



KWAZULU-NATAL PROVINCE

PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

**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**

FACILITIES	WIMS NUMBER
PINETOWN DLTC	077487

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.**

TABLE OF CONTENTS
DOCUMENTATION TO BE SUBMITTED WITH BID

SECTION	PAGE
Section A Invitation to Bid	3 - 4
Section B Special Instructions and Notice to Bidders	5
Section C Registration on the Central Suppliers Database	6
Section D Declaration that information on Central Suppliers database is up to date	7
Section E Bidder's Disclosure	8 - 10
Section F Form of Offer	11 - 13
Section G Specification Evaluation and Price schedule	14 - 36
Section H Official Briefing Session / Site Inspection	37
Section I Tax Compliance Status	38
Section J Authority to sign	39 - 43
Appendix A Bid Proforma/ Professional Fees	44
Appendix B Checklist of returnable documents	45
Appendix C Contract data & Pricing data	46 – 56
Appendix D Reference Letters	
Appendix D Assessment Report (Stage 1)	

SECTION A

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 CONSTRUCTION OF NEW PINETOWN DLTC BUILDING.

WIMS NUMBER: 077487 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	CODENUMBER.....



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 Engineer - Professional Registration Number

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:

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 AND ELECTRICAL AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW DLTC BUILDING

FACILITY	WIMS NUMBER
PINETOWN DLTC	077487

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, Pinetown DLTC and MLB Building is at 1 Stockville, Tollgate, Pinetown.

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: **PINETOWN 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 Pinetown 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
PINETOWN DLTC AND MLB BUILDING	R 18 879 000, 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 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 and provide necessary information to the principal consultant and other consultant 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 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.

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)

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) certificates.
- d) Prepare and/or procure operations and maintenance manuals, guarantees and warranties.
- 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
PINETOWN DLTC	R 18 879 000, 00

For fee value structure allow the following percentages:

5. 1 Discipline	% time with Documentation + % on site
Architect	100%
Civil Engineer	100%
Structural Engineer	100%
Mechanical Engineer	100%
Electrical Engineer	100%
Health And Safety Agent	100%

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 Engineer	ECSA use rates as per Gazette No. 44333 Board Notice 22 of 2021
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

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 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.

6.3 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.

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

6.5 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.

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

6.7 The estimated respective project duration are as follows:

FACILITIES	DURATION
PINETOWN 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' 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 "Appendix D for each project to be included as evidence, 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 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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 16 047 150,00

Primary Fee	
Marginal Fee	
8,86% of 3 047 150,00 (bal over 13 000 001,00)	
Total Fees	
Principal Agent	0%
Alteration Factor	30%
Alteration Fees	

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
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 @ %	
Sub-Total 2	
Less Discount Offered @ %	
Sub-Total 3	
VAT @ 15%	
Total fees caried to Summary	

SECTION G
APPENDIX A-2 : BID PROFOMA

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 16 047 150,00

Primary Fee	
Marginal Fee	
5,9% of 47 150 (bal over 16 000 0001	
Total Fees	
Principal Agent	0%
Alteration Factor	30%
Alteration Fees	

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
Stage 2 : Concept & Vaibility	5%	100%	
Stage 3 : Design Development	7,5%	100%	
Stage 4 : Documentation & Procurement	35%	100%	
Stage 5: Construction	45%	100%	
Stage 6 Closeout	5%	100%	
Sub-Total 1			

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

SECTION G
APPENDIX A-3a : BID PROFOMA

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 ENGINEERING FEES CALCULATION

Estimate Project Cost (excl) VAT

R 4 814 145,00

Primary Fee
Secondary Fee

Total Fees

Sec.R 982 400+10,5%* R281 290.00

Principal Agent
Alteration Factor
Alteration Fees

0%
30%

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
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 @ %			
Sub-Total 2			
Less Discount Offered @ %			
Sub-Total 3			
VAT @ 15%			
Total fees caried to Summary			

SECTION G
APPENDIX A-3b : BID PROFOMA

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 ENGINEERING FEES CALCULATION

Estimate Project Cost (excl) VAT R 4 814 145,00

Primary Fee
Secondary Fee

Total Fees

Sec.R 982 400+10,5%* R281 290,00

Principal Agent 0%
Alteration Factor 30%
Alteration Fees

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
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 Disbursement @ %			
Sub-Total 2			
Less Discount Offered @ %			
Sub-Total 3			
VAT @ 15%			
Total fees caried to Summary			

SECTION G
APPENDIX A-4 : BID PROFOMA

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 16 047 150,00

Primary Fee	
Secondary Fee	
Total Fees	
Principal Agent	0%
Alteration Factor	30%
Alteration Fees	

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
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-5 : BID PROFOMA

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 SURVEYORS 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	HRS	R0	
		Sub-Total		R0	
		Add VAT @ 15%		R0	
		TOTAL PROJECT FEES:		R0	
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-5 : BID PROFOMA

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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	HRS	R0	
		Sub-Total		R0	
		Add VAT @ 15%		R0	
		TOTAL PROJECT FEES:		R0	
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 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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 2 407 072,50

Primary Fee	
Secondary Fee	
Sec. R284 900,00 + 15%*R508 072,50	
Total Fees	
Principal Agent	0%
Alteration Factor	30%
Alteration Fees	

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
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 Disbursement @ %	
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 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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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 16 047 150,00

Primary Fee	
Secondary Fee	
12% of 101000 (bal over 1 899 000)	
Total Fees	
Principal Agent	0%
Alteration Factor	30%
Alteration Fees	

APPORTIONMENT OF FEES

Stages	Apportionment (%)	Reduction(%)	Fees
Stage 2 : Concept & Vaibility	5,0%	100%	
Stage 3 : Design Document	7,5%	100%	
Stage 4 : Documentation & Procurement	35,0%	100%	
Stage 5: Construction	45,0%	100%	
Stage 6 Closeout	5,0%	100%	

Sub-Total 1

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

SUMMARY OF PROFESSIONAL FEES

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, GEOTECHNICAL ENGINEER, LAND SURVEYOR, MECHANICAL ENGINEER, ELECTRICAL ENGINEER AND HEALTH AND SAFETY AGENT FOR THE CONSTRUCTION OF NEW PINETOWN 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
--	---

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 current / completed in the previous five years, in general building construction projects. The 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>

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.

I confirm that the Service Provider renounces the benefit of the *exceptionis non causa debiti, non numeratae pecuniae* and *excussionis* or any other exceptions which may be legally raised against the enforceability of this indemnification.

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.

NAME:

CAPACITY:

SIGNATURE:

7.1.2

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.

The Key Persons and their jobs / functions in relation to the Services are:

Name	Principal and/or employed professional(s)	Specific duties
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....

.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: Date:

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME:

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: Date:

STAMP

WIMS No.077487 : PINETOWN NEW DLTC BUILDING : REFERENCE LETTER.

EVALUATION SCHEDULE: EXPERIENCE ON SIMILAR PROJECTS REFERENCES

The Bidder shall provide details of his performance on each of the previous /current projects listed in the "Project Experience schedule. "Employer Reference " will be completed by each of the respective Employers for the projects listed in the "Project Experience Schedule".

REPORT ON BIDDER'S COMPETENCE & PERFORMANCE ON A SIMILAR PROJECT FOR BID RECOMMENDATION PURPOSES

The following are to be completed by the Employer and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the bidder)

PROJECT NAME.....

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?

.....
.....

Employer's contact person:

Telephone:

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Employer Representative Signature: **Date:**

STAMP

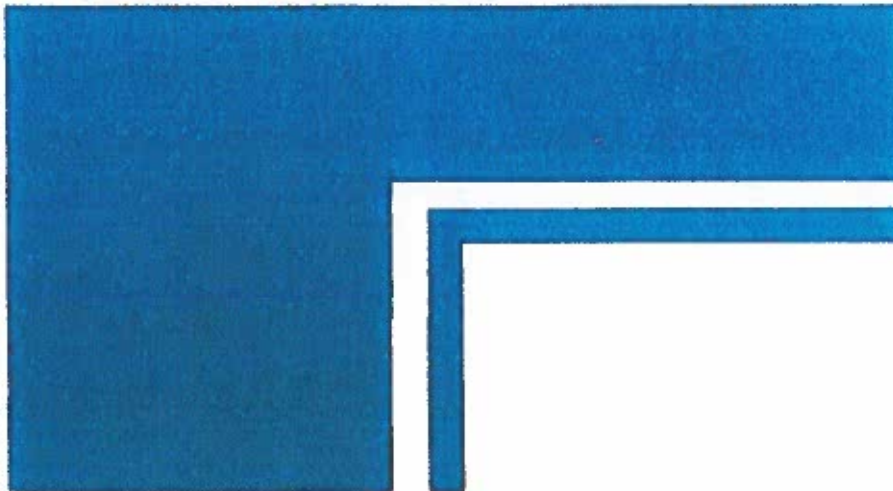
ASSESSMENT REPORT (STAGE 1)



DEPARTMENT OF TRANSPORT

PINETOWN DRIVER'S LICENCE TESTING CENTRE (DLTC) & MOTOR LICENSING BUREAU (MLB)

SITE CONDITION ASSESSMENT REPORT AND PROPOSAL



Prepared by: VBA Consulting
Address: 10 Widdowson Road
Westmead
Pinetown
Telephone No: 031 7881140
Date: Jan. 2015





INDEX

1	EXECUTIVE SUMMARY	3
2	BACKGROUND INFORMATION.....	3
2.1	BACKGROUND	3
2.2	COMPOSITION OF THE CONSULTING TEAM.....	3
2.3	OBJECTIVES.....	4
3.1	LOCALITY PLAN	5
3.2	PROPERTY SUMMARY INFORMATION.....	6
4.1	ARCHITECTURAL ASSESSMENT	7
4.2.1	STRUCTURAL ENGINEERING ASSESSMENT	10
4.2.2	CIVIL ENGINEERING ASSESSMENT	12
4.3	MECHANICAL ENGINEERING ASSESSMENT	14
4.4	ELECTRICAL ENGINEERING ASSESSMENT	18
4.5	FIRE ENGINEERING ASSESSMENT	20
5.	PROJECT MANAGERS OVERALL OBSERVATION OF THE FACILITY	21
6.	PHOTO REPORT.....	22
7.	ANNEXURE A: RECCOMENDATION & TYPICAL PROPOSED LAYOUTS	25
8.	ANNEXURE B: ORDER OF MAGNITUDE.....	26



1 EXECUTIVE SUMMARY

VNA Consulting (VNA) has been appointed by the Department of Transport to undertake a site assessment of the existing state of all building elements for the Pinetown Driver Learner Testing Centre & Motor Licensing Bureau. 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 Learner 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 assessment due diligence 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 Learner 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 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 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 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 Learner Testing Centres to bring it in line with requirements laid down by Statutory Regulations incorporating the OHSA Act.

3.1 LOCALITY PLAN

PINETOWN MLB & LITIC

Magina Clinic

Pinetown Motor Licensing

Pinetown Traffic Dept

KZN Cerebral Palsy Association

Road Traffic Inspectorate

Colbar Clothing (Pty)

Illoba Clothing (Pty)

Palley's

Go gje

Bears Coastal Warehouse

DURHAM SMART PAINT KZN

Giba Gorge

John Atkinson

Manu

Holmes Rd

Dorfer Co



3.2 PROPERTY SUMMARY INFORMATION

Street Address: Corner M1 & Stockville
Road
Pinetown
Durban
3610

City: Durban
Primary Use: Driver's Learners Training
Centre & Motor Licensing
Bureau

Year Built & Age:
Number of staff: 50 Staff Members
Number of Buildings: 1 Main Building – MLB
1 Office for Official Vehicles
1 Weigh Bridge Office
3 x Park Homes used for
DLTC

Number of Stories: 2 stories make up the Main
Building
1 Storey for the rest of the
Buildings

Total Building Area: 1419.54m²
Reported Site Area: 3034.70m²



No. of Public parking Spaces:	48 – MLB 24 – DLTC
No. of Staff Parking Spaces:	13 – MLB Staff 8 – DLTC Staff
No. of Officials parking spaces:	24
No. of Disabled Parking Spaces:	4 in total
Exterior Facade(s) :	Face Brick with Plaster & Paint to MLB Buildings Pre Fab building for the DLTC
Roof(s):	Pitched roofs
Heating:	No
Air-conditioning:	Yes
Electrical Wiring:	Yes
Number of Elevators:	Nil
Fire Sprinklers:	Nil



4. CONSULTANTS ASSESSMENTS

4.1 ARCHITECTURAL ASSESSMENT

SUMMARY AND PROPERTY DESCRIPTION

PROPERTY LOCATION

The property is a light department commercial building, compromised of multiple buildings located on the far north and south on the property. The property is situated on 75-77 Richmond Rd, Pinetown, 3605. Access onto site is from one entrance, 1 Stockville Rd.

PROPERTY DESCRIPTION

The Property contains multiple office type buildings:

- The MLB building being a multi-story face brick structure with structural concrete framing and tiled roof on timber trusses.
- The RTI building being single a single story face brick building with a tiled roof, a shed consisting of a concrete framed structure with a concrete trough roof with translucent sheeting roof lights. In addition to this is Weigh Bridge with a single story office of face brick and a tiled roof.
- The DLTC section consists of a cluster of prefab office buildings and car ports.

PARKING MLB AND RTI

Parking for the Property is provided by asphalt. The parking area is not adequate to accommodate the capacity of cars using the property as a result of this, informal parking has been created on the grass. A total of 48 bays were accounted for. Staff and paraplegic parking is combined to give a total of 15 bays. Official cars belonging to RTI, park in the concrete shed with a total of 24 parking bays. 3 bays for bikes were noted as well as a corner staff parking with 19 bays. There is also an impound yard behind the vehicle test centre.

PARKING DLT BUILDING

The parking outside the DLT has 8 covered parking bays and 2 disabled parking bays not covered by awnings. This parking area is situated behind the prefab cashier offices and on the testing grounds.

MLB BUILDING: GROUND FLOOR (EXISTING FACILITY)

ENTRANCE

Upon entering the building there is a foyer consisting of a staircase, aluminium windows and doors. Staircase balustrade does not comply with sabs 10400. The security control system does not work. People are constantly by passing the metal detectors and there is a gridlock of people trying to exit and enter through the same door. An enquiries desk is required at the entrance to issue the customers with a number and provide forms and advice.

BANKING HALL

The ground floor banking hall area lacks an efficient flow of navigation to cashiers windows. There are 10 cashiers cubicles of which 8 are cashiers and 2 are reserved for information and enquiries. Preferably 15 will be required.

The public area lacks space and seating during peak times.

The bench queuing system is antiquated and annoying for the public. The virtual queue system is preferable. The finishes and demeanour of the room is gloomy and unwelcoming. The lighting and ventilation to the public space is inadequate. The public area does not accommodate for the disabled. The Building is lacking functional amenities such as ablution facilities and a canteen or vending machines.

CASHIERS

The cashier's cubicles are raised resulting in the cashier being above the public at the window, this results in a master servant situation which has a negative sociological impact on the customer. Both the cashier and the client need to be able to sit at a desk height of about 700mm, this will allow paraplegics to access any cashier. Being seated also reduces the stress levels reducing hostility. Reducing the size of the cashiers cubicles will allow for more cubicles to be installed reducing the need to queue.

The cashiers need a pause area as they combine their tea room with their training room due to the lack of space.

The cashiers require a printing station, per every 5 cashiers.

The cashier's supervisors require a clear view of the cashier's stations as well as having CCTV.

ADMIN



- Store rooms for stationary and archive room for documentation are required as passages and offices are being used for this purpose at present.
- Server room (ENATIS – fibre optic).
- Switch board
- Postal enquires room for 2 people.
- Customer leasing room – (for supervisor to talk to the public needs to be accessible from the banking hall)
- Help desks to issue duplicate log books and deal with sensitive transactions. This room is to be accessible from the banking hall.
- RVS (records verification section) 6 staff + 1 supervisor in a separate office.
- The ablution areas need to be upgraded and a paraplegic toilet needs to be provided.

CIRCULATION SPACE

The fire escape is situated at the end of the passage and is a single door; the other fire escape is situated in the filing room also a single door. Fire escape existing the filing room is obstructed by unused lockers and broken furniture. The fire exits are locked as they double up as staff entrance.

There is inadequate staff control at these doors resulting in unsolicited transactions taking place at the back of the building.

MLB BUILDING (EXISTING BUILDING)

FIRST FLOOR

The 1st floor has a mix of RTI and DLTC (license renewal)

DLTC license renewal (to move to new building)

- The banking hall consists of public seating area
- Cashiers counters x 5
- Eye test facility with waiting room (to move to new building)
- Card collections cubical with storage cabinets x4 people (inadequate storage at present)
- Supervisors office

Admin (all to remain)

Station commander's office

HR, Admin clerk and PA (one person)

Board room for 30 people

Kitchen / staff room in close proximity to boardroom. (Bar is to be converted)

Switch board x2 people

Server room

Ablutions M+F

Archive room

RTI

Fines section x4 people in one office (existing)

Fines finance x2 in one office (existing)

Cashier x2 (to be recreated)

Warrant officer (to have access for the public)

Store room

Radio control room x2 people (existing)

Principal provincial inspector (existing office)

Admin office for traffic officers

PPi supervision

Archive room

RTI VEHICLE TEST CENTRE

Existing Weigh Bridge with office (fit for use)

Duty room (for 25 officer in 2 shifts) (to be moved to 1st floor of main building)

Ablutions (to be renovated)

Transport officer in charge of traffic vehicles (office to be renovated)

Existing p t with break test equipment (fit for use)

DLTC

**PROPERTY DESCRIPTION**

Existing prefab buildings and car ports are to be replaced with a new facility as proposed.

PARKING DLTC

Public parking is to be repaved and increased in size.

15 under cover parking are to be provided for the official vehicles.

LEARNER'S AREA (rooms require a new building)

New public waiting area for approximately 80 people

Testing room for 40 students + 2 staff (each student has their own cubical)

Waiting room for 40 students

Kitchen break room

Amin supervisor

Server room with separate office for IT technician

12 cashiers

DRIVERS TEST AREA (rooms require a new building)

Admin office and reception

Supervisor's office

10 inspection rooms for 2 people (with CCTV monitoring)

Printer room

Eye test room with provision for new licenses and license renewal.

15 officers required in this section

ADDITIONAL (over and above those provided in the existing facility)

Driver's school room

Coffee shop

CONCLUSIONS**MLB AND RTI BUILDING**

Additional public parking can be created by re-marking the existing area and moving the fence to the end of the vehicle test building.

A paraplegic ramp from the parking is required.

The entrance foyer needs to be rethought to separate people entering the building from people leaving as this is compromising security.

The ground floor banking hall is too small to cater for the volumes of people using the facility.

The cashier's desk is to be reduced down to 700mm so it is possible to sit at the desk. The seating is to be rotated to face away from the cashiers. The virtual queue system is to be adopted to make queuing less stressful for the public. The ventilation and lighting is to be upgraded. Free Wi-Fi and vending machines are to be provided to make the experience more comfortable for the public.

The first floor will be allocated to the RTI for administration.

The eye test, cashiers except for 1, public area and license collections along with the supervisors is to be moved a new building. The duty room is to be moved from the vehicle test centre to the 1st floor. A single cashier and small public waiting area is to remain for the payments of fines.

The Drivers Lerner's Training Centre will be a new building to better cater for the public and provide a higher standard of delivery and better work environment for the staff.

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
MLB/DLTC/RTI
Building
Cashier building
offices

DESCRIPTION

CATEGORY

PICTURE

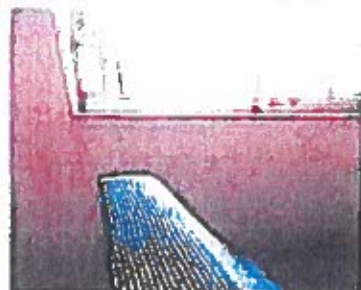
Cracks on wall next to
window in office.

2



Crack below window in
office.

2



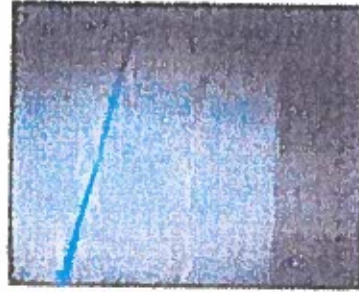



Crocodile cracking on
wall in office.

2





AREA	DESCRIPTION	CATEGORY	PICTURE
MLB/DLTC/RTI Building Cashier store room	Water damage on column in cashiers store room.	7	
	Water damage on ceiling in cashier's office store room.	8	
	Inadequate Construction Joint in passageway	6	
	Reinforcement exposed on underside of roof structure	7	

4.2.2 CIVIL ENGINEERING ASSESSMENT

EXISTING SERVICES

The existing services at the Pinetown Drivers, can be described as poor to average. Water flowing through down pipes need to be formally directed into the storm water network preventing water ponding around the building. The drains that are in place are not functional because there is a dam of litter restricting flow of water or they are damaged. Sewerage on site is in a working order and is in no need of urgent attention.

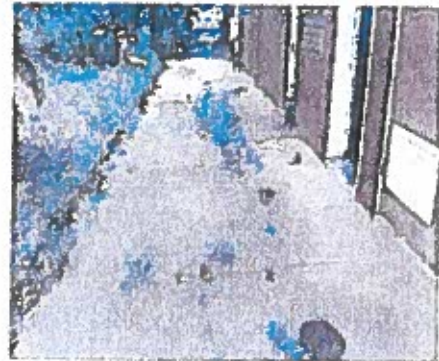


Figure 01

Image showing water from down pipe leading into a blocked drain



Figure 02:

Showing water from down pipe not entering the storm water network



Figure 03:

Showing blocked drains restricting the flow of water.



SURFACE STORM WATER

The surface drainage on site can be described as average to poor. The site has a storm water network in place but due to the site being aged the system is not functioning to capacity. Water is found to be ponding at isolated places as a result of no side drains along most kerbs and incorrect slopes leading to grid inlets. A possible solution will be to reinstate low points with correct falls and to install side drains leading to kerb inlets.



Figure 04:

Showing water ponding on the surface and not entering the grid inlet.

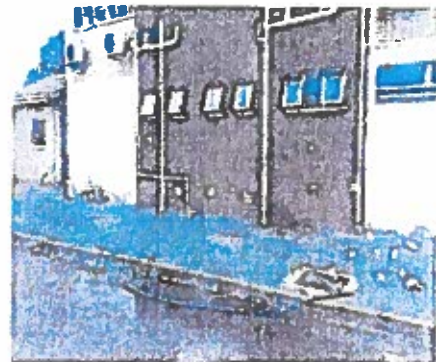


Figure 05:

Showing standing water as a result of no side drain.

EXISTING SURFACE

Pinetown MLB has two types of surfaces, asphalt and paving. The condition of the asphalt has deteriorated along the years and exhibits many distresses that are isolated throughout its area. An asphalt pavement is designed to last an average of 20 years provided periodical maintenance is done every three years on average or when it is required. Maintenance may include sealing a crack on the surface before it spreads or large amounts of water seeping through washing away the underlying layers. Due to a lack of maintenance on site cracking have eventually turned into potholes leaving the pavement in a poor condition. Being a pavement that has been in existence for a lengthy time, the surface has become brittle also resulting to its poor condition. Further in depth tests and analysis will need to be conducted to provide a technically correct solution to restore the pavement to a safe condition.



Figure 06:

Showing isolated potholes

4.3 MECHANICAL ENGINEERING ASSESSMENT

HVAC ASSESSMENT

MLB

1ST FLOOR LEVEL

CASHIERS HALL, ADMIN OFFICES, BOARD-ROOM, CAPTURING, ETC:

Occupancy

- Cash Hall: There are 7 cashiers in individual cubicles. There are 55 patrons on average. Total occupancy = 62 average.
- Administration Offices: There are various administration offices upstairs such as Finger Printing, Chief Admin, Station Commander, eye testing, reception, Bar, Cash Admin, Cash Counting, Card Collection, Chief Clerk, Control Room, Principal Inspector and Cash Admin Supervisor. The occupancy varies from 1 person per office to 36 people in the eye-testing station. This is a high occupancy area. Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- Board Room: The occupancy varies up to 50 people maximum. The existing Fresh Air System is non-functional. A new force-feed mechanical filtered fresh air system is required.
- Eye – testing station: The occupancy varies up to 36 people carrying out the eye testing with 5 operators in charge. Total people load = 41 people. The existing Fresh Air System is non-functional. A new force feed mechanical filtered fresh air system is required.

Fresh Air Supply

- Cash Hall: This is a high occupancy with poor fresh air supply. Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- Administration Offices: There are various administration offices upstairs such as Finger Printing, Chief Admin, Station Commander, eye testing, reception, Bar, Cash Admin, Cash Counting, Card Collection, Chief Clerk, Control Room, Principal Inspector and Cash Admin Supervisor. This is a high occupancy with poor fresh air supply. Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- Board Room: This is a high occupancy area with poor fresh air supply. The existing Fresh Air System is non-functional. A new force-feed mechanical filtered fresh air system is required.
- Eye – testing station: The occupancy varies up to 36 people carrying out the eye-testing with 5 operators in charge. Total people load = 41 people. The existing Fresh Air System is non-functional. A new force-feed mechanical filtered fresh air system is required.

Air-Conditioning

- First Floor Level: 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 in-adequate 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 with no standby A/C. 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: No mechanical ventilation.
- Tea Kitchen: No mechanical ventilation.
- Staff Canteen: No Mechanical ventilation system.

**MLB****GROUND FLOOR LEVEL****MAIN HALL, ADMIN OFFICES, MAIN FINANCIAL OFFICE, AUXILIARY, ETC:****Occupancy**

- **Main Hall:** There are 10 cashiers in individual cubicles. There are 100 patrons on average. Total occupancy = 110 average.
- **Administration Correspondence:** There are various administration offices downstairs under admin correspondence. The suite of offices comprise of 3 large offices housing 4 occupants in total.
- **Main Financial Office:** There are various administration offices downstairs under Main Financial Office. The suite of offices comprise of 4 large offices, each housing 2 occupants. This equates to 8 people in total.
- **Auxiliary Office:** There are various administration offices downstairs under Auxiliary Office. The suite of offices comprise of 5 offices, each housing 2 occupants. This equates to 10 people in total.

Fresh Air Supply

- **Main Hall:** This is a high occupancy with poor fresh air supply. Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- **Administration Correspondence:** This is a high occupancy with poor fresh air supply. Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- **Main Financial Office:** This is a high occupancy area with poor fresh air supply. The existing Fresh Air System is non-functional. A new force-feed mechanical filtered fresh air system is required.
- **Auxiliary Office:** This is a high occupancy area with poor fresh air supply. The existing Fresh Air System is non-functional. A new force-feed mechanical filtered fresh air system is required.

Air-Conditioning

- **Air-Conditioning to Building 1 Ground Floor Area:** 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.
- **Air-Conditioning to 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:** No mechanical ventilation.
- **Tea Kitchen:** No mechanical ventilation.
- **Staff Canteen:** No Mechanical ventilation system.



RTI

TRANSPORTATION OFFICE, MOTORCYCLE TEST, PATROL STAFF REST, ARCHIVES:

Occupancy

- Transportation Office: 4 off
- Motor Cycle Test: 2 off
- Patrol Staff Office: 4 off
- Archives: None

Fresh Air Supply

- Transportation Office: Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- Motor Cycle Test: Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- Patrol Staff Office: Forced Mechanical ventilation with filtration is required to satisfy the fresh air requirements.
- Archives: Ventilation required.
- Toilets and rest-rooms: these are in a poor condition with no mechanical ventilation.

DLTC

CASHIERS, ADMIN, LEARNERS WAITING AND TEST, REGISTRATION.

Occupancy

- Cashiers Area: There are 4 cashiers in individual cubicles. There are 20 patrons on average. Total occupancy = 24 average.
- Administration Office: There is currently a single occupant in the admin office.
- Learners waiting and Test: The waiting area can accommodate 30 people maximum whilst the adjacent test area has 44 cubicles for testing. = 74 maximum.
- Registration: There are currently 6 staff members and 24 persons from the public. Total = 30 people

Fresh Air Supply

- Cashiers: Currently this area has no mechanical fresh air ventilation. The High people load dictates Forced Mechanical ventilation with filtration to satisfy the fresh air requirements
- Admin office: Currently this area has no mechanical fresh air ventilation
- Learners waiting and Test: Currently this area has no mechanical fresh air ventilation. The High people load dictates Forced Mechanical ventilation with filtration to satisfy the fresh air requirements.
- Registration: Currently this area has no mechanical fresh air ventilation. Mechanical ventilation is required

Air-Conditioning

- Prefab: The building is fitted a variety of Air-Cooled Direct Expansion Unitary Air Conditioning installed in various stages during occupation. All Air-conditioning Units are the Mid-Wall Type. Most of the Air Conditioning equipment are non-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

**DRIVER'S LICENCE TESTING WAITING AREA, ENATIS, ADMIN AND SERVER ROOM:****Occupancy**

- Waiting Area: There are 8 people in this area.
- Driver Checking: There is currently a single occupant in this office.
- ENATIS office: There is currently a single occupant in this office.
- Examinations office: There are currently 9 off examinations offices. Each with 2 occupants = 18 people max

Fresh Air Supply

- Waiting Area: Currently this area has no mechanical fresh air ventilation. The High people load dictates Forced Mechanical ventilation with filtration to satisfy the fresh air requirements.
- Driver Checking: Currently this area has no mechanical fresh air ventilation.
- ENATIS office: Currently this area has no mechanical fresh air ventilation.
- Examinations offices: Currently this area has no mechanical fresh air ventilation. Mechanical ventilation is required.

Air-Conditioning

- Prefab: The building is fitted a variety of Air-Cooled Direct Expansion Unitary Air Conditioning installed in various stages during occupation. All Air-conditioning Units are the Mid-Wall Type. Most of the Air-Conditioning equipment are non-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.
- Server Room: The existing Server Room is fitted with a single mid wall unit. This is not acceptable. All server rooms must be fitted with 2 off units of equal capacity 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: No Mechanical Ventilation.

4.4 ELECTRICAL ENGINEERING ASSESSMENT

GENERAL

- The site comprises of double and single storey brick structures for driver training, driver licensing and motor licensing. The site has one public parking and one staff parking.

POWER SUPPLY

- The site is currently serviced with a 300A three phase power supply fed to a meter room located at the entrance to the site.
- The power supply is sufficient for the site operation at present but will be assessed again once the revised mechanical loadings are received.
- Power is reticulated from the main switchboard to various three phase distribution boards and sub distribution boards located on the site.
- All the distribution boards have been upgraded with the latest switchgear.

EMERGENCY POWER SUPPLY

- The motor licensing bureau section has not been provided with emergency power and all services stop during load shedding or other power losses.
- In the driver learner training section, the control room and trafficking section office area has not been provided with emergency power supply, so should there be any power loss, services in this area come to a standstill.
- The renewals office area comprises of five PCs, four of which are connected to an Uninterrupted Power Supply which is powered by a generator.
- There is no backup power supply provided for the booking room and services in this area will come to a stop in the event of a power loss.
- The learners' license test area has a back up generator to provide backup power for continuation of tests in the event of a loss of power and for the charging of tablets.
- There is no access to the server room.

LIGHTNING PROTECTION

- Structural lightning protection has been installed on the right hand side of building. In the event of a lightning strike the building and its occupants will be protected.

SMALL POWER INSTALLATION

- Small power is provided by means of varying types of individual wall mounted socket outlets and socket outlets on power skirting and trunking.
- The power skirting is manufactured from PVC, 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 T8 and T12 lamps controlled by Magnetic ballasts. The lighting to certain areas has been supplemented with recessed fluorescent down lighters or surface mount bulkhead fittings.
- External lighting is provided by means of 400W floodlights and a photocell at the back of the building.
- The staff parking was found to have no lighting.
- In some of the ablutions there were fittings missing or lights were not operational.

COMMUNICATIONS SYSTEMS

- These systems operated normally.



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 intruder detection, &
- Proximity access control equipment.

The staff area parking area was not covered by the CCTV system and the access control at the entrance of the building was found to be very poor.

SERVICE CABLING

- The service cabling is installed in power skirting, trunking and cable basket. In passage area of DLTC section wiring was found to be out of a trunking

4.5 FIRE ENGINEERING ASSESSMENT

Fire Hose Reels

- The fire hose reels on the site do not provide adequate coverage and is connected to the domestic supply.
- Additional hose reels are required.

Fire Extinguishers

- There are inadequate fire extinguishers provided for the buildings.
- Some of the fire extinguishers provided inside the building are mounted on walls while others are on the floor.
- All fire extinguishers are required to be mounted on wooden backing boards against walls.
- There is one server room in the prefabricated office and one server room in the admin office. There are a few servers in individual offices. 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.

Fire Escapes

- The travel distance to an exit is restricted to 45 metres to an open area. The Cashiers / License Renewal / Registration / Admin building has adequate escape routes, however, one glass escape door is access controlled with an access controlled gate which opens inward and the other escape door has a red box mounted on the wall with keys inside.
- Locks on escape doors must be replaced to panic hardware which will not require a key to open the escape door. Keys in boxes to unlock escape doors are not acceptable in terms of fire regulations.
- The building does 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.

Fire Detection System

- The site currently has no fire detection system installed. No manual call points are 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

- The facility is short staffed however, there is no capacity to accommodate more staff
- The facility has insufficient storage space for archived documents as well as documents currently in use.
- 2 prefab containers are used as archives.
- No facilities for cleaning staff (change rooms, lunch/tea area, lockers etc.)
- The boardroom is currently being used for staff break times however it is in the process of being changed to cashier teller space and an additional filing room.
- No paraplegic facilities
- No paraplegic ablution facilities available
- Public ablution available however all the ablution facilities on site require a revamp.
- Automated cashier tills are required, as they currently have a key lock system.
- Park homes are used in the DLTC (installed 12 years ago as a temporary structure)
- Insufficient seating for the public (booking of drivers/learners tests)
- Additional eye testing counters are needed to ensure that the facility is run more efficiently.
- Additional cashier points are required.
- A strong room is present on site, and is to remain.
- The kitchen is currently being used as a meeting/ boardroom.
- CCTV camera system is operational
- Testing pits present and operational
- Storage for impounded vehicles present on site
- The weigh bridge on site is operational.
- No staff ablution facilities in the DLTC section
- Alarm system is installed however, it is currently not operational
- Staff kitchen/room also used for cleaning staff lockers
- Generator present on site

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

6. PHOTO REPORT



Figure 01:
Public Parking at Pinetown for the MLB area



Figure 02:
Picture showing path from staff parking to building



Figure 03:
Internal Picture of waiting area for MLB



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

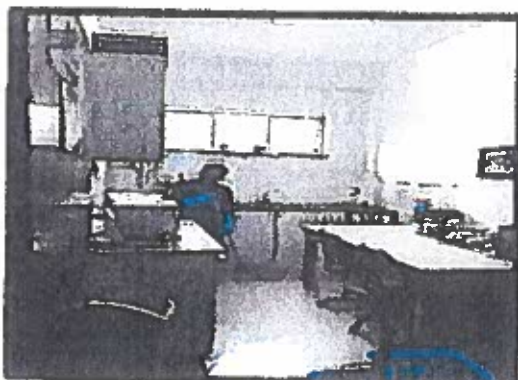


Figure 05:
Picture kitchen area on ground floor for MLB Staff



Figure 06:
Internal Picture of office area used for Audits as no Boardroom available



Figure 07:
Image of waiting area for DLTC on first floor (Drivers)

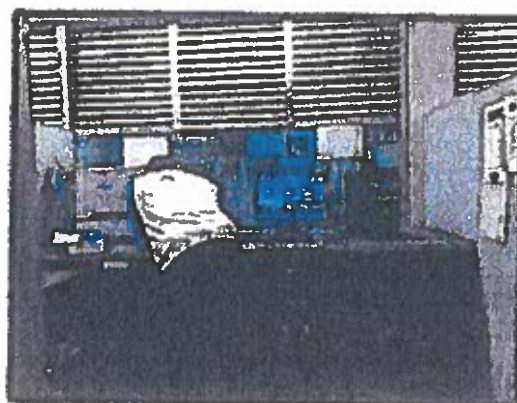


Figure 08:
Picture of card collection counter



Figure 09:
Picture Showing printer in the middle of a passage way
and server system exposed behind



Figure 10:
Image showing courtyard been used for storage space on
the property



Figure 11:
Image showing kitchen on first floor for DLTC staff



Figure 12:
Internal Picture showing office space been used for storage
of documents



Figure 13:
Picture showing staff parking at DLTC area



Figure 14:
Image of cashiers in pre fab park home for DLTC services



Figure 15:
Picture showing cashiers waiting area at DLTC



Figure 16:
Picture showing eye testing area

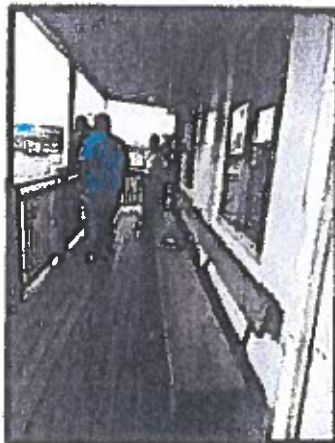


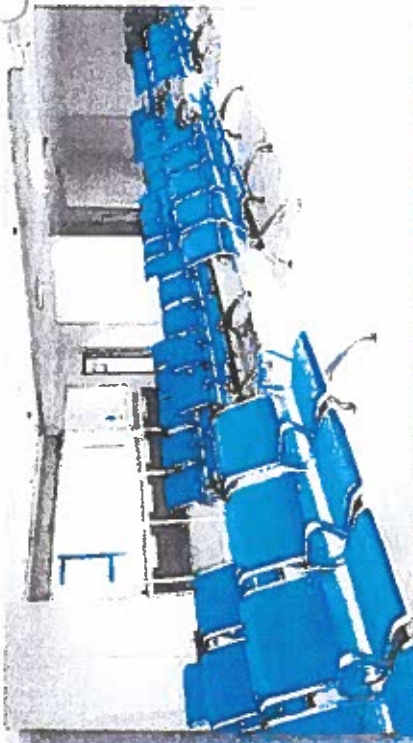
Figure 17:
Picture showing waiting area for Driver's Test to be conducted



Figure 18:
Picture showing waiting area for booking



7. ANNEXURE A: RECCOMENDATION & TYPICAL PROPOSED LAYOUTS



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 queueing 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 direct of glass makes for a stressful situation where the client feels helpless and at the mercy of a dictatorial system.

Steps: 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 clients 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 idea 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: Seating is preferable to stools 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: Aduations should be provided for disabled clients as well as staff. There must be space in the public hall for a wheel chair to manoeuvre and sit comfortably at the counter

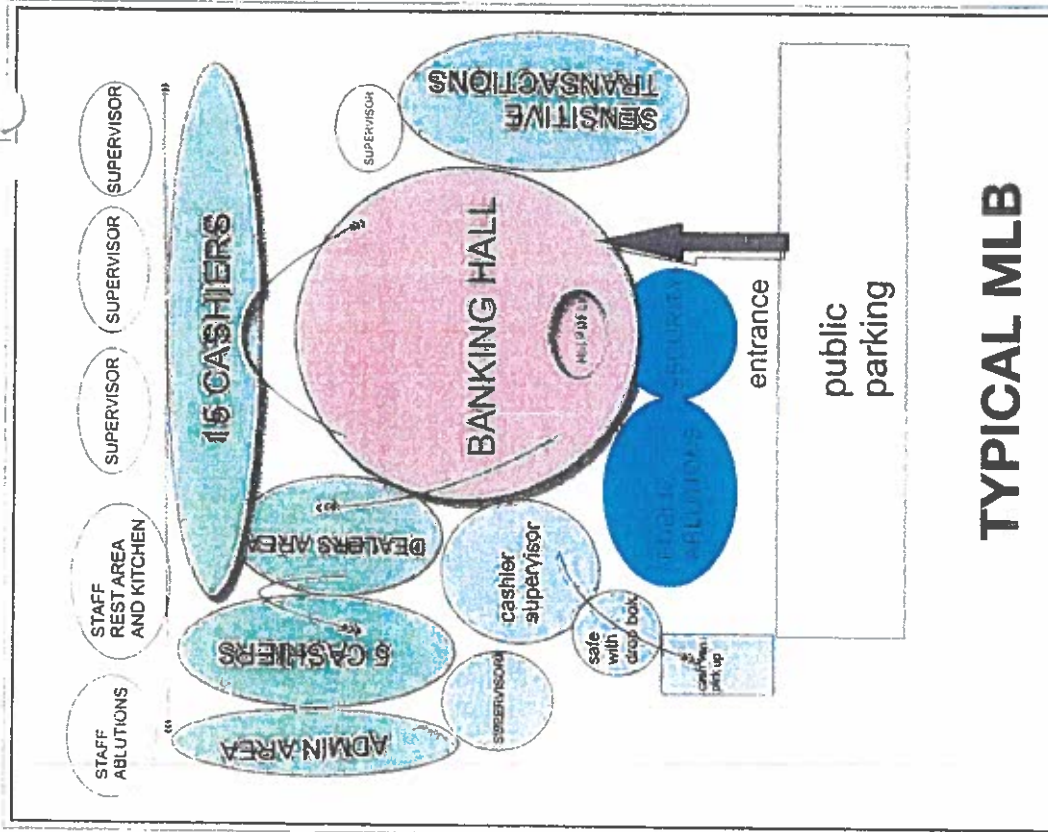
Vending machines: vending machines help giving the client something to do while they wait reducing the perceived waiting time. Coffee calms those with an addiction caffeine.



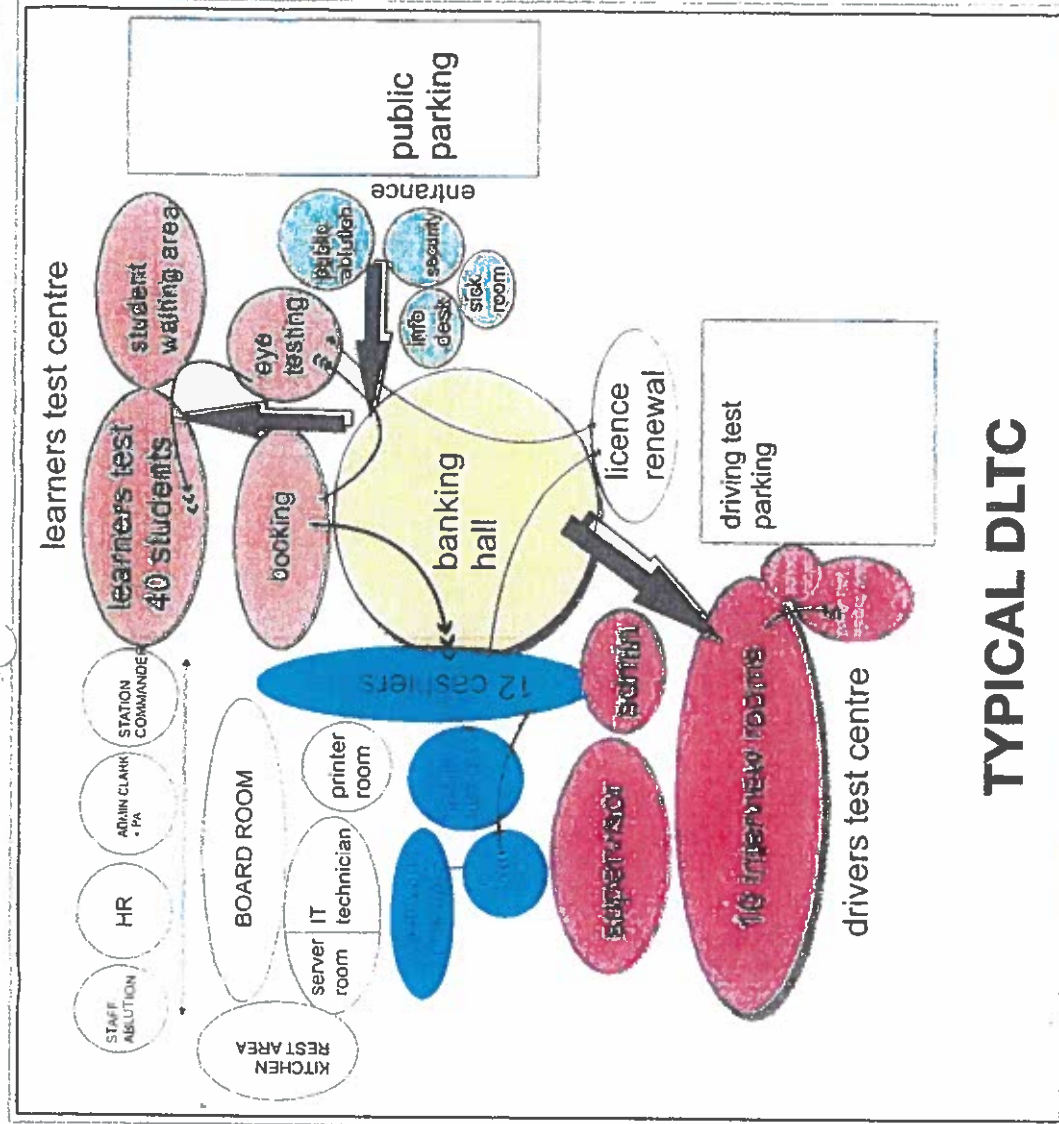
transport
Department
of Transport
Province of KwaZulu-Natal

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

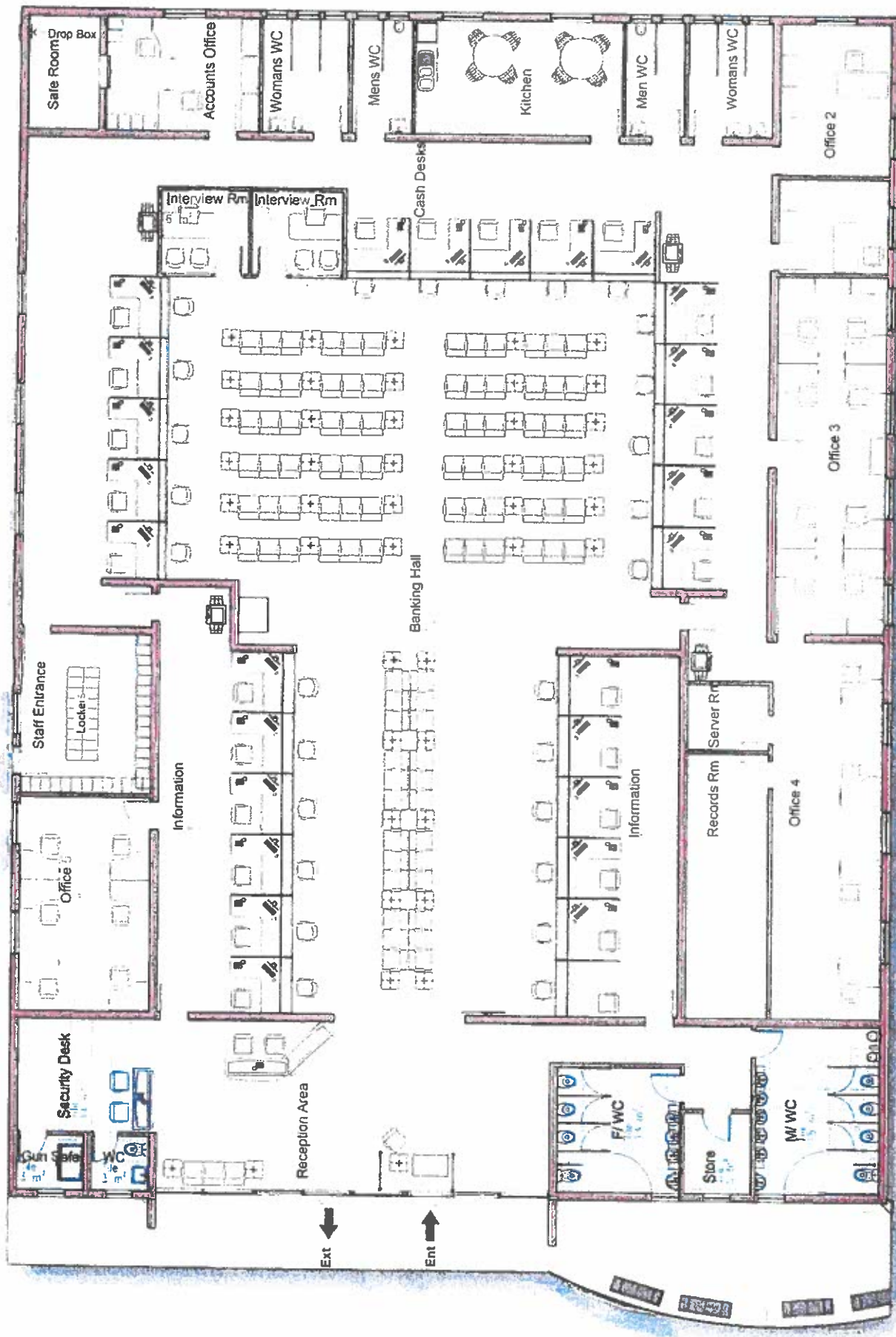




TYPICAL MLB



TYPICAL DLTC

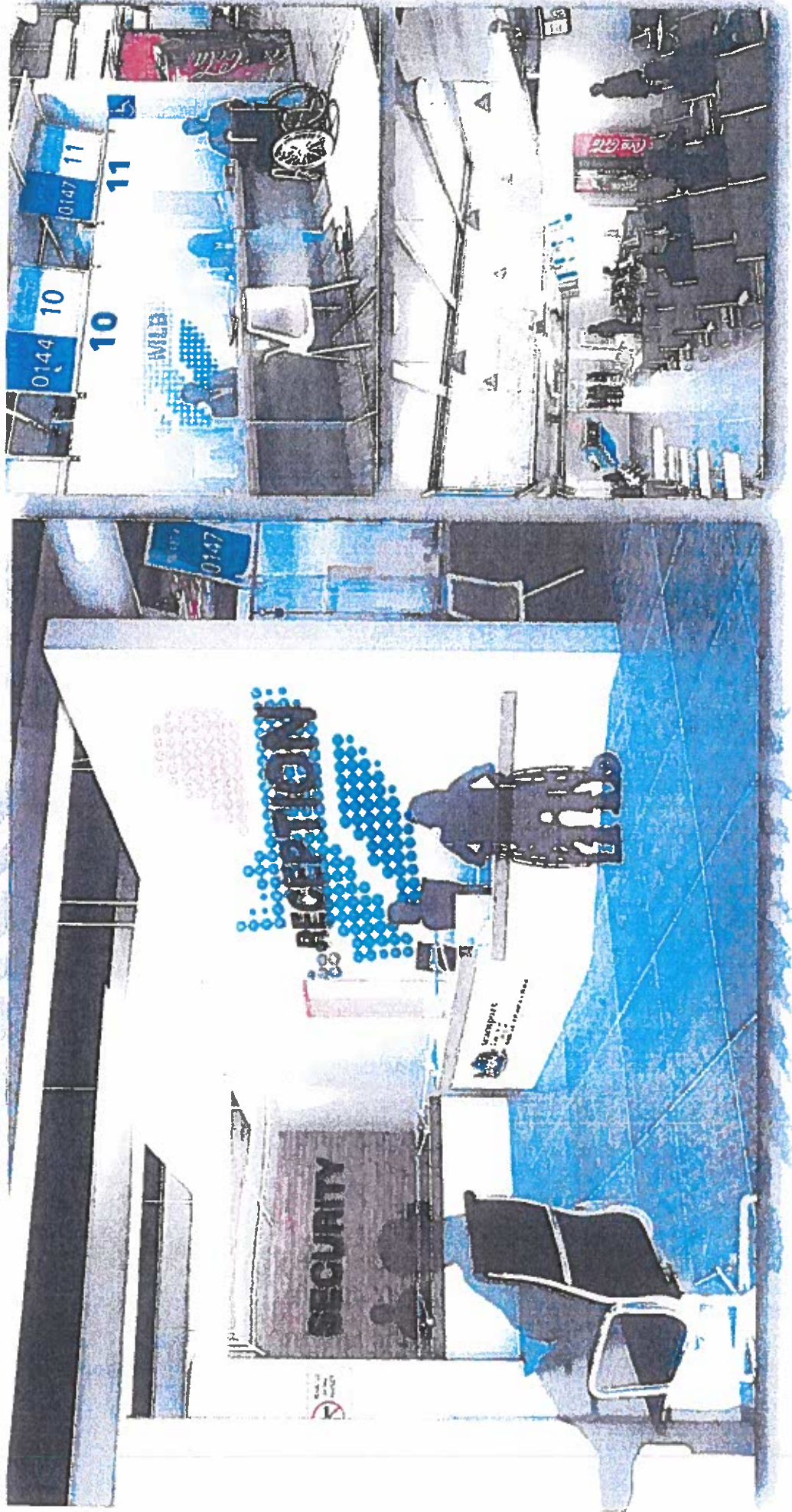


Typical Proposed MLB Building Floor Layout.



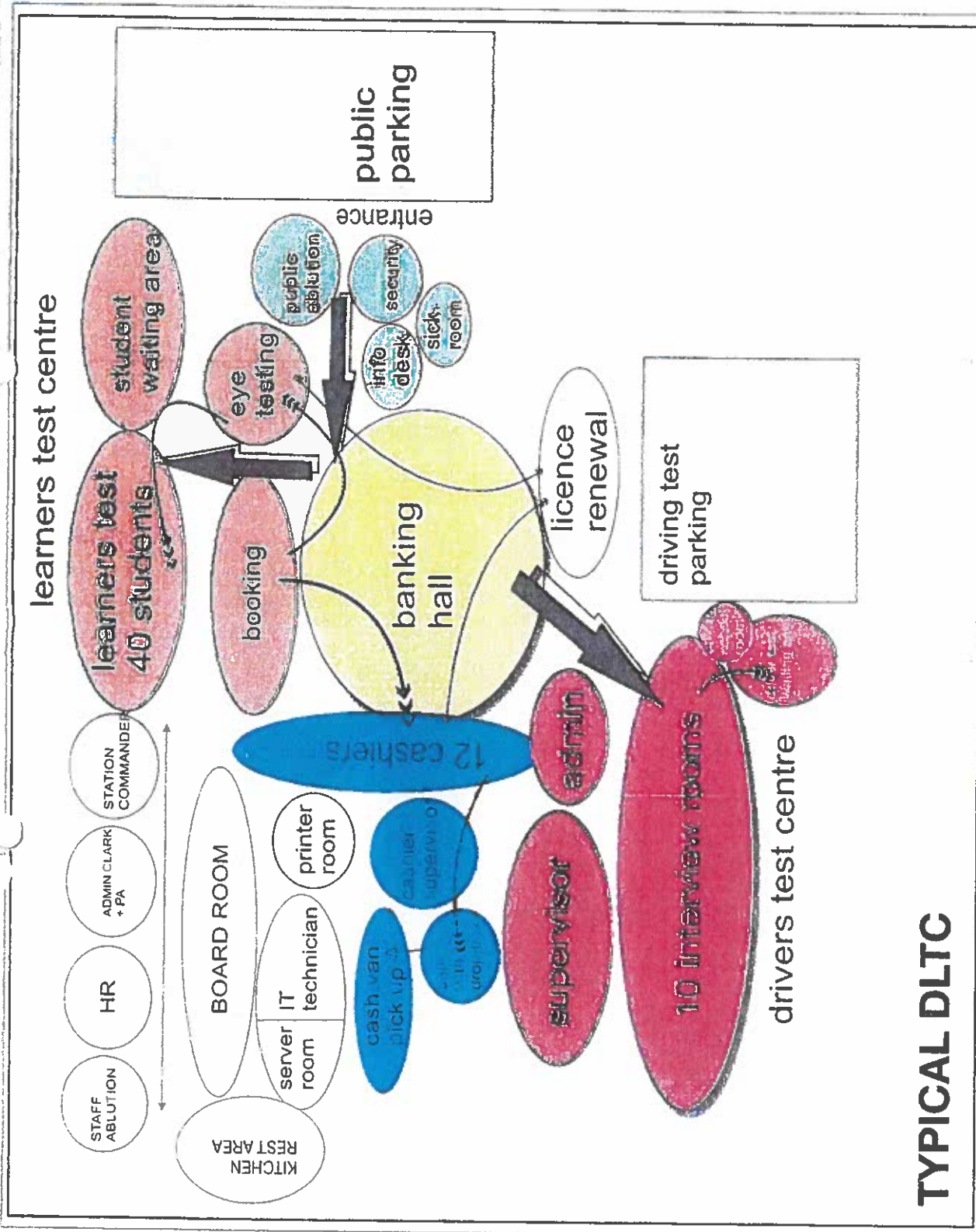
transport
Department
Transport
Province of KwaZulu-Natal

transport
Department
Transport
Province of KwaZulu-Natal



**Proposed Motor Licensing Bureau
Architectural Language.**





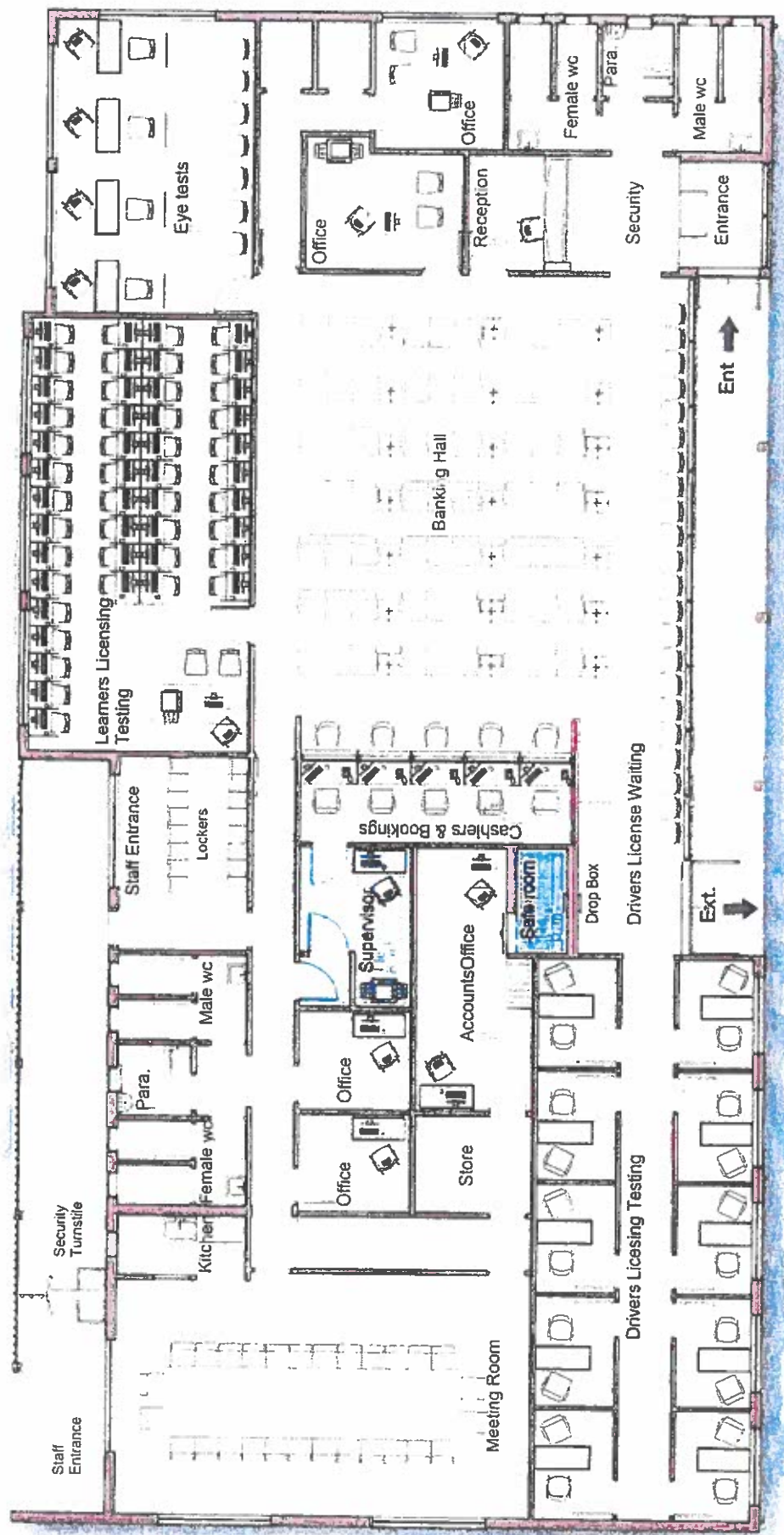
TYPICAL DLTC



transport
Department
of Transport
Province of KwaZulu-Natal

Department Of Transport - Typical Drivers Licence Testing Centre (DLTC).
Public Interaction And Experience.

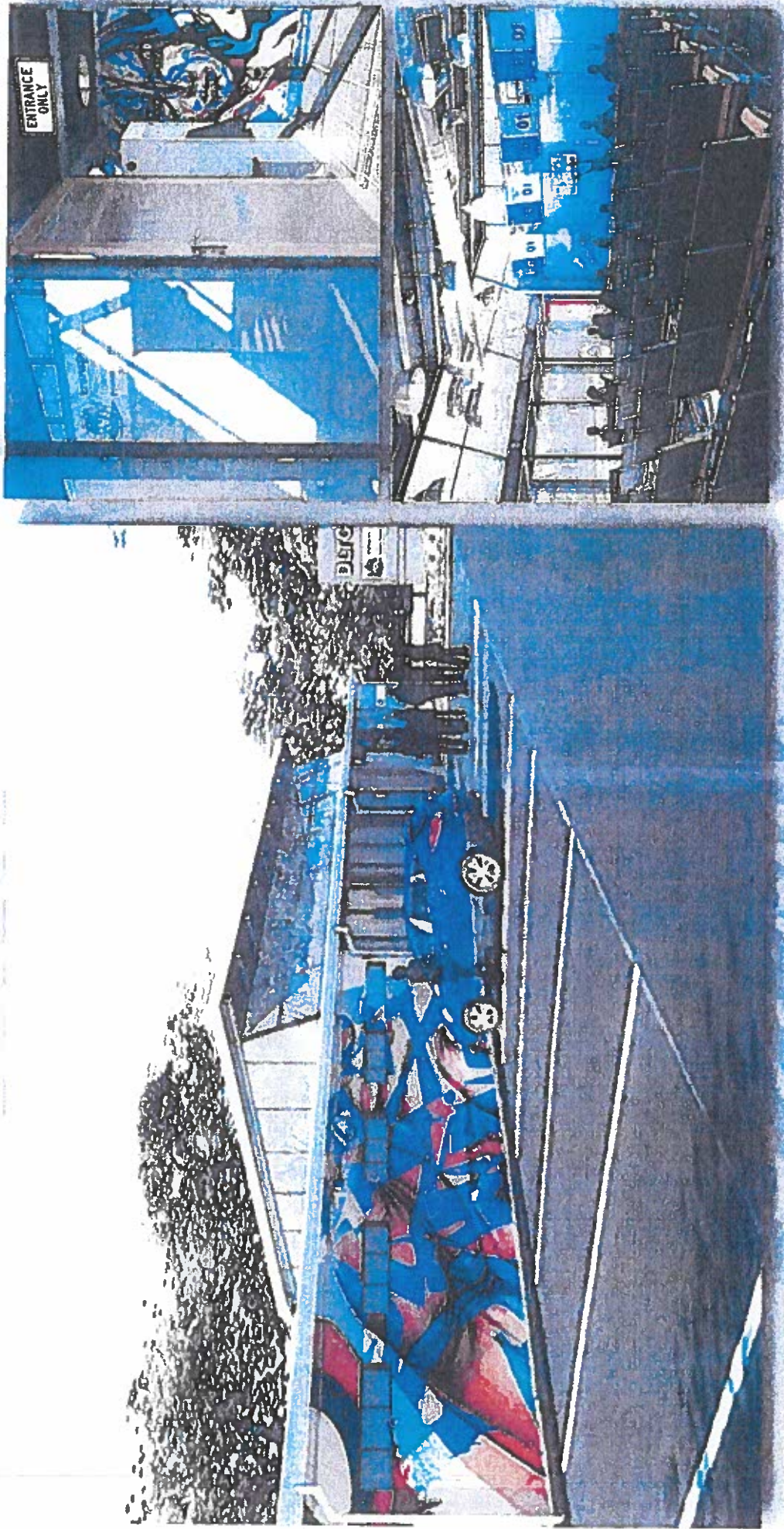




transport
Department
of Transport
Province of KwaZulu-Natal

Typical Proposed DLTC Building Floor Layout.





Proposed Driver Licence Testing Centre
Architectural Launguage.



8. ANNEXURE B: ORDER OF MAGNITUDE

PROPOSED UPGRADES TO PINETOWN DULTC & MIB

at

PINETOWN

for

DEPARTMENT OF TRANSPORT

ORDER OF MAGNITUDE

1-10 April 2016

April 2016



GENERAL

1. The first part of the paper is devoted to the study of the properties of the function $\phi(x)$ defined by the equation

[illegible]

2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 2681, 2682, 2683, 2684, 2685, 2686, 26

THE UNIVERSITY OF CHICAGO PRESS

התורה והנבואה

ΣΧΗΜΑ 5.10.7

www.elsevier.com/locate/jbiotec

For the above and other reasons, we conclude that the use of the estimated share is not warranted.

1950-1951

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841

የሰላም ምክር ቤቱ ለጥቅምት 2007 ዓ.ም. ስራውን በጥንቃቄ አጥብቆ ለመከተል ይጥራል፡፡

...elaboración de un plan de trabajo.

உதவித்திருக்கிறார்கள். நான் மிகவும் மகிழ்ச்சியடைகிறேன். நான் மிகவும் மகிழ்ச்சியடைகிறேன்.

Equipment for the Test on Vibration

Specialist Equipment

©1999 International Journal of Epidemiology

2000



IMPROVEMENT COSTS

BUILDING WORKS (EXCLUDING TENANT ALLOWANCES)

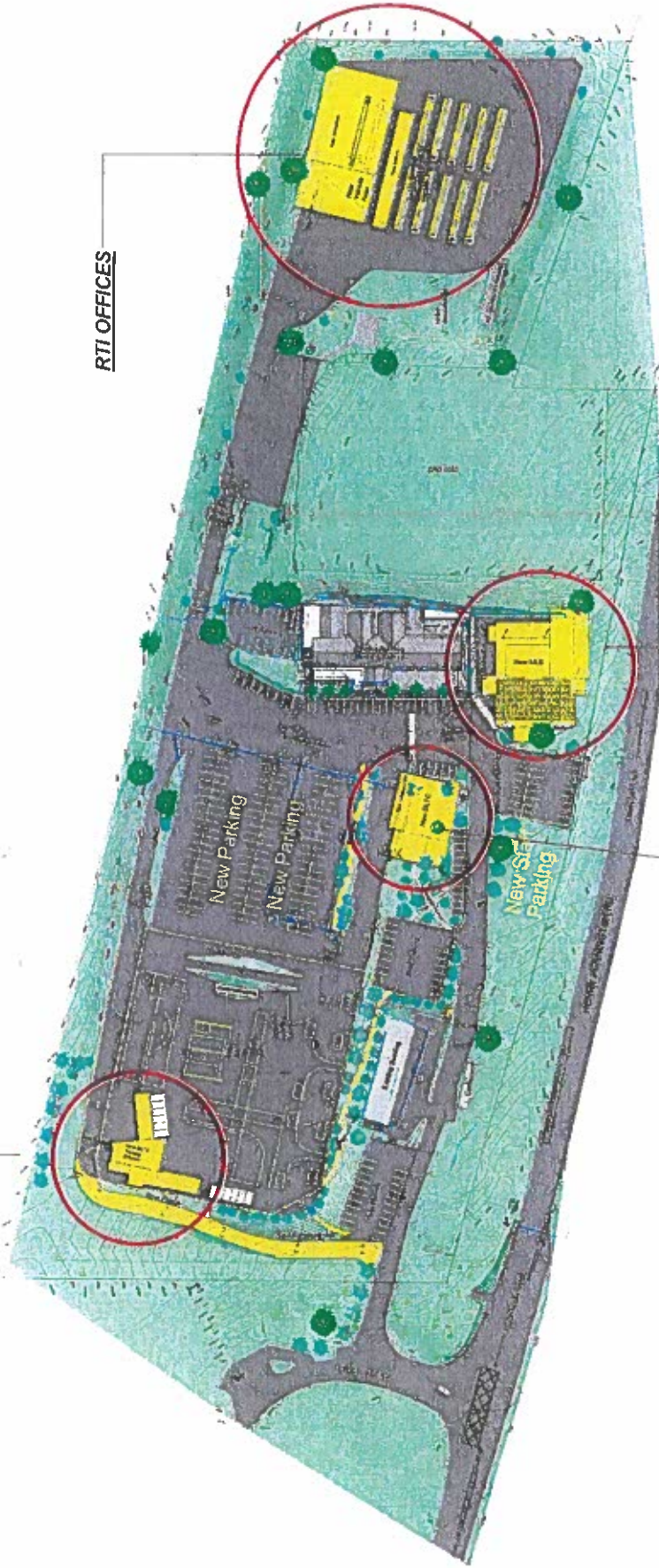
Item	Unit	Qty	Rate	Amount
Asphalt Paving Roadside Parking	m ²	222	1350	300,000.00
Asphalt Paving Roadside Parking	m ²	145	1450	210,250.00
Asphalt Paving Roadside Parking	m ²	100	1450	145,000.00
Asphalt Paving Roadside Parking	m ²	12	1450	17,400.00
Asphalt Paving Roadside Parking	m ²	1021	1450	1,480,450.00
Reinforced concrete structure for road	m ²	1	1500	1,500.00
New concrete glass fence	m ²	1021	415	423,715.00
Barbed wire Access Control	m ²	1	423,715.00	423,715.00
New Fencing System	Prox Sum	1	1,200,000.00	1,200,000.00
Bullet proof glass	m ²	10	7,000.00	70,000.00
Generator	Prox Sum	1	400,000.00	400,000.00
Solar installation	m ²	1	4,200.00	4,200.00
GROSS CONSTRUCTION AREA	m²	3,893	Rate/m²	R 8,135.22
EXTERNAL WORKS				R 32,449,000.00
Fencing / Palisade Fencing	m ²	1500	1350	2,025,000.00
Electricity / Motorized Gates	Prox Sum	1	22,000.00	22,000.00
New Carports	m ²	400	600	240,000.00
Roads and parking	m ²	25,665	200	5,133,000.00
New walkway	m ²	500	250	125,000.00
Signage and line marking	m ²	29,465	15	441,975.00
Upgrade of stormwater / water and Sewer Services	m ²	29,865	45	1,344,000.00
External Lighting	m ²	29,865	60	1,791,900.00
Municipal Connections etc	Prox Sum	1	150,000.00	150,000.00
Landscaping etc	Prox Sum	1	300,000.00	300,000.00
Outdoor Furniture / Benches	Prox Sum	1	50,000.00	50,000.00
Weightbridge	Prox Sum	1	2,500,000.00	2,500,000.00
GROSS EXTERNAL WORKS AREA	m²	29,865	Rate/m²	R 502.19
TOTAL GROSS CONSTRUCTION & CONTINGENCY ALLOWANCE				R 47,447,000.00
Contingency allowance				R 4,745,000.00
Carried forward				R 52,192,000.00

DLTC BUILDING 2

RTI OFFICES

MLB BUILDING

DTLC BUILDING 1





transport
Department
Transport
Province of KwaZulu-Natal

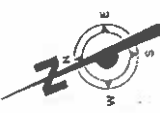
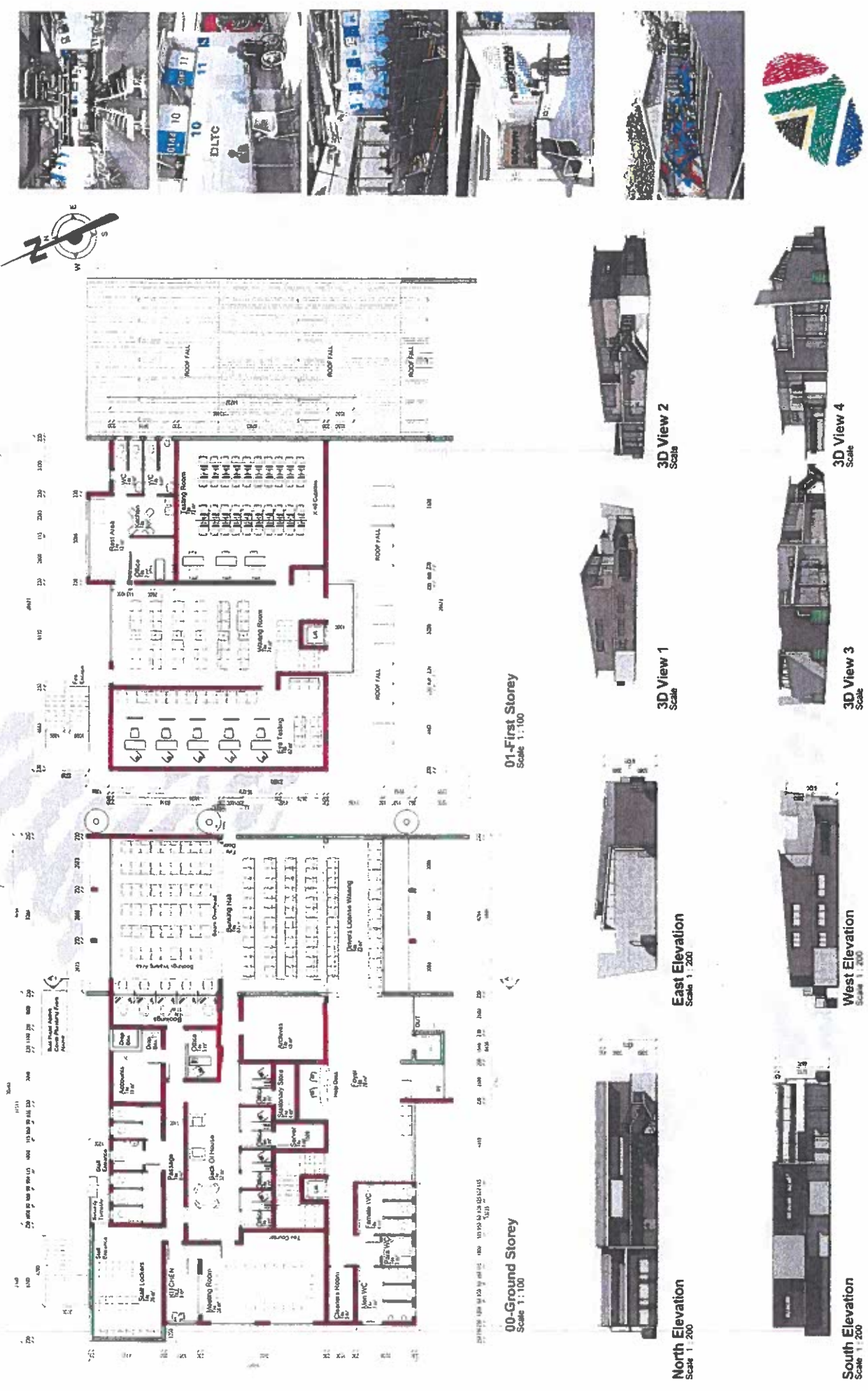


CONSULTING

Haye & Haye
associates • architects

TYPICAL DLTC - DRIVERS LICENCE BOOKING & LEARNER LICENCE TESTING CENTRE

Floor Plans & Elevations





3D View 1
Scale



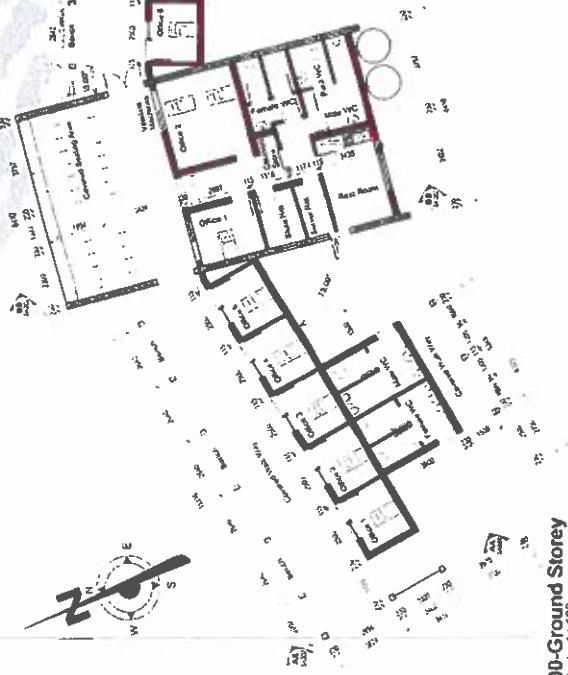
3D View 2
Scale



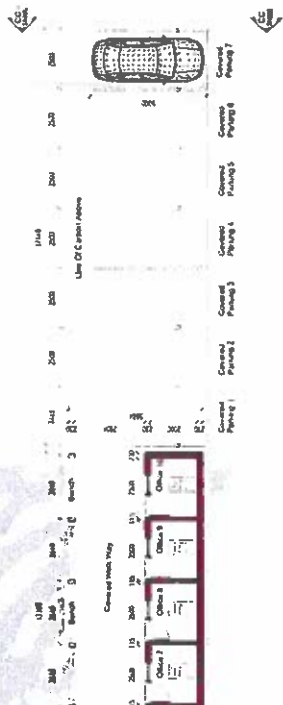
3D View 3
Scale



3D View 4
Scale



00-Ground Storey
Scale 1:100



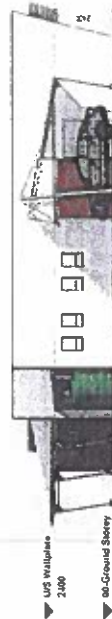
AA
Scale 1:50



CC
Scale 1:100



BB
Scale 1:100



East Elevation
Scale 1:100



North Elevation
Scale 1:100



West Elevation
Scale 1:100



South Elevation
Scale 1:100



transport
Department
Transport
Province of KwaZulu-Natal

TYPICAL DLTC - DRIVERS LICENCE TESTING CENTRE Floor Plans & Elevations

Raye & Raye
associates • architects





transport
Department
Transport
Province of KwaZulu-Natal

TYPICAL DLTC - BUILDING Drivers Licence Testing Centre

hayes & hayes
associates • architects

