keys to the fire extinguishers in fibre glass boxes on the external face of the buildings are missing. Therefore fire extinguishers will not be accessible in an emergency. Some fire extinguishers in the buildings are fixed to the wall with a large number used as door stoppers. All fire extinguishers are required to be mounted on wooden backing boards fixed to walls.

There are two server rooms, one in the Cashiers / License Renewal / Admin building and the other in the Learners application / Learners test building. There is no fixed automatic extinguishing system in the server rooms. If the data is considered as being of vital importance, a gas extinguishing system must be installed. There are boxes of files that are stored in the Learners application / Learners test building which poses a fire risk. If the documentation is considered to be important, a gas suppression system should be considered for this room. The server and document storage rooms must be fire rated for 120 minutes.

The travel distance to an exit is restricted to 45 metres which must lead to an open area. The cashier building has access controlled areas with adequate escapes routes, however, the escape routes are not accessible due to keys missing from their red boxes at exit doors. Exit doors are also blocked off for security reasons, which can result in occupants being trapped in a fire. Keys in boxes to unlock escape doors are not acceptable in terms of fire regulations.

The buildings on the site do not have adequate escape signage and fire equipment signage. Escape routes must be clearly marked and kept clear from any obstructions and exit doors must be operational during occupational hours. Locks on escape doors must be replaced with panic hardware which will not require a key to open the escape door.

The site currently has no fire detection system installed. Manual call points are installed at certain areas and do not suffice as there are no sirens and strobes installed. A new fire alarm and detection system including manual call points, sirens/strobes, fire rated cables in conduits and fire panel is required. All the buildings on the site require a looped fire detection system including smoke and thermal sensors, linking all buildings to a common ZP3 fire detection panel.

The fire protection requirements contained in this report will provide improved levels of fire safety for the buildings. Minor fire safety improvements can prevent loss of life or injury to persons. It can also prevent major fires from occurring and affecting businesses.

Ongoing fire safety training will improve fire safety on the site.

Evacuation drills that are scheduled for the site must be coordinated with the fire department where possible. This will allow fire fighters to become familiar with the site and the hazards that are present.



Figure 01:
Internal Picture of Banking Hall que area



Figure 02:
Internal Picture of Banking Hall que for Card Collection & PrDP



Figure 03:
Internal Picture showing of Driver's Renewals



Figure 04:
Internal Picture showing of PrDP Renewals



Figure 05:
Picture showing waiting area for Driver's & Learner's Bookings



Figure 06:
Internal Picture of Eye Testing Room for Driver's & Learner's Bookings



Figure 13:
Picture showing Inspector's office space



Figure 14:
Image of Testing Grounds

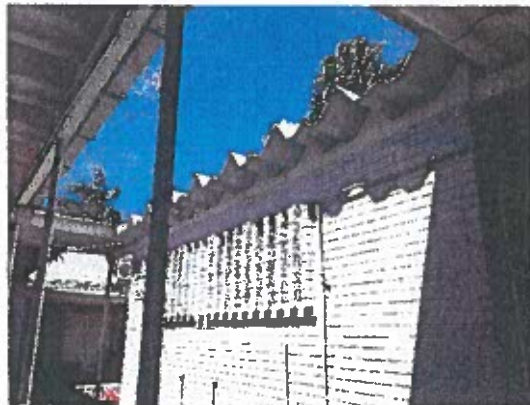


Figure 15:
Picture showing Public Ablution Block

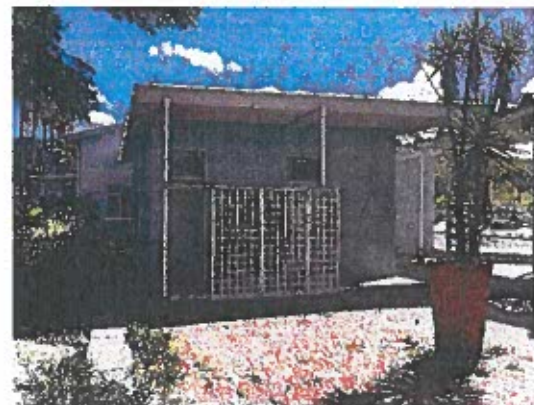


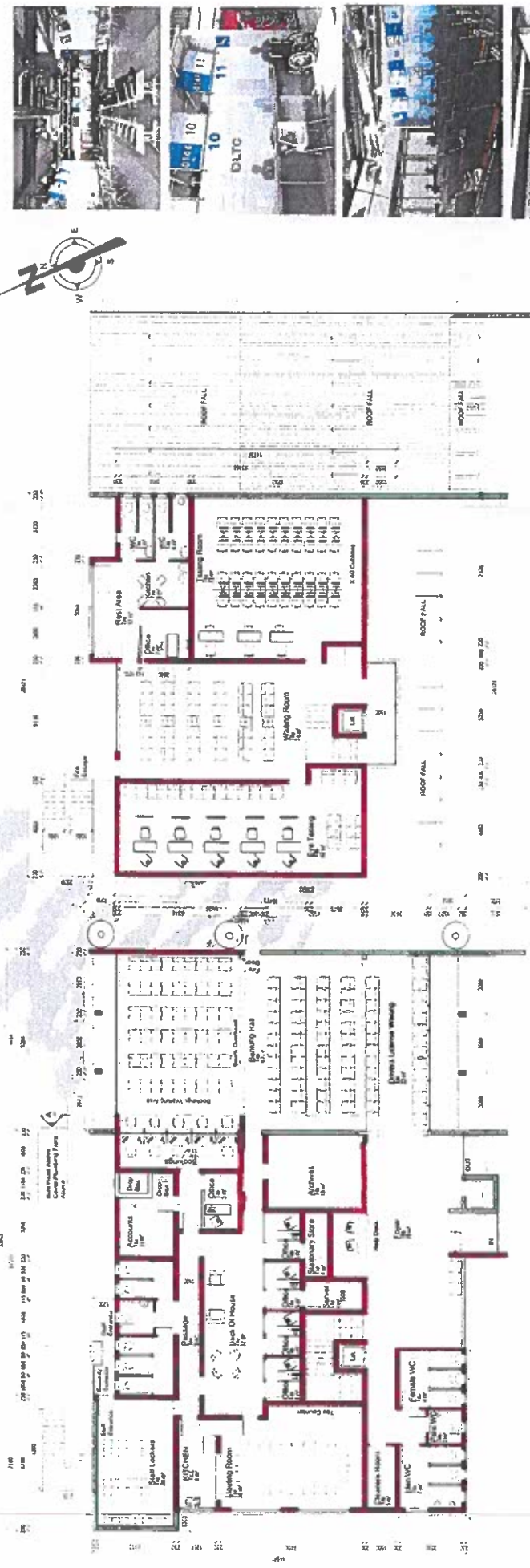
Figure 16:
Picture showing Public Ablution Block & Courtyard



Figure 17:
Internal Picture of public Male Ablution Block



Figure 18:
Internal Picture of public Female Ablution Block



00-Ground Storey
Scale 1 : 100

01-First Storey
Scale 1 : 100



North Elevation
Scale 1 : 200



East Elevation
Scale 1 : 200



3D View 1
Scale



3D View 2
Scale



South Elevation
Scale 1 : 200



West Elevation
Scale 1 : 200



3D View 3
Scale



3D View 4
Scale



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TYPICAL DLTC - DRIVERS LICENCE BOOKING & LEARNER LICENCE TESTING CENTRE

Floor Plans & Elevations

Raye & Kaye
associates • architects

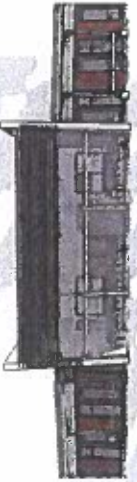




3D View 4
Scale



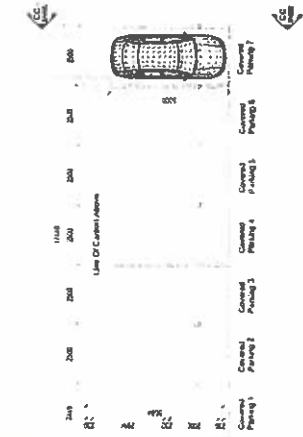
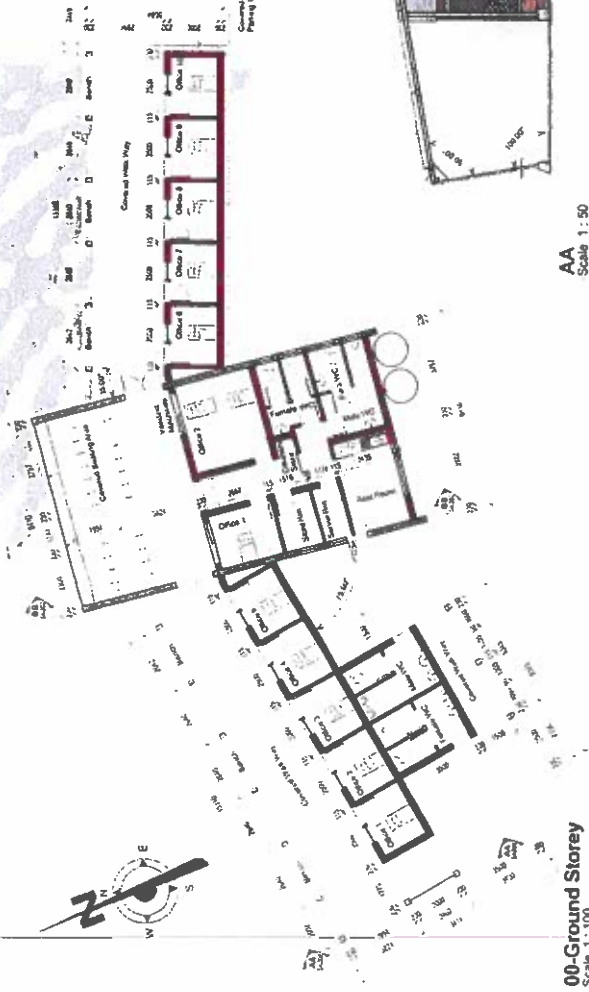
3D View 3
Scale



3D View 2
Scale



3D View 1
Scale



US Wing plan
Scale 1 : 100



AA
Scale 1 : 50



BB
Scale 1 : 100



East Elevation
Scale 1 : 100



North Elevation
Scale 1 : 100



West Elevation
Scale 1 : 100



South Elevation
Scale 1 : 100



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