



public works

Department:  
Public Works  
**PROVINCE OF KWAZULU-NATAL**

**DEVELOPMENT AND INSTITUTIONALISATION OF  
THE KWAZULU-NATAL  
PROVINCIAL INFRASTRUCTURE PROGRAMME  
MANAGEMENT UNIT (IPMU)**

**SERVICE PROVIDER  
PROCUREMENT DOCUMENT**

**April 2019**

**Tender No – ZNT 01/19/20**

**WIMS No .....**

**KZN Department of Public Works**

**Head Office**

Oliver Tambo House

191 Prince Alfred Street

Pietermaritzburg

3201

Contact: **Office of the Deputy Director General: Infrastructure Maintenance and Technical Support**

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**Name of Tenderer: .....**

.....



public works

Department:  
Public Works  
PROVINCE OF KWAZULU-NATAL

# DEVELOPMENT AND INSTITUTIONALISATION OF THE KWAZULU-NATAL PROVINCIAL INFRASTRUCTURE PROGRAMME MANAGEMENT UNIT (IPMU)

## SERVICE PROVIDER PROCUREMENT DOCUMENT APRIL 2019

### Table of Contents

<b>THE TENDER .....</b>	<b>3</b>
<b>Part T1. Tender Notice and Invitation to Tender.....</b>	<b>3</b>
T1.1 Tender Notice and Invitation to Tender.....	3
T1.2 Tender Data .....	5
<b>Part T2. Returnable Documents.....</b>	<b>12</b>
T2.1 List of Returnable Documents.....	12
T2.2 Returnable Evaluation Schedules .....	12
<b>THE CONTRACT .....</b>	<b>28</b>
<b>Part C1. Agreement and Contract Data .....</b>	<b>28</b>
C1.1 Form of Offer and Acceptance .....	28
C1.2 Contract Data .....	32
<b>Part C2. Pricing data.....</b>	<b>37</b>
C2.1 Pricing Assumptions.....	37
<b>Part C3. Terms of Reference .....</b>	<b>41</b>

# THE TENDER

## Part T1. Tender Notice and Invitation to Tender

### T1.1 Tender Notice and Invitation to Tender

The KZN Department of Public Works requires assistance with the implementation and institutionalization of the Provincial Infrastructure Master Plan and assessing inputs to the Department's infrastructure database.

The Department intends achieving the above by developing and institutionalizing an Infrastructure Programme Management Unit within an Infrastructure Development Agency.

Hence the Department invites suitably qualified and experienced service providers to submit offers for this service.:

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Documents available at no cost via the Departmental website: [www.kznworks.gov.za](http://www.kznworks.gov.za) or can be collected at the physical address stated below after paying a non-refundable cost of R500.00. Payment must then be made to the following banking details & proof of deposit must be produced upon collection:

Bank name: ABSA

Account No: 4072485515

Account Type: Current Account,

Branch code: 632005,

Reference: 14019605

#### The physical address for collection of tender documents is:

**KZN Department of Public Works**

**Head Office**

191 Prince Alfred Street

Pietermaritzburg

3201

Tenders may only be submitted on the tender documentation that is issued.

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#### A compulsory clarification meeting

A compulsory clarification meeting with representatives of the Employer will take place at

**Date:** 24 July 2019

**Time:** 11 H 00

**Venue:** HoD Board Room

KZN Department of Public Works

Oliver Tambo House

Auditorium B; Ground Floor

191 Prince Alfred Street

Pietermaritzburg

**N.B.** The official briefing session inspection certificate must be signed to validate attendance. See below **T2.1 List of Returnable Documents** (*Failure to do so may result in your tender being disqualified*)

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## Queries relating to the issue of these documents may be addressed to:

### For queries regarding the tender process:

**Contact Person:** Ms A Sewmohan  
**Tel:** 033 -355 5455  
**Fax:** 033 -355 5610  
**E-mail address:** [akashnee.sewmohan@kznworks.gov.za](mailto:akashnee.sewmohan@kznworks.gov.za)

### For queries regarding technical information:

**Contact Person:** Mr Brendan Bournes-Harper  
**Tel:** (033) 355-5677  
**Email address:** [brendan.bournes-harp@kznworks.gov.za](mailto:brendan.bournes-harp@kznworks.gov.za)

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## Tender Closing

The tender closing date and time shall be:

**Date:** 20 August 2109

**Time:** 11:00 am

Tenderers should ensure that tenders are delivered timeously to the correct address. If the tender submission is late, it will not be accepted for consideration.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated. Tender must ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery. See Tender Data Clause F.2.13.1 and F.2.15.1

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## Submissions of Tenders

Tender documents may be posted to:

**KZN Department of Public Works**  
**Head Office**  
**Private Bag X 9041**  
Pietermaritzburg  
3200

Tender documents may be delivered to:

**KZN Department of Public Works**  
**Head Office**  
Oliver Tambo House  
191 Prince Alfred Street  
Pietermaritzburg  
3201

The tender/bid box is generally open 24 hours a day, 7 days a week.

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## Interviews of Responsive Tenders

Once the tenderer submissions are evaluated in terms of responsiveness (i.e. all of the returnable documents and schedules requested in this tender are submitted and where required signed) they shall be evaluated to determine response to the functionality criteria. Based upon the response to the functionality criteria, the Employer reserves the right to hold interviews with the tenders who score more than 70% as a means of verification.

**If requested**, then key personnel should attend this interview. The persons named in **Part T2. Returnable Documents** [C1.2 Contract Data Part 2 Data provided by the Service Provider] Schedule of Key Persons of tenderers who satisfy the minimum functionality criteria will be required to attend the interview. The tenderer will be required to present the response papers to the proposed scope of work and personnel schedule to the Employer's evaluation panel and to answer questions raised by panelists regarding the tenderer's capability, capacity and previous experience to perform the services required.

The scoring of interviews shall not form a substantive portion of the overall scoring for Functionality. (see CIDB Standard for Uniformity clause 4.3.7). However, based on the outcome of the interview, the original score afforded by the Employer's evaluation panel for functionality (which is based on the returnable tender documentation alone) **may be readjusted** should the tenderer fail to satisfy the evaluation panel that the proposed tender's capability, capacity and previous experience is likely to result in the employer's objectives for the services being achieved.

### **TENDERERS TO NOTE**

1. Requirements for sealing, addressing, delivery, opening and assessment of the proposal are contained in the tender document.
2. The Department reserves the right not to award to the lowest bidder.
3. In addition, the Department will conduct a detailed risk assessment prior to the award of the bid.
4. No tender documents will be handed out at the compulsory briefing session.
5. Submission of a PDF copy of the completed bid document together with all supporting documents must be submitted on a readable compact disc together with the bid at time of close of tender.
6. Late submissions will not be accepted.
7. Faxed or e-mailed proposals are not accepted.
8. Only Bidders registered on the CSD and who meet the required conditions as specified in the proposal will be eligible to submit offers.

## T1.2 Tender Data

The conditions of tender are the **Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (July 2015)** as published in Government Gazette No 38960, Board Notice 136 of 2015. (See [www.cidb.org.za](http://www.cidb.org.za)).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data below shall have precedence in the interpretation of any ambiguity or inconsistency between it and the CIDB Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
F.1.1	The employer is the <b>KwaZulu-Natal Department of Public Works</b>
F.1.2	<p>The Tender Documents issued by the Employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreements and Contract data</b></p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 - Pricing instructions</p> <p><b>Part C3: Terms of Reference</b></p> <p>C3 - Terms of Reference</p>
F.2.7	<p>The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender.</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>

Clause number	Tender Data
F.2.12.4	<p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer's Agent.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficiency of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p>
F.2.13.1	Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the services identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original, plus nil copies.
F.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
F.2.15.1	<p>The closing date and time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.</p> <p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p><b>Location of tender box: Entrance Foyer</b></p> <p><b>Physical address:</b> KZN Department of Public Works Head Office 191 Prince Alfred Street Pietermaritzburg 3201</p> <p><b>Identification details:</b> Tender reference number; Title of Tender; and</p>
F.2.16	The tender offer validity period is <b>eight (8) weeks</b> .
F.2.23	<p>The tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> <li>1) an <b>original</b> or a <b>certified copy</b> of a <b>valid</b> Tax Clearance Certificate issued by the South African Revenue Services.</li> <li>2) Proof of registration on the National / Provincial Suppliers' Data Base</li> </ol>
F.3.4	Tenders will be opened immediately after the closing time for tenders at <b>11H00</b>

Clause number	Tender Data
F.3.11.1	Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.
F.3.11.3	<p>The procedure for the evaluation of responsive tenders is prequalification and then <b>Method 2: Functionality, Price and Preference</b></p> <p>The evaluation of the bids shall be conducted in the following Four stages:</p> <ol style="list-style-type: none"> <li>a. Firstly assess bids for completeness as per F2.14</li> <li>b. Secondly the following prequalification criteria shall apply: <ul style="list-style-type: none"> <li>• a tenderer having a minimum Level 1 B-BBEE status level of contributor and</li> <li>• a tenderer subcontracting a minimum of 30% to – <ul style="list-style-type: none"> <li>➤ an EME or QSE which is at least 51% owned by black people;</li> <li>➤ an EME or QSE which is at least 51% owned by black people who are youth;</li> <li>➤ an EME or QSE which is at least 51% owned by black people who are women;</li> <li>➤ an EME or QSE which is at least 51% owned by black people with disabilities;</li> <li>➤ an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;</li> <li>➤ a cooperative which is at least 51% owned by black people;</li> <li>➤ an EME or QSE which is at least 51% owned by black people who are military veterans;</li> </ul> </li> </ul> <p>Should a tenderer fail to comply with the pre-qualification criteria above, then the tender is an unacceptable tender</p> <li>c. Thirdly, the assessment of functionality shall be done in terms of the evaluation criteria and the minimum threshold of 70%. A bid shall be deemed non-responsive if it fails to meet the minimum threshold for functionality as per the bid invitation.</li> <li>d. Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points shall be used for price only and the 20 points are used for Preference Points (conformance to B-BEE)</li> </li></ol>



Clause number	Tender Data
	<p><b>1. Score for Functionality</b></p> <p>Score each submission in terms of the weighting functionality criteria provided for in F3.11.9 (below) and establish the score for functionality based on the following formula:</p> <p><b><math>F_s = S_o / M_s \times 100</math></b></p> <p>Where: <b>F<sub>s</sub></b> is the total percentage score for functionality from the bid under consideration</p> <p><b>S<sub>o</sub></b> is the score for functionality allocated by the Employer to the submission under consideration <i>(evaluate tenders score out total score of 100% max using standard score sheet with functionality criteria standards that must be inserted in tender data sheet )</i></p> <p><b>M<sub>s</sub></b> is the maximum possible score for functionality in respect of a submission <i>( is the score that the Employer evaluates for each functionality area required out of 100% max)</i></p> <p><b><i>(N.B. Tenders that score less than 70% for functionality shall not be considered further for the appointment)</i></b></p> <p><b>1) Score for Price adjusting for applicable Preference rating</b></p> <p>The 80/20 preference point system is applicable</p> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where <b>P<sub>s</sub></b> is the Points scored for comparative price of bid or offer under consideration</p> <p><b>P<sub>t</sub></b> is the comparative price of bid or offer under consideration</p> <p><b>P<sub>min</sub></b> is the comparative price of lowest acceptable bid or offer.</p> <p><i>Points scored shall be rounded off to the nearest 2 decimal places.</i></p>

F.3.11.9

Only those tenderers who score a minimum score of **70% points** in respect of the following functionality criteria are eligible to submit tenders

The selection and evaluation criteria are based on:

- A clearly structured submission in accordance with the Functionality Criteria;
- well-articulated; and
- detailed and relevant submission .

Please note the functionality criteria and maximum score in respect of each of the criteria are as follows:

No.	Functionality Criterion	Sub-weighting	Score indicators based on evaluation of submissions returnable schedules	Max Score	TOTAL SCORE
1	<b>Infrastructure Planning Competency</b> <ul style="list-style-type: none"> <li>• Knowledge and skills of infrastructure planning management, implementation and reporting at a portfolio management level at a Public Sector and or Municipal level</li> </ul>	0.70		20	
	<ul style="list-style-type: none"> <li>• Relevant proven experience of the entity and proposed sub-contractors (after verifying with traceable references)</li> </ul>	0.30			
2	<b>Methodology and Approach –</b> <ul style="list-style-type: none"> <li>• Approach paper which responds to the Terms of Reference and outlines any proposed approach / methodology and work plan complete with time frames, including the type and quantity of resources depicted in an organogram and clearly providing the roles and responsibilities of the resources to respond to the proposed methodology.</li> </ul>	0.70		20	
	<ul style="list-style-type: none"> <li>• Demonstrated ability to analyse, interpret and make informed recommendations</li> </ul>	0.30			
3	<b>Experience of each Project Team Member</b> <ul style="list-style-type: none"> <li>• Experience within the Built Environment. <ul style="list-style-type: none"> <li>◦ Detailed CV demonstrating participation in portfolio planning management, implementation and reporting.</li> <li>◦ Copies of highest education qualification(s) obtained.</li> <li>◦ Copies of registrations with the Councils Built environment</li> </ul> </li> </ul>	1.0		25	
4	<b>Project Management Skills</b> Programme and Project management skills that is appropriate to manage the scale and size of this project at a Public Sector and Municipal level. Demonstrable competency with knowledge and skills of the proposed team leader/s and confirmation of professional registration.	0.70		15	
	Relevant proven experience of the entity and proposed sub-contractors (after verifying with traceable references)	0.30			
5	<b>Regulatory and Business Skills:</b> Knowledge and skills of regulatory environment for establishing a Government Agency. Provide the process and align the proposed resources and roles of the respective resources to successfully establish the proposed KZN SIDA. Demonstrable competency with knowledge and skills and confirmation of professional registration.	0.70		20	
	Relevant proven experience of the entity and proposed sub-contractors (after verifying with traceable references)	0.30			
<b>TOTAL MAX SCORE FOR FUNCTIONALITY (Fs)</b>				<b>100%</b>	

Clause number	Tender Data														
F.3.11.9	<p>The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows:</p> <table border="1" data-bbox="284 324 812 582"> <thead> <tr> <th>Score</th><th>Prompt for judgment</th></tr> </thead> <tbody> <tr> <td>0</td><td>Non response</td></tr> <tr> <td>20</td><td>Poor</td></tr> <tr> <td>40</td><td>Average</td></tr> <tr> <td>60</td><td>Good</td></tr> <tr> <td>80</td><td>Very Good</td></tr> <tr> <td>100</td><td>Excellent</td></tr> </tbody> </table> <p>The scores of each of the evaluators will be averaged, weighted and then totaled to obtain the final score for quality.</p>	Score	Prompt for judgment	0	Non response	20	Poor	40	Average	60	Good	80	Very Good	100	Excellent
Score	Prompt for judgment														
0	Non response														
20	Poor														
40	Average														
60	Good														
80	Very Good														
100	Excellent														
F.3.13	<p><b>Tender offers will only be considered if the tenderer is not compromised by items (a) – (f) of clause F3.13 and the following additional items:-</b></p> <ul style="list-style-type: none"> <li>g) the tenderer submits <b>an original valid</b> Tax Clearance Certificate issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;</li> <li>h) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>i) the tenderer has not: <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given a written notice to this effect;</li> </ul> </li> <li>j) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</li> <li>k) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;</li> </ul>														
F.3.17	<p>The number of paper copies of the signed contract to be provided by the employer is one (1).</p>														

## Part T2. Returnable Documents

### T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents as relevant (see attached):	Tenderers may use this column to confirm documents have been completed and returned by inserting a tick, thus ✓
❖ <b>SBD 2</b> TAX CLEARANCE CERTIFICATE	
❖ <b>SBD 4</b> Compulsory Declaration of Interest	
❖ <b>SBD 6.1</b> PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011	
❖ <b>T2.2A</b> Record of Addenda to Tender Documents	
❖ <b>T2.2B</b> Compulsory Enterprise Questionnaire	
❖ <b>T2.2C</b> Certificate of Authority for Joint Ventures	
❖ <b>T2.2D</b> Proposed Amendments and Qualifications	
❖ <b>T2.2E</b> Compulsory Tender Clarification Briefing	
❖ <b>C1.1</b> Offer Portion of Form of Offer and Acceptance	
❖ <b>C1.2</b> Contract Data - Part 2. Data provided by the Service Provider	

### T2.2 Returnable Evaluation Schedules

The tenderer must complete the following Returnable Schedules required for tender evaluation purposes (Refer to F3.11.9 above):	Tenderers may use this column to confirm schedules have been completed and returned by inserting a tick, thus ✓
❖ <b>T2.2F1</b> Evaluation Schedule: Infrastructure Planning Competency	
❖ <b>T2.2F2</b> Evaluation Schedule: Methodology and Approach	
❖ <b>T2.2F3</b> Evaluation Schedule: Experience of each Project Team Member	
❖ <b>T2.2F4</b> Evaluation Schedule: Project Management Skills	

**N.B.** Failure to complete the **Compulsory** returnable schedules shall make the tender submission non-responsive. **Standard Conditions of Tender as contained in Annex F. Clause F.2.14 Information and data to be completed in all respects:** Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

SBD 2

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

## SBD 4

### COMPULSORY

### DECLARATION OF INTEREST

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

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

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

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

2.2 Identity Number:.....

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

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

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person

connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

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

2.9.1 If so, furnish particulars.

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

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

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

**4 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



**SBD 6.1**

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

**(i)**

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

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 a) The value of this bid is estimated to exceed / not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80 / 90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20 / 10
Total points for Price and B-BBEE must not exceed	100

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

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

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

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

## 7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE  
(*Tick applicable box*)

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

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

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

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

### 8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

### 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

### 8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of

contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

## T2.2A Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

## T2.2B Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number, if any:** .....

### Section 3: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

### Section 4: Particulars of companies and close corporations

Company registration number .....

Close corporation number .....

Tax reference number .....

### Section 5: Record in the service of the state

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

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

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

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

\*insert separate page if necessary

### Section 6: Record of spouses, children and parents in the service of the state

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

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

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:**

- authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			



## T2.2C Certificate of Authority for Joint Ventures

**This Returnable Schedule is to be completed by joint ventures.**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . . . . , authorised signatory of the company . . . . . , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. . . . .  Name . . . . .  Designation.....
Lead partner		Signature. . . . .  Name . . . . .  Designation.....
Lead partner		Signature. . . . .  Name . . . . .  Designation.....
Lead partner		Signature. . . . .  Name . . . . .  Designation.....

## T2.2D Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to **clause F.3.8 of the Standard Conditions of Tender** referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause or item	Proposal

Signed

Date

Name

Position

Tenderer

<b>T2.2E TENDER CLARIFICATION MEETING CERTIFICATE</b>			
<b>Project title:</b>	<b>DEVELOPMENT AND INSTITUTIONALISATION OF THE KWAZULU-NATAL PROVINCIAL INFRASTRUCTURE PROGRAMME MANAGEMENT UNIT (IPMU)</b>		
<b>Bid no:</b>	<b>ZNT 1/19/20</b>	<b>Project Code:</b>	<b>000000</b>
<b>Meeting Date:</b>		<b>11:00am on 24 July 2019</b>	

This is to certify  
that I,

\_\_\_\_\_  
(Name of authorised Representative)

representing

\_\_\_\_\_  
(Name of Enterprise)

Attended the  
tender clarification  
briefing on:

24 July 2019 (Date)

I have made myself familiar with all the conditions likely to influence the Service and the cost thereof. I further certify that I am satisfied with the description of the service and explanations given at the meeting and that I understand the service to be undertaken, as specified and implied, in the execution of this contract.

I declare that the representative, named above, is my authorised representative and **not** a third party agent and that my representative's attending of this meeting, shall be deemed conclusive proof that my Enterprise is fully aware of what was said and discussed at this meeting.

Name of Bidder	Signature	Date

Name of DOPW Representative	Signature	Date

**This form is only to be completed when applicable to the tender and if a Compulsory meeting has been called.**

Department Stamp:

--

# THE CONTRACT

## Part C1. Agreement and Contract Data

### C1.1 Form of Offer and Acceptance

#### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of: **the Development and Institutionalisation of a Provincial Infrastructure Programme Management Unit.**

The broad description of work and service required to develop the Provincial Infrastructure Master Plan will be threefold:

- i. **the first process** would be to provide assistance to develop the structure of a provincial infrastructure programme management unit that aligns and supports the development and implementation of the provincial integrated infrastructure master plan which responds essentially to the Strategic Integrated Projects (SIPs) of the Presidential Infrastructure Coordinating Commission and the KZN Provincial Growth and Development Plan (PGDP) and including other relevant documents and plans that have significant impact for infrastructure that support the objectives of the KZN PGDP. The department's infrastructure database will be the reference of data for the plan and a process needs to be developed to incorporate the data into the infrastructure master plan. Output of this process is an approved infrastructure master plan structure and content by the Employer;
- ii. **the second process** shall require an extensive consultative process with various specified provincial stakeholders (includes national, provincial, local government and private sector), attend meetings/workshops and assesses inputs / submissions from stakeholders and assessing inputs to the department's infrastructure database against the recent KZN PGDP indicators and targets, then complete the plan to the current infrastructure current status quo. Output of this process is an approved infrastructure master plan; and
- iii. **the third process** would require assistance with annual updating the provincial infrastructure master plan including adjustments from the Medium Term Expenditure Framework (MTEF) and assessing changes to objectives, trends and adjustments aligned to the Province's strategic plans and assessing inputs to the infrastructure database then update / amend the plan to the approval of the Employer.

The appointment contract will be for three years, subject to funding and compliance with administrative processes both Contractual and Departmental.

**Please find attached detailed Terms of Reference C3**

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 authorised, 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 an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) .....Rand;

R.....(in figures)

#### THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

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 including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the **Service Provider** in the conditions of contract identified in the Contract Data.

Signature ..... Date .....

Name .....

Capacity .....

#### For the tenderer

(Name and address organization) .....

Name and  
Signature of witness .....

### 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: Terms of Reference.

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 said 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 fulfill 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 on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now service provider) within five working days of the date of such receipt 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.

Signature ..... Date .....

Name .....

Capacity .....

Witness ..... Witness .....

**for the  
Employer**      DEPARTMENT OF PUBLIC WORKS  
Oliver Tambo House  
191 Prince Alfred Street  
Pietermaritzburg  
3200

Name ..... Date .....

Signature .....

Witness ..... Witness .....

## Schedule of Deviations

1 Subject .....

Details .....

.....

.....

.....

2 Subject .....

Details .....

.....

.....

.....

3 Subject .....

Details .....

.....

.....

.....

4 Subject .....

Details .....

.....

.....

.....

5 Subject .....

Details .....

.....

.....

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## C1.2 Contract Data

The Conditions of Contract are the ***Standard Professional Services Contract (July 2009)*** published by the Construction Industry Development Board

(see [www.cidb.org.za](http://www.cidb.org.za)).

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

### Part 1: Data provided by the Employer

Clause	Data
1	<p>The following definitions are amended as follows:-</p> <p><b><u>Deliverable</u></b> <i>Replace definition with the following:</i> A Deliverable shall be defined as any measurable, tangible, verifiable outcome, result or item that must be produced or completed. The minimum deliverables / outputs are stipulated in Part C3 the Terms of Reference.</p> <p><b><u>Employer</u></b> The Employer is <b>KwaZulu-Natal Department of Public Works</b></p> <p><b><u>Key Persons</u></b> The authorised and designated representative of the Employer is: Name: <b>Mr Brendan Bournes-Harper</b></p> <p>The address for receipt of communications is: Tel: <b>(033) 355-5677</b> Email address: <a href="mailto:brendan.bournes-harp@kznworks.gov.za">brendan.bournes-harp@kznworks.gov.za</a> Address: <b>KZN Department of Public Works</b> <b>Head Office</b> 191 Prince Alfred Street Pietermaritzburg 3201</p> <p><b><u>Period of Performance</u></b> The Period of Performance is <b>three (3) years</b> and is subject to the establishment of the <b>Infrastructure Programme Management Unit</b> within the <b>Provincial Corporate Organisational Structure</b>.</p>



	<p><b><u>Pricing Data</u></b></p> <p><i>Add the following phrase to the definition:</i></p> <p>In the interests of transparency, if the breakdown of aforementioned data is not provided as an annexure to this document, then only the schedule attached to the form of tender shall be considered as the Pricing Data and no other extraneous information can be considered thereafter.</p> <p><b><u>Project</u></b></p> <p>The Project is <b>Development and institutionalisation of the Kwazulu-Natal Provincial Infrastructure Programme Management Unit to Implement the KZN Integrated Infrastructure Master Plan for the KZN Department of Public Works.</b></p> <p><b><u>Scope of Work</u></b></p> <p>The Scope of Work is provided in Part C3 the Terms of Reference.</p> <p><b><u>Services</u></b></p> <p>The Services are work to be performed by the Service Provider pursuant to the Contract. The minimum services are described in Part C3 the Terms of Reference.</p> <p><b><u>Start Date</u></b></p> <p>The Start Date is <b>the date the contract is signed by the Employer</b></p>
3.4.1	Communications by facsimile are not permitted.
3.5	The location for the performance of the Project is <b>KZN Department of Public Works, Head Office, Oliver Tambo House, 191 Prince Alfred Street, Pietermaritzburg, 3201</b>
3.6	The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.
3.9.3	<p>Add the following phrase:</p> <p>The time-based fees used to determine changes to the Contract Price are as stated in the Pricing Data</p>
3.12	<ul style="list-style-type: none"> <li>- The penalty payable is to be determined as follows:-</li> <li>- Phase 1: <b>R 1,000.00</b> per Day subject to a maximum amount of <b>R 100,000.00</b></li> <li>- Phase 2: <b>R 1,000.00</b> per Day subject to a maximum amount of <b>R 100,000.00</b></li> <li>- Phase 3: <b>R 1,000.00</b> per Day subject to a maximum amount of <b>R 100,000.00</b></li> <li>- Management Outputs: <b>R 1,000.00</b> per Day subject to a maximum amount of <b>R 100,000.00</b></li> </ul>
3.15	The Service Provider shall provide a baseline programme <b>with the work plan</b> referred to in item 3.1 of the TOR within <b>TWENTY (20)</b> Days of the award of the Contract.
3.15.3	The Service Provider shall update the programme at intervals not exceeding <b>four (4)</b> weeks. The updated programme shall always reflect the baseline programme to enable the Employer to relate progress of the services in relation to the current and baseline programmes.
3.16	OMIT clause 3.16: The time-based fees shall not be adjusted for inflation.
4.3.1(d)	OMIT clause 4.3.1(d): The Service Provider is not required to assist in the obtaining of approvals, licenses and permits from the state, regional and municipal authorities having jurisdiction over the Project
5.4.1	The Service Provider is required to provide professional indemnity cover in an amount of <b>R2,000,000.00</b> in respect of a claim without limit to the number of claims.

5.5	<p>Replace the clause with the following:-</p> <p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> <li>a) appointing Subcontractors for the performance of any part of the Services</li> <li>b) appointing Key persons not listed by name in the Contract Data</li> <li>c) incurring any disbursement generating action</li> </ul>
7.2	The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule.
8.1	The Service Provider shall commence the performance of the Services within <b>five (5) Days</b> of date that the Contract becomes effective.
8.2.1	The Contract is concluded when the Employer has received all documentation applicable to this contract in the remaining two (2) months prior to the conclusion of this contract which is a three (3) year period from the start date.
8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed <b>ninety (90) days</b>
9.1	Copyright of documents prepared for the Project shall be vested with the <b>Employer</b> .
12.1	Any unsettled claim/s or dispute/s is /are to be referred to <b>Mediation</b>
12.2.1	In the event that the parties fail to agree on a mediator, the mediator is to be nominated by the Head: Provincial Treasury.
12.3	OMIT this clause: No disputes or claims shall be referred to Adjudication
12.4	Final settlement of disputes or claims shall be by <b>Arbitration</b> , but only after settlement (in terms of clause 12.1) and mediation (in terms of clause 12.2) have been exhausted.
12.4.1	In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by the Chairman of the Association of Arbitrators.
13.1.3	All persons in a joint venture or consortium shall carry a minimum professional indemnity insurance of <b>R2,000,000.00</b> .
14.2	<p><i>Replace clause with the following clause:</i></p> <p>Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Employer, at the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975) and calculated from the due date of payment.</p>
15	<p>INTEREST – the interest rate applicable to this clause will be in terms of the legislation of the Republic of South Africa, and in particular:</p> <p>In respect of interest owed to the employer, the interest 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 No. 1 of 1999), will apply</p>

## Part 2: Data provided by the Service Provider

The Service Provider is advised to read the ***Standard Professional Services Contract (July 2009) as amended***, published by the Construction Industry Development Board (see [www.cidb.org.za](http://www.cidb.org.za)) in order to understand the implications of this Data which is required to be completed.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Clause	Data
1	<p><b>The Service Provider is.</b></p> <p>Name: .....</p> <p>Address: ..... .....</p> <p>Telephone: ..... Facsimile: .....</p> <p>Cell phone: ..... Email address: .....</p>
5.3	<p><b>The authorised and designated representative of the Service Provider is:</b></p> <p>Name: .....</p> <p>The address for receipt of communications is:</p> <p>Address: ..... .....</p> <p>Telephone: ..... Facsimile: .....</p> <p>Cell phone: ..... Email address: .....</p>

5.5 &  
7.1.2

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

Name	Specific duties

## Part C2. Pricing data

### C2.1 Pricing Assumptions

SBD 3.3

#### **PRICING SCHEDULE** (Professional Services)

NAME OF BIDDER: .....

BID NO.: **ZNT 01/19/20**

CLOSING TIME..... CLOSING DATE.....

OFFER TO BE VALID FOR 8 WEEKS FROM THE CLOSING DATE OF BID.

For details of the work to be performed in the Phases (see below) please refer to **Part C3 Terms of Reference**

IPMU Phases / Elements	Resource	Rate '(R) / Hour	Actual Duration (Months)	Estimated Quantity (hours)	Amount (R)	CUMULATIVE TOTAL (R)
<b>Provincial Infrastructure Integration and Coordination (IPMU)</b>						
<b>Phase 1</b>	Registered professional		<b>2</b>	<b>790</b>		
	Administration Support			<b>260</b>		
<b>Phase 2</b>	Registered professional		<b>6</b>	<b>2370</b>		
	Administration Support			<b>770</b>		
<b>Phase 3</b>	Registered professional		<b>28</b>	<b>11060</b>		
	Administration Support			<b>3580</b>		
<b>SUB - TOTALS:</b>			<b>36</b>	<b>14220</b>	<b>4610</b>	
<b>BALANCE C/FWD to the Next Page</b>						

IPMU Phases / Elements	Resource	Rate '(R) / Hour	Actual Duration (Months)	Estimated Quantity (hours)	Amount (R)	CUMULATIVE TOTAL (R)
BALANCE B/FWD from previous page						
<b>Provincial Ocean's Economy Programme</b>						
<b>Phase 1</b>	Registered professional		<b>2</b> (concurrent programme)	<b>140</b>		
	Administration Support			<b>20</b>		
<b>Phase 2</b>	Registered professional		<b>6</b> (concurrent programme)	<b>430</b>		
	Administration Support			<b>40</b>		
<b>Phase 3</b>	Registered professional		<b>28</b> (concurrent programme)	<b>2020</b>		
	Administration Support			<b>190</b>		
<b>SUB - TOTALS:</b>			<b>36</b> (concurrent programme)	<b>16810</b>	<b>4860</b>	
<b>Provincial Green Building Programme</b>						
<b>Phase 1</b>	Registered professional		<b>2</b> (concurrent programme)	<b>150</b>		
	Administration Support			<b>260</b>		
<b>Phase 2</b>	Registered professional		<b>6</b> (concurrent programme)	<b>440</b>		
	Administration Support			<b>770</b>		
<b>Phase 3</b>	Registered professional		<b>28</b> (concurrent programme)	<b>2050</b>		
	Administration Support			<b>3610</b>		
<b>SUB - TOTALS:</b>			<b>36</b> (concurrent programme)	<b>19450</b>	<b>9500</b>	
BALANCE C/FWD to the Next Page						

IPMU Phases / Elements	Resource	Rate '(R) / Hour	Actual Duration (Months)	Estimated Quantity (hours)	Amount (R)	CUMULATIVE TOTAL (R)
BALANCE B/FWD from previous page						
<b>Provincial Land Utilisation Strategic Framework</b>						
<b>Phase 1</b>	Registered professional		<b>2</b> (concurrent programme)	<b>210</b>		
	Administration Support			<b>620</b>		
<b>Phase 2</b>	Registered professional		<b>6</b> (concurrent programme)	<b>620</b>		
	Administration Support			<b>1850</b>		
<b>Phase 3</b>	Registered professional		<b>28</b> (concurrent programme)	<b>2900</b>		
	Administration Support			<b>8640</b>		
<b>SUB - TOTALS:</b>			<b>36</b> (concurrent programme)	<b>23180</b>	<b>20610</b>	
<b>Establishment of KZN SIDA</b>						
<b>Phase 1</b>	Registered professional		<b>2</b> (concurrent programme)	<b>400</b>		
	Administration Support			<b>140</b>		
<b>Phase 2</b>	Registered professional		<b>6</b> (concurrent programme)	<b>1190</b>		
	Administration Support			<b>420</b>		
<b>Phase 3</b>	Registered professional		<b>28</b> (concurrent programme)	<b>5530</b>		
	Administration Support			<b>1950</b>		
<b>SUB - TOTALS:</b>			<b>36</b> (concurrent programme)	<b>30300</b>	<b>23120</b>	
BALANCE C/FWD to the Next Page						

IPMU Phases / Elements	Resource	Rate '(R) / Hour	Actual Duration (Months)	Estimated Quantity (hours)	Amount (R)	CUMULATIVE TOTAL (R)
<b>BALANCE B/FWD from previous page</b>						
Disbursements will be as per DoPW Tariffs for travel, photocopying, etc. (insert 5% of the cumulative total) and shall only be utilised for disbursements approved by the Department				5%		
<b>NETT PRICE:</b>						
<b>ADD VAT @ 15%</b>						
<b>TOTAL PRICE (C/Fwd to offer)</b>						



## **Part C3. Terms of Reference**

(See attached Terms of Reference)



public works

Department:  
Public Works  
PROVINCE OF KWAZULU-NATAL

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## ***PART C3*** ***TERMS OF REFERENCE***

**FOR**

**ZNT 01/19/20: - DEVELOPMENT AND  
INSTITUTIONALISATION OF THE KWAZULU-  
NATAL PROVINCIAL INFRASTRUCTURE  
PROGRAMME MANAGEMENT UNIT (IPMU)**

**APRIL 2019**

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**Project Identification:**

<b>Name of Client</b>	KwaZulu-Natal Department of Public Works
<b>Name of Project</b>	The Development And Institutionalisation Of The Kwazulu-Natal Provincial Infrastructure Programme Management Unit (IPMU)
<b>Contracting Authority</b>	KwaZulu-Natal Department of Public Works
<b>Project Sponsor</b>	Mr T A Mdadane Deputy Director General: Infrastructure Maintenance and Technical Support KwaZulu-Natal Department of Public Works
<b>Project Leader</b>	Mr B Bournes-Harper Chief Quantity Surveyor KwaZulu-Natal Department of Public Works
<b>Project Purpose</b>	To improve the planning and delivery of Public Sector infrastructure coordination by the KZN Department of Public Works in conjunction with the Provincial Infrastructure Coordination Workgroup and the Provincial Planning Commission through the implementation of the PGDP Strategic Objectives and the Presidential Infrastructure Commission's Strategic Integrated Projects (SIPs). .

## Contents

<b><u>1</u></b>	<b><u>INTRODUCTION AND BACKGROUND</u></b>	<b>4</b>
1.1	<u>Strategic Planning in the Context of Government</u>	4
1.2	<u>Infrastructure Planning</u>	6
1.3	<u>KZN Cabinet Lekgotla</u>	7
1.4	<u>State of the Province Address and Cabinet resolutions</u>	8
1.5	<u>The Provincial Infrastructure Coordination Workgroup (PICWG)</u>	8
1.6	<u>Catalytic Projects</u>	9
1.7	<u>PGDP Technical Committee</u>	11
1.8	<u>Project Beneficiaries</u>	12
1.9	<u>The Request for Assistance</u>	12
<b><u>2</u></b>	<b><u>OBJECTIVES OF THE SERVICES TO BE PROVIDED</u></b>	<b>13</b>
2.1	<u>General Objective</u>	13
2.2	<u>Specific Objectives</u>	13
<b><u>3</u></b>	<b><u>Scope of the Work</u></b>	<b>14</b>
3.1	<u>General</u>	14
3.2	<u>Main Tasks to be Performed</u>	14
3.3	<u>Related Programmes / Initiatives / Sector Infrastructure Plans</u>	18
<b><u>4</u></b>	<b><u>REQUIRED EXPERTISE</u></b>	<b>19</b>
4.1	<u>The Professional Service Providers Team (PSPT)</u>	19
4.2	<u>Competency, Skills and Expertise required</u>	19
<b><u>5</u></b>	<b><u>Drafting the Provincial Infrastructure Master Plan</u></b>	<b>21</b>
5.1	<u>Style</u>	21
5.2	<u>Structure</u>	21
5.3	<u>Process</u>	21
<b><u>6</u></b>	<b><u>THE EXPECTED MANAGEMENT OUTPUTS</u></b>	<b>22</b>
6.1	<u>Outputs</u>	22
<b><u>7</u></b>	<b><u>THE EXPECTED OUTCOMES</u></b>	<b>23</b>
7.1	<u>Outcomes</u>	23
<b><u>8</u></b>	<b><u>ASSUMPTIONS AND RISKS</u></b>	<b>23</b>
8.1	<u>Assumptions</u>	23
8.2	<u>Risks</u>	24
<b><u>9</u></b>	<b><u>CONTRACTING AUTHORITY</u></b>	<b>24</b>
9.1	<u>Contract Management</u>	24
9.2	<u>Responsible Person</u>	24

ANNEXURES:

## INTRODUCTION AND BACKGROUND

The objective of the KwaZulu-Natal Provincial Government, in terms of infrastructure, is to promote the effective and efficient delivery of infrastructure to directly support the rendering of services to the communities. This includes clean, efficient and effective construction procurement processes with clear delineation of accountability and responsibilities of the various role-players and the assurance of transparency.

The KwaZulu-Natal Provincial Planning Commission developed the KwaZulu-Natal Provincial Growth and Development Plan (PGDP) which is underpinned by and aligned to the National Development Plan (NDP). Both the NDP and the PGDP emphasises the need for improved co-ordination, alignment and integration of infrastructure planning. This resulted in KZN Cabinet approving the establishment of a Provincial Infrastructure Co-ordination Work Group (PICWG) to facilitate integration and co-ordination of all Infrastructure programmes & projects in KwaZulu-Natal that are identified as being strategic to the extent that they have the ability to advance the strategic objectives and interventions identified in the PGDP. The PICWG is chaired and coordinated by KZN Department of Public Works.

The PICWG is a member of the PGDP Technical Committee and the PICWG is tasked with the development of a KZN Provincial Infrastructure Master Plan that is aligned primarily to the strategic infrastructure objectives of the KZN PGDP. The strategic thrust in the entire business of the Provincial Infrastructure Master Plan is to integrate infrastructural planning and delivery for the economic and social dimensions of the following infrastructure components:

- Ports, harbours and airports;
- road and rail networks;
- energy resources, inclusive of renewable energy;
- water and sanitation;
- information and communication technology;
- human settlements;
- education and health facilities;
- agricultural infrastructure; as well as
- specialist infrastructure facilities to promote industrial, tourism and mining development

It is confirmed that the KZN Infrastructure Master Plan is complete. The intention is now to continue to develop and implement the Provincial Infrastructure Master Plan, which provides a high-level overview of the nature, extent and status of alignment of and between the abovementioned categories of infrastructure within the Province of KwaZulu-Natal, indicating critical and priority gaps to attend to in the short, medium and longer term.

### 1.1 Strategic Planning in the Context of Government

The mandate (responsibility) and policies of government departments describe the minimum level of service to be provided and the manner in which a department is to conduct its business. These mandates and policies are set through political processes in the legislative environment. The strategic plan takes a five year view of development in line with a department's defined mandate and policies.

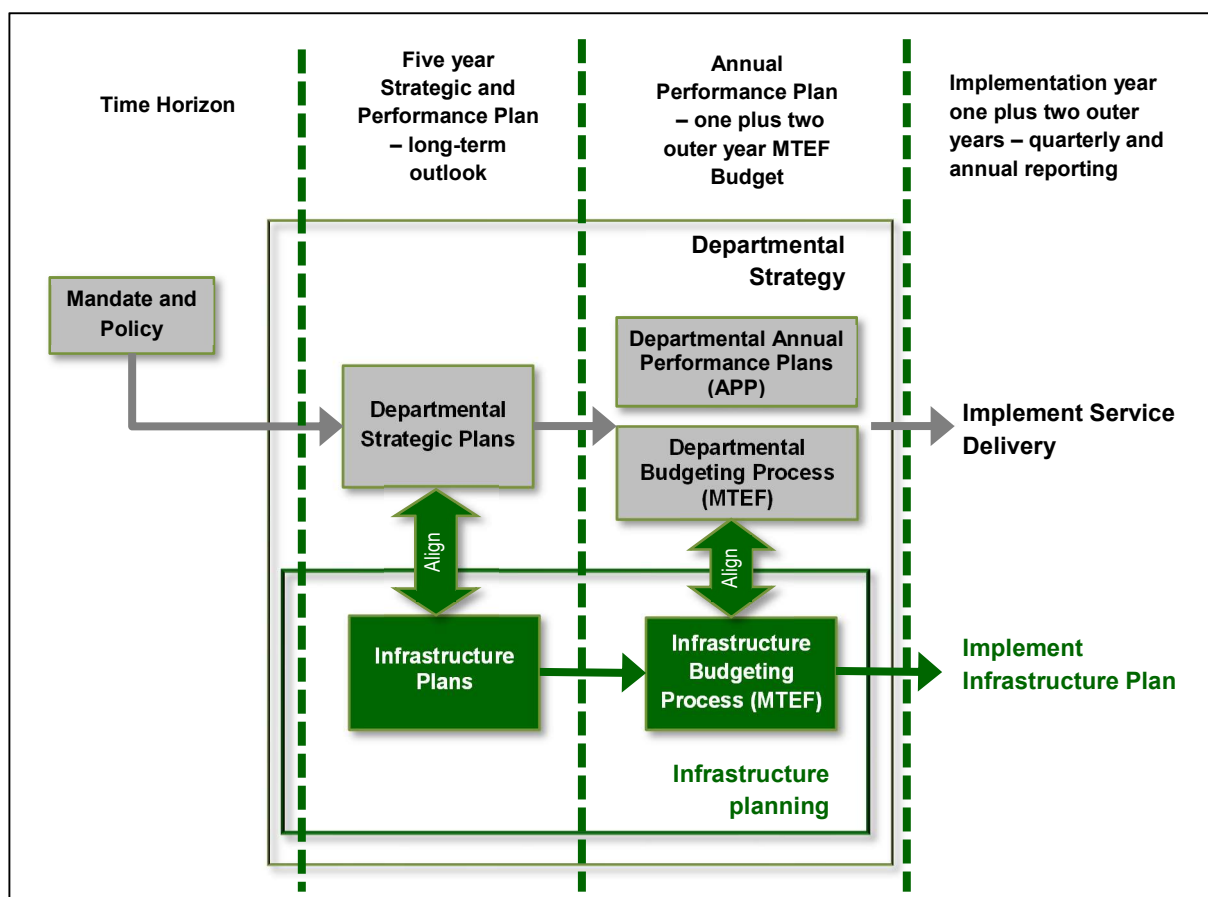


Figure 1 Infrastructure Plan aligns with Departmental Strategic Plan

A departmental strategic plan will define how the members of the communities will be provided with the services defined in the policies of government. It will comprise two main components – the strategic plan for service delivery; and the supporting plans for Human Resources, Asset Management, Infrastructure, Information Systems, Financial Strategies and so forth. Infrastructure planning is undertaken in parallel with the development of the strategic plan and they must fully align. The process is represented in the diagram in Figure 1. Infrastructure Plan aligns with Departmental Strategic Plan.

In accordance with National Treasury guidelines<sup>1</sup> the Strategic and associated Performance Plans must cover the five year period of office of the newly elected government. The Five year Strategic (and Performance) Plans are prepared in the planning cycle immediately following an election, and are reviewed and updated annually.

The Strategic and associated Performance Plans are developed in the context of national, provincial and local development frameworks as represented in Figure 2 (below), in a process of top-down and bottom-up planning. Thus, careful consideration and integration is required with the development planning processes of the other spheres of government, which is inherent in the principles of co-operative government set out in Chapter 3 of the Constitution.

<sup>1</sup> The Departmental Strategic and Infrastructure Plans have a long-term outlook. The MTEF plans are revised annually and address the budget year plus the consequential requirements of the two following years – the two outer years

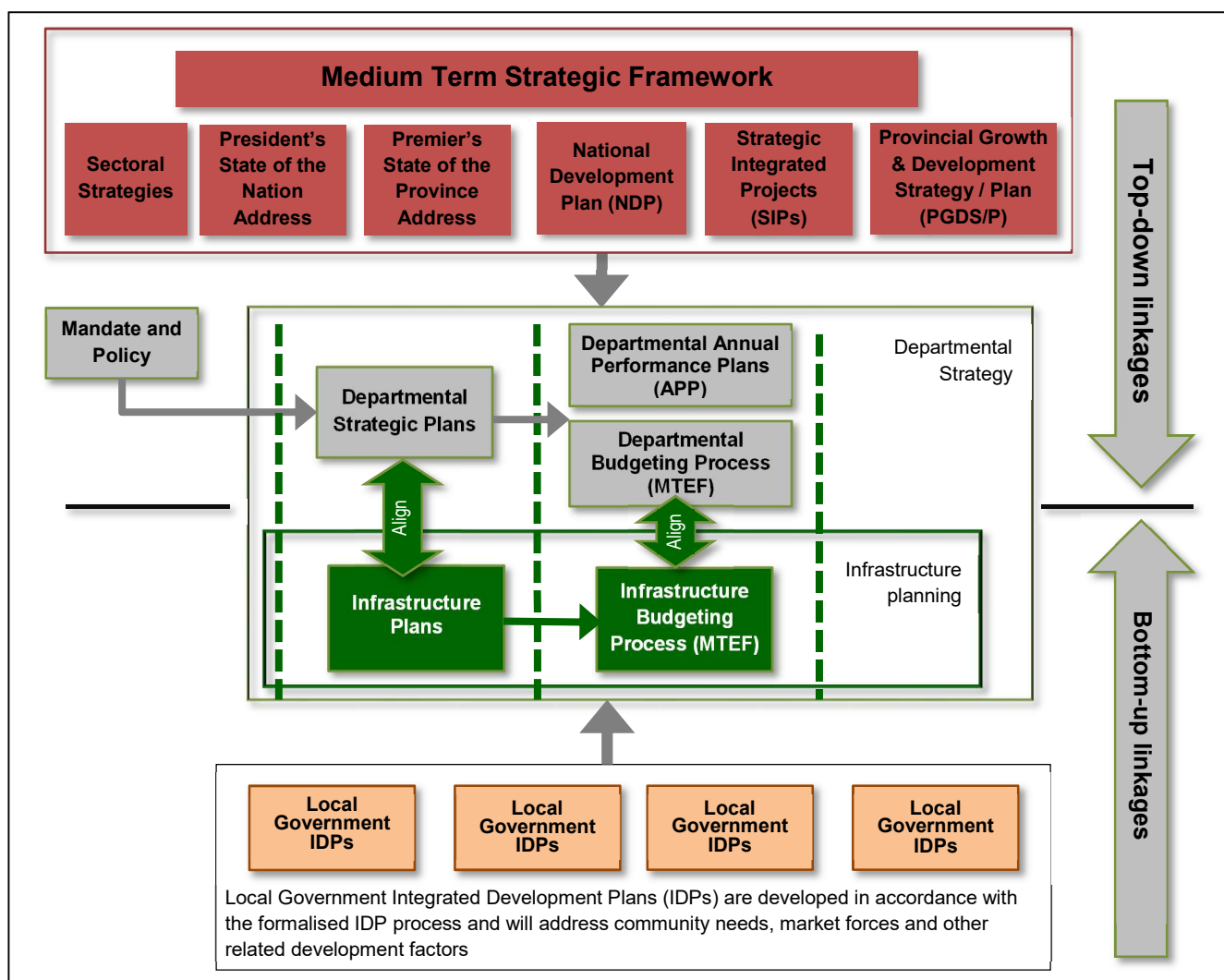


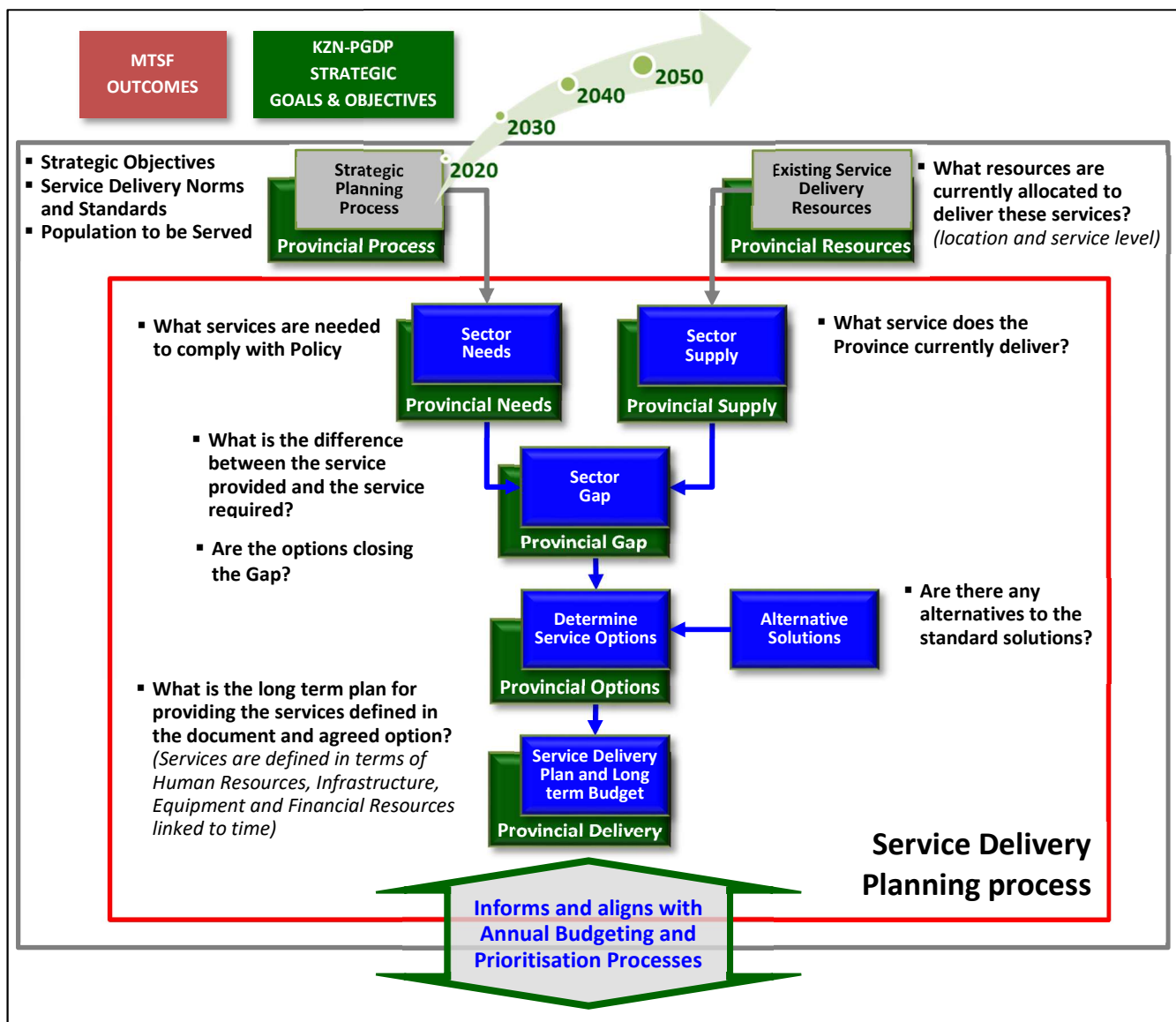
Figure 2 Policy framework for development of Departmental Strategy - top-down and bottom-up planning

## 1.2 Infrastructure Planning

Service delivery planning is not a once-off process nor does it happen only every five years. Service delivery planning is reviewed on an annual basis because the original plan and original long term budget is informed annually by the revisions resulting from the budgeting and prioritisation processes and from the actual performance inputs.

These revisions have the effect of re-scheduling the planned timeframes for delivery and will require a review of the plan. In addition, the outcomes of the past year's delivery programme needs to be fed back into the planning process on an annual basis.

A feasibility study or an Environmental Impact Analysis may have stopped or indefinitely delayed a planned project and the effect thereof on the rest of the plan needs to be assessed each year.



**Figure 3: The Infrastructure Planning Process**

The Infrastructure Planning Process illustrated in Figure 3 (above) is applicable to any general service delivery planning and is based on the need / supply / gap analysis approach. This approach will be used and during the inception will be defined and agreed in more and more detail in the context of infrastructure planning scope for the respective appointment.

During a typical gap analysis the following questions are answered:

- What service am I providing that should be continued?
- What service am I providing that should be discontinued?
- What service am I not providing that should be provided?

### 1.3 KZN Cabinet Lekgotla

The Cabinet Lekgotla monitors the implementation and refinement of the PGDS and the PGDP. The KwaZulu-Natal Planning Commission will facilitate the preparation of half yearly progress reports, which will be submitted to Provincial Cabinet, as well as to all stakeholders via the institutionalised



implementation structure. In addition the Provincial Infrastructure Coordination Workgroup (PICWG) is required to provide half-yearly reports to the Provincial Planning Commission and Cabinet Lekgotla;

#### **1.4 State of the Province Address and Cabinet resolutions**

The annual State of the Province Address by the Premier and Cabinet resolutions give rise to a range of actions to be taken by the Province. Accordingly, it must be ensured that there is alignment between the Provincial Infrastructure Master Plan and the actions arising from the State of the Province Address and Cabinet resolutions.

#### **1.5 The Provincial Infrastructure Coordination Workgroup (PICWG)**

The Functions of this PICWG is essentially to produce an updated Provincial Infrastructure Master Plan and maintain the infrastructure database for the province, linked to the PGDS/P, and in undertaking this task it:

- Provides provincial level strategic input to sectoral planning processes of participating members as they develop their long term infrastructure plans in terms of their own respective mandates;
- Provides a basis for participating members to share their long term infrastructure plans which they are compelled to prepare in terms of their own respective mandates;
- Provides a technical platform for the spatial, time line programming and budgetary alignment of the respective infrastructure components to promote the most effective, efficient and economical provision of both economic (productive) and social (redistributive) infrastructure services;
- Provides a sound basis for the identification of critical gap areas in the Provincial Infrastructure Master Plan and for the quantification of resource constraints required to bridge these gaps;
- Engages with other infrastructure funding agencies to lobby support for resource allocation aimed at bridging critical gaps identified in the Provincial Infrastructure Master Plan, as well as to seek support from them to align financial allocations to priority issues and areas in this plan; and
- Provides recommendations, infrastructural advisory services and half yearly reports on progress with the development, refinement and implementation of the Provincial Infrastructure Master Plan to the Provincial Planning Commission, the Economic Sector and Infrastructure Development Cabinet Cluster and to Cabinet.

PICWG Membership is core infrastructural departments and state owned entities operational in the Province of KwaZulu-Natal as follows:

##### **Provincial Government:**

- Department of Public Works - Chairperson
- Department of Transport
- Department: Provincial Treasury
- Department of Health
- Department of Education
- Department of Cooperative Governance & Traditional Affairs
- Department of Human Settlements
- Department of Economic Development and Tourism
- Department of Agriculture and Environmental Affairs
- Head of Secretariat: Provincial Planning Commission

##### **National Government:**

- Water Affairs;
- Department of Energy;

- Department of Minerals; and
- Regional Head for the Department of Public Works in KwaZulu-Natal

**State Owned Enterprises:**

- Regional Executive for ESKOM
- Regional Executive for Transnet
- Regional Executive for PRASA and METRO Rail
- Regional Executive for SANRAL
- CEO of Umgeni Water Board
- CEO of Umhlathuze Water Board
- Ithala Finance Cooperation
- Provincial Construction Industry Development Board (CIDB)
- Development Bank of Southern Africa

**Municipal Managers from the following municipalities:**

- eThekweni
- Umhlathuze
- Msunduzi
- Hibiscus Coast
- Emnambithi
- Newcastle
- KwaDukuza

**Municipal Managers from the following District municipalities:**

- Amajuba District Municipality
- Harry Gwala District Municipality
- Ilembe District Municipality
- King Cetshwayo District Municipality
- Ugu District Municipality
- Umgungundlovu District Municipality
- Umkhanyakude District Municipality
- Umzinyathi District Municipality
- Uthukela District Municipality
- Zululand District Municipality

The PICWG is required to report progress with regards to all provincial infrastructure that is being coordinated by the PICWG which will include the progress on the provincial infrastructure master plan and the related provincial infrastructure database, as follows:

- Standing Item on the Agenda of the Economic Sector & Infrastructure Development (ESID) COHOD Cluster, as a Work Group of this Cluster; and
- Half-yearly reports to the Provincial Planning Commission and Cabinet Lekgotla;

## **1.6 CATALYTIC PROJECTS**

The adopted Provincial Growth and Development Plan, 2018 in section D notes that, Catalytic projects are key to successful implementation of the PGDP.

The excerpt below outlines provides an overview of the role that Catalytic Projects play, as well as working definition.

“There is a very clear and emphatic emphasis on processes and mechanisms to enhance implementation of the PGDP. Whilst recognising the value of a long term vision and strategy, as well as targets setting a trajectory to 2035, there is an equal recognition of the need for a clear implementation plan with a focus on immediate action and the attainment of short term

gains. One of the processes to be pursued in this regard is to ensure that the PGDS goals, objectives are driven through a range of strategic interventions and Catalytic Projects.

A Catalytic Project is defined as a project of significant scale (i.e. its reach) and scope (i.e. impact on employment, services, economic and social investment, and/or rates), thereby displaying some or all of the following characteristics:

- It makes a substantial impact,
- It provides leverage and/or creates multiplier effects,
- It has the power to radically activate development (social, economic or both),
- It significantly impacts spatial form,
- It creates jobs, and increase land value; and
- contributes to the achievement of the vision and goals of the Province

It is also acknowledged that projects cut across these goals and objectives and seldom only contributes to a single goal or objective. It is for this reason that it is imperative for prioritisation purposes, to give specific preference and attention to projects that impacts on as many as possible of the strategic goals of the Province.

It is further recognised that there are different categories of Catalytic Projects. Some are mostly government projects driven through social need and demand, whilst others are largely private sector driven to capitalise on economic development opportunities. In this context three types of catalytic projects have been identified:

- Game Changers
- Major enablers
- Major Needs (of a high order or significant magnitude)

Game changers and Major enablers, are inherently considered catalytic projects because they act to catalyse upstream and downstream economic and social activities. Major Needs/Projects are not necessarily catalytic and must fulfil other objectives to be considered catalytic. This however does not detract from Major Needs projects being significant, or needing to be prioritised.

If a project is a Major Need it will additionally need to have a significant impact on one or more of the following:

- Strategic Planning – the projects' impact the PGDS and its alignment with its Spatial Development framework.
- Spatial form – the impact the project makes on specific land parcels, e.g. whether it contributes to densification, in-fill development or the multi-purpose use of land parcels
- The environment - impact on agriculturally sensitive land, A and B agriculture land or the contribution the project might make to reduce its environmental impact or its contribution to reducing green-house gas emissions.
- Investment into a region – the level of economic and/or social investment in a region. It also refers to the level of investment in services in the region.
- Economy of the region – does the project contribute to the comparative advantage of the region thereby improving opportunities for success.
- Social benefits – is the social investment a game changer for the region or beyond, either through its impact spatially, its ability to significantly contribute to job creation or acts as a major enabler.

A project defined as catalytic still needs to be assessed for its scale, to determine at what level it is catalytic. It could be considered catalytic, but impact the local or district level and not necessarily, and not impact the provincial or national level.

Figure 14 below provides evidence and examples of projects that are catalytic and what level they are considered catalytic. All projects nominated will be assessed using these guidelines.

Catalytic projects			
	Major needs	Major Enablers	Game changers
	This applies to projects that are meant to address wide-scale regional needs	This applies to projects that will unlock downstream infrastructure services	This applies to projects that will structurally change the economy
<b>National and parastatal focus areas / competencies</b>	<ul style="list-style-type: none"> <li>Flagship Integrated Human Settlements</li> <li>Higher education facilities</li> <li>Health facilities</li> <li>Business incubators</li> <li>Skills centers</li> </ul>	<ul style="list-style-type: none"> <li>Class 1 roads upgrade</li> <li>Freight Rail upgrades</li> <li>Pipeline infrastructure</li> <li>ICT infrastructure</li> <li>IRPTN / IPTN</li> <li>Energy Upgrades / Power plants / Subs</li> <li>Dam development</li> </ul>	<ul style="list-style-type: none"> <li>Airport Development</li> <li>Port Development</li> <li>Intermodal Development</li> <li>Mining Licenses</li> <li>Refinery</li> <li>IDZs / SEZs</li> </ul>
<b>Provincial competencies</b>	<ul style="list-style-type: none"> <li>Flagship Integrated Human Settlements</li> <li>Hospitals</li> <li>Small Town Rehabilitation &amp; Urban renewal</li> <li>Business incubators</li> <li>Skills centers</li> </ul>	<ul style="list-style-type: none"> <li>Class 2 &amp; 3 roads upgrade</li> <li>Intermodal</li> <li>IRPTN / IPTN</li> <li>Energy Upgrades</li> <li>Dams / Water transfer schemes</li> <li>WWTW</li> </ul>	<ul style="list-style-type: none"> <li>Airport Development</li> <li>IDZs / SEZs</li> <li>Technology Hubs</li> <li>Industrial Hubs</li> <li>Cluster Parks / Industrial Parks</li> <li>AgriZone / AgriParks</li> </ul>
<b>District, Metro and Local Govt. competencies</b>	<ul style="list-style-type: none"> <li>Flagship Integrated Human Settlements</li> <li>Urban Renewal</li> <li>Business incubators</li> <li>Skills centers</li> </ul>	<ul style="list-style-type: none"> <li>Class 3 &amp; 4 roads upgrade</li> <li>IRPTN / IPTN</li> <li>Energy Upgrades</li> <li>Water transfer schemes</li> <li>WWTW</li> <li>Substations</li> </ul>	<ul style="list-style-type: none"> <li>Airport Development</li> <li>IDZs / SEZs</li> <li>IT / Technology Hubs</li> <li>Industrial Hubs</li> <li>Industrial Cluster development</li> <li>Intermodal</li> <li>New nodal development</li> </ul>

The significance of a project being awarded “Catalytic” status is that it will confirm that such a project had been subjected to a screening and prioritisation process of the Provincial Planning Commission and the Infrastructure Coordination Work Group. As such, Catalytic Projects will receive preferential facilitation support and guidance, in recognition of the contribution such a project can make to achieve the growth targets of the Province. These Catalytic Projects therefore form an integral part of the PGDP).

The registration form for the nomination of Catalytic Projects can be downloaded from the KZN Provincial Planning Commission website on [www.kznppc.gov.za](http://www.kznppc.gov.za). There is no closing date for nominations and the assessment of projects will be undertaken as nominations for registration are received. The list of accredited Catalytic Projects, Annexure G, will be updated on a quarterly basis and published on the Provincial Planning Commission website: [www.kznppc.gov.za](http://www.kznppc.gov.za)

Progress with the implementation of Catalytic Projects will also be monitored on a quarterly basis and progress or lack thereof will be reported to the Provincial Executive Council via the Economic Sector and Infrastructure Development Cluster.”

## 1.7 PGDP Technical Committee

The PGDP Technical Committee was formed and is coordinated and facilitated by the Provincial Planning Commission. The PGDP Technical Committee is composed of 18 Strategic Objective (SO) Action Work Groups (AWG), departmental M&E representatives as well as certain of the national

government departments and provincial agencies like Ithala, Agribusiness development Agencies, SANRAL, Transnet, and ESKOM. The Conveners are selected from the various departments and are responsible for the SO AWGs. The PGDP Technical Committee is essentially responsible for coordinating all the activities of the PGDP and its implementation.

The PICWG is a member of the PGDP Technical Committee and its function is transversal to provide comprehensive infrastructure planning support to the 18 SO AWGs.

### **1.8 Project Beneficiaries**

The target beneficiaries of the Provincial Infrastructure Master Plan is primarily the KZN provincial departments and its officials who are central in the implementation of infrastructure related programmes and projects in the Province.

The PICWG through the development and implementation of the Provincial Infrastructure Master Plan and the Provincial Infrastructure Database is therefore intended to provide a platform for all national, provincial and key municipal infrastructure delivery agents to share information on and align long term infrastructure planning for the Province.

### **1.9 The Request for Assistance**

The Department of Public Works requires assistance with the implementation and institutionalization of the Provincial Infrastructure Master Plan and assessing inputs to the department's infrastructure database.

The Department intends achieving the above by developing and institutionalizing an Infrastructure Programme Management Unit. This unit shall be located within an Infrastructure Development agency to be known as the KZN Strategic Infrastructure Development Agency (KZN SIDA) which is to be developed concurrently with the institutionalization of the Infrastructure Programme Management Unit.

The outputs are therefore twofold:-

- A) Finalise the feasibility study and business concept plan for the proposed KZN SIDA and continuing the process until the entity is incorporated.
- B) The implementation and institutionalization of the infrastructure planning process is an updated Infrastructure Plan containing planned and prioritised projects with both long term planning budgets as well as approved short term MTEF budgets to:
  - Acquire new infrastructure assets
  - Refurbish (rehabilitate) existing infrastructure assets
  - Maintain existing infrastructure assets
  - Dispose of surplus or redundant infrastructure assets
- C) Moreover, the Department shall require appropriate resources to develop and implement the following programmes:
  - Ocean Economy
  - Green Building Programme
  - Assessment of Provincial Owned Land

## **OBJECTIVES OF THE SERVICES TO BE PROVIDED**

### **1.10 General Objective**

The need for the implementation and institutionalization of the Provincial Infrastructure Master Plan is driven by the fact that there is a fledgling institutional framework that needs to be independently institutionalised to facilitate a co-ordinated and integrated approach to planning of strategic infrastructure at a provincial level.

The general objective is therefore focused on establishing an independent and capacitated agency (ie. The proposed KZN SIDA) to ensure that all infrastructure planning in the Province is coordinated and to provide a robust institutional framework and mechanism for all delivery agents to participate in the development and implementation of a Provincial Infrastructure Master Plan towards achieving a 2050 vision.

### **1.11 Specific Objectives**

The core objective is to implement and institutionalize the Provincial Infrastructure Master Plan that firstly captures all relevant identified infrastructure programmes and projects that are currently being planned and implemented in the province (assess impact on 2050 vision), then secondly compares primarily against the KZN Provincial Growth and Development Plan (PGDP) and the Strategic Integrated Projects (SIPs) of the Presidential Infrastructure Coordinating Commission, identifying specific gaps and thirdly provide recommendations on managing gaps in terms of recommendations or solutions for any competing priorities

The maintenance and updating of the plan must provide a reliable source of infrastructure information and data that is being undertaken in the province to key stakeholders. Thus achieve integration with the development planning processes of the spheres of government, which is inherent in the principles of co-operative government set-out in Chapter 3 of the Constitution.

The specific objectives include:

- Finalisation of the Feasibility and Business Case Studies and establishing the proposed KZN SIDA
- Development of the institutional structure for the proposed KZN SIDA, including identifying and developing the skills required within the Department (ie. identifying the skills sets required and transferring the skills / body of knowledge to individuals selected by the Department) for implementing the Provincial Infrastructure Master Plan that aligns and responds essentially to the Strategic Integrated Projects (SIPs) of the Presidential Infrastructure Coordinating Commission and the KZN Provincial Growth and Development Plan (PGDP) and including other relevant documents and plans that have significant impact for infrastructure that support the objectives of the KZN PGDP;
- Development of a Provincial strategy and implementation plan to complement the National Ocean Economy initiative.
- Develop and coordinate a Green Building Implementation plan for state owned facilities and facilities utilized by the Province (ie. leased facilities)
- Comprehensive assessment and analysis of Provincial land and develop a strategy and implementation plan to maximize utilization, generate revenue and reduce costs; including addressing transformation in the land sector.
- extensive consultative process with various specified provincial stakeholders (includes national, provincial, local government and private sector), attend meetings/workshops

- Promote, maintain and improve the registration process for catalytic projects. Develop and institutionalise the Catalytic Project Programme to facilitate Quarterly reporting to the PICWG
- assesses inputs / submissions from stakeholders and assessing inputs to the department's infrastructure database against the recent KZN PGDP indicators and targets;
- annual updating of the provincial infrastructure master plan including adjustments from the Medium Term Expenditure Framework (MTEF) and assessing changes to objectives, trends and adjustments aligned to the Province's strategic plans and assessing inputs to the infrastructure database.

## Scope of the Work

Towards achieving this objective the Provincial Department of Public Works needs assistance from an Infrastructure Programme Management Unit (IPMU) to effectively implement and institutionalize the Provincial Infrastructure Master Plan.

### 1.12 General

- a) The IPMU will be appointed to work with the Provincial Department of Public Works in the Province.
- b) The IPMU will develop a work plan with input from the department for each year ahead which will need to be consistent with the progress made to date by the PICWG.
- c) Following the approval of the work plan by the Project Sponsor the IPMU will commence to implement the work plan. The work plan is expected to include the confirmation of objectives and the activities that will be undertaken to ensure the achievement of the objectives.

### 1.13 Main Tasks to be Performed

The IPMU will be required to perform the following services required to implement and institutionalize the Provincial Infrastructure Master Plan:

- a) **the first set of Activities / Tasks** would be:
  - analyse / examine the feasibility study and business case documents in order to successfully establish the KZN SIDA
  - map the process to establish the KZN SIDA
  - report progress on the establishment of SIDA at the bi-annual Lekgotla
  - analyze / examine the KZN Provincial infrastructure Master Plan and the extent of the stakeholders
  - determine and confirm infrastructure plan(s) that each organization uses for planning and budgeting purposes that will be the base reference for the continued improvement and institutionalization of Provincial Infrastructure Master Plan
  - map the broad process to institutionalize the provincial master infrastructure plan
  - map the broad process to institutionalize and report progress on the bi-annual Lekgotla Resolutions
  - map the broad process to institutionalize and report progress on the annual State of the Province Address (SOPA) Commitments.
  - Ocean's Economy Programme: Initiate pre-feasibility studies/reports and consolidate existing studies / reports and compile a review for consideration

- Investigate the Green Building initiatives implemented by National Public Works and Provinces. Consolidate, assess, and analyse the initiatives and compile a diagnostic report.
- Assess the existing Asset Register of the Custodian of Provincial Immoveable Assets and compile a diagnostic report and concurrently commence assessment of properties / facilities with the intention to maximize utilization and/or commercialization to attract revenue.
- Maintain and update the institutional framework / structure of a provincial master infrastructure plan that aligns and responds essentially to the Strategic Integrated Projects (SIPs) of the Presidential Infrastructure Coordinating Commission and the KZN Provincial Growth and Development Plan (PGDP) and including other relevant documents and plans that have significant impact for infrastructure that support the objectives of the KZN PGDP.
- Maintain and update the institutional framework / structure for the catalytic project programme.
- The infrastructure database will be the reference of data for the plan and a process needs to be implemented and institutionalized to work with the database and the various users to incorporate relevant data into the infrastructure master plan and manage the accuracy and alignment of data between the infrastructure database and infrastructure master plan.

**Output of this phase is:**

- Diagnostic report of the process to establish the KZN SIDA
- A work plan for 3 years for the establishment of SIDA
- Diagnostic report of the KZN Infrastructure Master Plan; including Departmental resource skills required and the GIS Environment for the database
- A work plan for 3 years; including skills transfer and the proposed development of the GIS Data base; and
- An approved framework / structure for the institutionalization of the infrastructure master plan;
- Progress report for the Catalytic projects programme
- Report on institutionalizing and reporting progress on the Bi-Annual Lekgotla Resolutions
- Report on institutionalizing and reporting progress report on Annual SOPA commitments
- Presentation to the PICWG
- Ocean's Economy Programme: Consolidation and diagnostic report
- Green Building Programme: Analysis of assessment and Diagnostic report
- Assessment of Provincial Land Programme: Diagnostic report on the Custodian Asset Register
- Progress Report on the assessment of facilities.



- Reports and relevant Means of Verifications (MoVs) [Hard copy and DVD]

**b) the second set of Activities / Tasks:**

- Develop a detailed business plan for KZN SIDA and establish a legislative framework to address alignment of KZN SIDA with other Infrastructure Delivery Departments.
- Shall require extensive consultative and support processes with various prioritized / specified provincial stakeholders (includes national, provincial , local government and private sector), attend meetings / workshops and assesses inputs / submissions from stakeholders and assessing inputs to the department's infrastructure database against the recent KZN PGDP indicators and targets *[This task provides a clear overview and assessment of the status quo. Key issues, problems, opportunities and constraints should be identified]*,
- Existing Reference Documentation:
  - Analyze / examine and summarise the findings of the KZN Infrastructure Master Plan;
  - Review and summarise the findings of all existing studies and plans that may exist but are not be included in the KZN Infrastructure Master Plan
  - Review and summarise the Bi-annual Infrastructure Lekgotla Resolutions with a view to tracking implementation or formally closing out the respective resolutions.
  - Review and summarise the annual Infrastructure SOPA commitments with a view to tracking implementation or formally closing out the respective commitments.
  - Analyze / examine the gaps in information identified in the Infrastructure Master Plan and develop an institutional response to address the gap
  - Identify gaps in information and undertake primary research to address gaps subject to the sanction thereof by the PICWG;
  - Develop a progression model to monitor / evaluate the improvement of the alignment of infrastructure development to the KZN PGDP
  - Compile the Provincial Ocean's Economy Strategy and complementary implementation plan clearly defining the roles and responsibilities of the stakeholders and facilitate implementation of developments that have commenced.
  - Compile a Provincial Green Building Strategy and complementary implementation plan for Provincially owned facilities and other facilities utilized by the State (eg. leased facilities)
  - Identify a pilot project/s for implementation / demonstration
  - Co-ordinate the implementation of the Provincial Green Building Plan
  - Finalise assessment of Provincial Properties and undertake analysis
  - Compile a strategic management framework and implementation plan to maximize the utilization and / or commercialization of the Provincial Property Portfolio; including a land availability assessment and analysis of the existing Provincial Property Portfolio with a focus on transformation of the land sector and opportunities for incubation of Land / Property SMME's.
  - Develop the GIS Environment into a GIS Database
- Infrastructure:
  - Assess and Maintain all existing infrastructure, bulk and link services data

- Identify gaps in information and undertake primary research to address gaps subject to the sanction thereof by the PICWG;
- Analyze / examine institutional gaps identified in the KZN Infrastructure Master Plan and develop an institutional response to address the gap
- Assess, Develop, Promote and Maintain / Improve the catalytic project programme registration and reporting.
- Then complete the infrastructure master plan update to the current infrastructure current status quo.

**Output of this phase is:**

- A detailed business plan for KZN SIDA that shall include:
  - A full corporate plan
    - Business Model with standard operating Procedures (SOPS)
    - Human Resource Plan, Performance Management Plan, Finance Plan and Funding Plan
    - Risk Management Plan, Change Management and Communication Plan
  - Project Implementation Plan
  - Requisite Policies and Procedures
- SIDA Growth Plan
- A clear and concise legislative framework to align KZN SIDA with Infrastructure Delivery Departments
- Progress report on the institutional responses developed to address gaps in information and institutions to be approved by PICWG and Employer.
- Baseline report of the progression model to ensure improvement in the alignment of infrastructure development to the PGDP.
- An approved update of the KZN Provincial Infrastructure Master Plan by the PICWG and Employer;
- An infrastructure GIS database
- Quarterly progress reports on the Catalytic Project Programme and progress with skills transfer;
- Progress report on Bi-Annual Lekgotla Resolutions
- Progress report on Annual SOPA commitments
- Approved strategy for the Provincial Ocean's Economy Programme and complementary implementation plan
- Progress report on implementation of existing Ocean's Economy projects
- Approved strategy for the Provincial Green Building Programme and complementary implementation plan
- Progress report on implementation of the Provincial Green Building Programme projects.

- Analysis report on Provincial Property Portfolio
- Approved strategic management framework for the utilization of Provincial Land and complementary implementation plan
- Presentation to the PICWG; and
- Reports and relevant Means of Verifications (MoVs) [Hard copy and DVD] incorporating GIS levels of information.

**c) the third set of Activities / Tasks:**

Would require assistance with annual updating the provincial infrastructure master plan including adjustments from the Medium Term Expenditure Framework (MTEF), progress reporting on the additional programmes, progress reporting on the catalytic project programme, progress reporting on the bi-annual Provincial Lekgotla Infrastructure Resolutions, progress reporting on the annual SOPA Infrastructure commitments and assessing changes to objectives, trends and adjustments aligned to the Province's strategic plans and assessing inputs to the infrastructure database and developing enhancements to the GIS Database to complement the Infrastructure Master Plan; then update / amend the plan to the approval of the Employer. Report progress to the PICWG as required.

**Output of this phase is:**

- Final report on the establishment of the KZN SIDA
- Annual approved updated provincial infrastructure master plan that responds to the second set of activities / tasks
- Updated report on the progression model to improve alignment of infrastructure planning and implementation to the PGDP.
- Quarterly progress reports on the Catalytic Project Programme and skills transfer;
- Develop and deploy enhancements to the GIS Database to complement the KZN Infrastructure Master Plan
- Progress report on Bi-Annual Lekgotla Resolutions
- Progress report on Annual SOPA commitments
- Progress report on implementation of existing Ocean's Economy projects
- Progress report on implementation of Green Building Programme projects
- Progress report on implementation of the strategic management framework for the utilization of Provincial Land, including the intended transformation impact / beneficiation.
- Presentation to the PICWG; and
- Reports and relevant Means of Verifications (MoVs) [Hard copy and DVD]

**1.14 Related Programmes / Initiatives / Sector Infrastructure Plans**

The following relevant documents should be consulted when carrying out the activities:

- National Development Plan, 2030
- National Medium Term Strategic Framework

- Background documentation on the Strategic Integrated Projects (SIPs) of the Presidential Infrastructure Coordinating Commission (PICC)
- KZN Provincial Growth and Development Strategy
- KZN Provincial Growth and Development Plan
- KwaZulu-Natal Situational Overview
- The current version of the Provincial Growth and Development Strategy Presentation

These documents are readily available on request from the Provincial Planning Commission (PPC) and on the website <http://www.kznppc.gov.za/Documents.aspx> . Additional reference documents will be posted on the website from time to time.

KZN Sector infrastructure plans:

- KZN National, Organs of State and Provincial Departments infrastructure plans
- Local Government Integrated Development Plans (IDPs)

## **REQUIRED EXPERTISE**

The relationship with the PICWG and the KZN-DPW will be an important consideration for the role and function of the IPMU. Working at the provincial level requires a particular team with good interpersonal skills and clearly substantial technical ability and competence. An important prerequisite / advantage of the IPMU is to have knowledge of and functions of the Strategic Integrated Projects (SIPs) of the Presidential Infrastructure Coordinating Commission and the KZN Provincial Growth and Development Plan (PGDP) and including other relevant documents and plans that have significant impact for infrastructure

### **1.15 The Infrastructure Programme Management Unit Team (IPMU)**

The IPMU will ideally be a team of experts and or professionals in the fields that must have the requisite ability to concurrently conduct:

- the establishment of the proposed KZN SIDA. Need to clearly understand the complexities of establishing a government agency. The ability and skill to undertake the delicate process of establishing the KZN SIDA.
- undertaking infrastructure research planning and assessment at a provincial level. Need to clearly understand the complexities of infrastructure planning and delivery cycle and the lifecycle requirements. The ability and skill to appreciate and update a comprehensive infrastructure master plan that provides a platform for all national, provincial and municipal construction related infrastructure for the province.

The IPMU will be required for a period of three years. The IPMU must meet the expertise requirements indicated below.

### **1.16 Competency, Skills and Expertise required**

The IPMU must have the competency, skills and experience that must be adequately demonstrated in the CVs. The IPMU should ideally be senior Professionals in the:-

- Legal, Finance and Business Environment for the establishment of SIDA with at least 5 years experience in establishing government agencies
- Built Environment (e.g. Civil Engineering, Quantity Surveying, Architectural, Town Planning and Project Manager) with at least ten to fifteen years' experience in their profession and amongst others, construction and contracting experience in line with this scope of work.

The IPMU must be able to demonstrate and have the abilities in the following

- a)** Demonstrate the ability to interpret the TOR for this assignment and to propose an approach and methodology that meets the requirements of the TOR;
- b)** Must have competency in one or more of the Legal, Finance and Business environment professions with a very strong emphasis on establishing Government Agencies
- c)** Must have competency in one or more of the built environment professions with a very strong emphasis on programme and project management.
- d)** Must have worked in the public sector environment and must have a working knowledge of government, legislation, policy and procedures.
- e)** Sound knowledge of the KwaZulu-Natal Province in terms of geographical orientation and population dynamics.
- f)** Infrastructure and construction (building) contract procedures programme and project management expertise, skills and experience;
- g)** Financial planning, management, control and reporting;
- h)** Project and programme planning and implementation, control and operation;
- i)** Planning skills and experience;
- j)** Geographic Information System (GIS) competency and experience
- k)** Project and Programme Monitoring;
- l)** Impact assessment and analysis;
- m)** Experience with programme/project design and budgeting;
- n)** Knowledge of public service delivery management systems and processes;
- o)** Experience in the development or strengthening of infrastructure delivery processes and systems;
- p)** Knowledge of service delivery and infrastructure related policies and legislative requirements;
- q)** Communication, writing and presentation skills;
- r)** Experience in strategic planning;
- s)** Experience in development and management of logical frameworks;
- t)** Interpersonal, facilitation and stakeholder relationship management skills;
- u)** Awareness of all relevant legislation that impacts on the planning and delivery of infrastructure.
- v)** Facilitation and stakeholder relationship management skills.

## **Drafting the Updated Provincial Infrastructure Master Plan**

### **1.17 Style**

In writing the update to the Infrastructure Plan, the authors shall be expected to always strive for brevity, to write simply, and clearly. Explanations should be relevant and to the point. The authors should remember that the Provincial Infrastructure Master Plan will be read and used by a variety of stakeholders within widely differing contexts.

### **1.18 Structure**

The structure of the updated plan shall need to be able to align, respond and be a source of information for infrastructure planning and delivery needs at the provincial level.

### **1.19 Process**

The following steps are required in preparing the update to the Infrastructure Plan:

1. Identify / confirm the objectives
2. Identify where the update should be inserted into the existing infrastructure master plan structure and content
3. Write the update
4. Have the updated plan reviewed
5. Update the plan

The Department's expectation is assistance in the updating, implementing and institutionalisation of the plan. Therefore, the IPMU in preparation of the structure and content of the update to the plan, the following will need to be considered:

- The order of the update of the plan will depend on the data and information available and the sophistication of the processes and the expertise for preparing such plans;
- It might be necessary to research many areas before there is enough information to update the plan. At this initial stage, the department will provide readily available information that has been secured during the development of the KZN Infrastructure Master Plan, such as access to the GIS database, hard copy records and historical reports;
- Further investigation / institutionalisation interventions may be required, but the IPMU is not to get drawn into extensive research and analysis, nor waiting to collect additional data. The IPMU is to identify the institutional gap and provide a technical mitigation intervention and track the implementation of the intervention;
- If information is unavailable, the IPMU can make the best assumptions based on current information. – but these must be clearly identified and an intervention developed so that the institutional mitigation can be tracked so that the information becomes available and the plan can be updated accordingly. The update to the plan may be written on this basis, with clearly stated interventions. The plan is a living document and will be updated regularly (at least twice a year);
- Make use of tables and graphs to present updated information and data to enhance the presentation, readability and understanding of the updated infrastructure plan;

- Prepare initial drafts of prospective financial statements and cash flow projections after preparing the rest of the main body of the document; and
- To prepared the updated Executive Summary. This a stand-alone document that summarises clearly the main elements of the plan.

## **THE EXPECTED MANAGEMENT OUTPUTS**

### **1.20 Outputs for IPMU**

It is required that outputs will be generated according to the scope of work listed above. The details will be finalised during the inception phase. General reporting outputs and participation in any relevant meeting to the scope of work include:

- a) Developed work plan
- b) Monthly progress reports
- c) Attendance of monthly progress meetings
- d) Developed institutional structure for a provincial master infrastructure plan
- e) Integrated Service Delivery Model for the KZN Department of Public Works that focuses on the Department's core mandate, vision, Provincial Master Planning and IDMS
- f) Work processes aligned to the Service Delivery Model
- g) Organisational Structure for the KZN Department of Public Works that aligns to the Service Delivery Model
- h) Provincial Ocean's Economy Strategy and complementary Implementation Plan; including delineating the roles and responsibilities of the stakeholders.
- i) Monthly Progress reports on Ocean's Economy Projects.
- j) Provincial Green Building Programme Strategy and complementary Implementation Plan; including pilot projects.
- k) Monthly Progress reports on Green Building Programme Projects.
- l) Analysis and Determination of the Provincial Property Portfolio
- m) Provincial Land utilisation strategic management framework.
- n) Monthly Progress reports on assessment of facilities.
- o) Monthly Progress reports on implementation of the strategy framework for the utilisation of provincial land; including the intended transformation impact / beneficiation.
- p) Attendance of PICWG meetings with provincial partners and other knowledge sharing and lesson learning events,
- q) Participation in PICWG Task Team that participates in the PGDP Technical Team,
- r) Provision of inputs and outputs on PICWG documentation
- s) Update the provincial master infrastructure plan to the current infrastructure current status quo on an annual basis, including updating infrastructure on the GIS supported system for visual conceptualisation.

- t) Progress reports every two months on the bi-annual Provincial Lekgotla Infrastructure Resolutions.
- u) Progress reports every two months on the annual SOPA Infrastructure Commitments.
- v) Quarterly progress reports on the Catalytic Infrastructure Project programme
- w) Quarterly progress reports on skills transfer to specified Departmental resources.
- x) Annual monitoring and updating of the provincial infrastructure master plan
- y) A contract close-out report within 3 months of the completion of the project.

## THE EXPECTED OUTCOMES

### 1.21 Outcomes

The following outcomes need to be consistent with the implementation and institutionalization of the Provincial Infrastructure Master Plan for the Province and should be realised as a result of this project:

- ❖ An enabling environment for infrastructure planning and delivery is institutionalized.
- ❖ Improved infrastructure planning and delivery through institutionalized systems & processes.
- ❖ Improved Infrastructure planning and delivery in accordance with legislative imperatives are implemented.
- ❖ Focus on supporting / prioritizing catalytic infrastructure projects.
- ❖ The PICWG is effectively supported and enabled to co-ordinate and integrate planning of strategic infrastructure at a provincial level.
- ❖ The PICWG is effectively enabled to report on infrastructure planning and delivery for the province.
- ❖ The Province has an unambiguous and clear strategy and implementable plan to contribute to the Ocean's Economy initiative.
- ❖ The Province has an implementable and measurable corporate strategy and plan, including the active implementation of sustainable projects to be a proactive participant in the Green Building Movement
- ❖ Clear determination of the Province's Property Portfolio and a strategic management framework to determine maximize utilization and commercialization of the Provincial Property Portfolio

## ASSUMPTIONS AND RISKS

### 1.22 Assumptions

- a) Access to information, reports and records necessary are available for diagnostic purposes
- b) Attendance and participation in meetings and workshops, etc.
- c) Availability of the responsible officials
- d) Accessibility to senior management for decision-making.



### **1.23 Risks**

- a) Non co-operation and/or non-availability of officials
- b) Non-availability or accessibility to data, information, reports or any other documents required for the execution of the assignment.
- c) Lack of clarity on national and provincial roles and responsibilities.
- d) Lack of support from the department
- e) Failure of the department to commit to the contents of the terms of reference.

## **CONTRACTING AUTHORITY**

### **1.24 Contract Management**

The Contracting Authority for the PSPT will be the Project Sponsor of the KwaZulu-Natal Department of Public Works

### **1.25 Responsible Person**

**KZN Department of Public Works**

**Oliver Tambo House**

191 Prince Alfred Street

Pietermaritzburg

3201

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