

**PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS**

**CHAPTER 1 : INTRODUCTION  
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## CHAPTER 1 : INTRODUCTION

### 1.1 GLOSSARY OF TERMS

Accounting Officer	-	Is the Head of the Department of Public Works
Acquisition Management	-	Manage and coordinate procurement and contract administration for projects and provide provisioning services for supplies and control of stores.
Architect	-	Means the Individual or Consultant practice of Architects appointed for a project.
BAC	-	Bid Adjudication Committee
BEC	—	Bid Evaluation Committee
Bills of Quantities	-	Means one of the Contract documents, in which are entered the quantities of work, labour, materials and articles required for the execution of the Contract and the rates or prices of the same at which the Department agrees to pay the Contractor.
BSC	-	Bid Specification Committee
Budget Control	-	The component responsible for the budgetary control in the Department.
Cabinet	-	The Executive Council for the Province of KwaZulu-Natal.
Chief Professional	-	The person responsible for the management of Professional Building Services in the four (4) Regions.
Consultant	-	An Individual or Consultant Practice commissioned by the Department for the duration of a project.
Consultant Team	-	The group of Professional Consultant Practices appointed for a project by the Department.
Contractor	-	The person, partnership, closed corporation, company or joint venture whose tender for the work has been accepted, and who has, or have signed a Contract, with the Department
Correct Channels Of Communication	-	The prescribed channels, according to rank and function, through which all communication must take place.
Department	-	The Department of Public Works of the Province of KwaZulu-Natal.
Deputy Manager (District Services)	-	The person responsible for the management of Technical Services in a Regional Office
District Manager	-	The person appointed to head a District Office.

Drawings	-	All the contract drawings forming part of and attached to the contract documents, referred to in the contract or available to the Contractor at the time of bid (tender), and relating to the bid contract, and also any working drawings.
BAS	-	The Basic Accounting System. (Also known as SCOA – Standard Charter of Accounting)
CIDB	-	Construction Industry Development Board
GM : CS	-	General Manager : Corporate Services
GM : OPs	-	General Manager : Operations
GM : PM	-	General Manager : Property Management
HOD	-	Head of Department
Liaison Architect	-	The Departmental Architect allocated to a project to assist in planning, contracts administration and policy advice.
Liaison Engineer	-	The Departmental Engineer allocated to a project to assist in planning, contracts administration and policy advice.
Liaison Quantity Surveyor	-	The Departmental Quantity Surveyor allocated to a project to assist in planning, contracts administration and policy advice.
EXCO	-	Management Committee consisting of the Head and Senior Management of the Department.
ODE	-	Organisational Development and Efficiency.
DCA	-	The Deputy Chief Architect for each Region
DCQS	-	The Deputy Chief Quantity Surveying for each Region.
DCE	-	The Deputy Chief Engineer for each Region.
DM : PM	-	The Deputy Manager: Programme Management who is responsible for monitoring progress made on projects and expenditure.
IDIP	-	Infrastructure Delivery Improvement Programme.
MTEF	-	Medium Term Expenditure Framework.
PFMA	-	Public Finance Management Act, 1999 (Act No1 of 1999) and amendments thereto
Principal Agent	-	The official or Consultant practice appointed to act as an agent for the Department on a project, and is usually a Consultant. The function is the same as that of a Project Manager. Together with the Principal Agent, the Department will appoint a departmental professional liaison official who assist with internal Departmental procedures.

Priority Population Group (PPG)		Means Historically Disadvantaged Individuals who fall into population groups that were not offered a franchise in national elections before or after the introduction of the 1984 tricameral parliament system and only received their franchise during 1994.
Programme Managers	-	The Departmental appointed persons who are responsible for the co-ordination, monitoring and evaluation (and reporting on) of Programmes across line functions to achieve the needs for the client departments and for the Department.
Project Manager	-	The Departmental registered professional or Consultant practice or technical official appointed to control a project. If a Principal Agent is appointed, the liaison officer and the Principal Agent fulfil the function of the Project Manager. This person is directly responsible for ensuring that a project achieves its stated objectives.
Project Programme Manager	-	An official or Consultant Practice who is assigned an individual project or group of projects in order to monitor progress.
Regional Manager	-	An official appointed to head a designated region of the Department of Public Works and who is responsible and accountable for finances, managing contracts and supervising and controlling of personnel.
Responsibility Manager	-	The official responsible for a section of the Budget and its expenditure at any level of the financial structure.
SCM	-	Supply Chain Management – co-ordinates acquisition of goods and services, controls performance and compliance of services and manages stores and assets
SCOA	-	Standard Charter of Accounting (Also known as BAS – Basic Accounting System)
Specification	-	One of the Contract documents attached to the Contract, in which the method of executing the works, quality standards and the nature of the materials to be used are described.
Sub-Accountant	-	The Head of the Department's Regional or District Office who is responsible to control and manage allocated funds.

**NOTE: Definition Dealing With Singular/Plural And Masculine / Feminine Gender**

Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and *vice versa* and words importing the masculine gender shall include the feminine and the neuter.

## **Terminology: Tender/Tenderer versus Bid/Bidder**

Generally, the words “Tender” and “Tenderer” have been used which is the terminology adopted by the CIDB instead of the words “Bid” and “Bidder” as are contained in the KwaZulu-Natal Supply Chain Management Policy Framework (SCM).

The Tender Documents have been developed applying the CIDB document titled “Standard For Uniformity In Construction Procurement”.

The reasons for the CIDB adopting this terminology are as follows:

### **“Accepted English usage:**

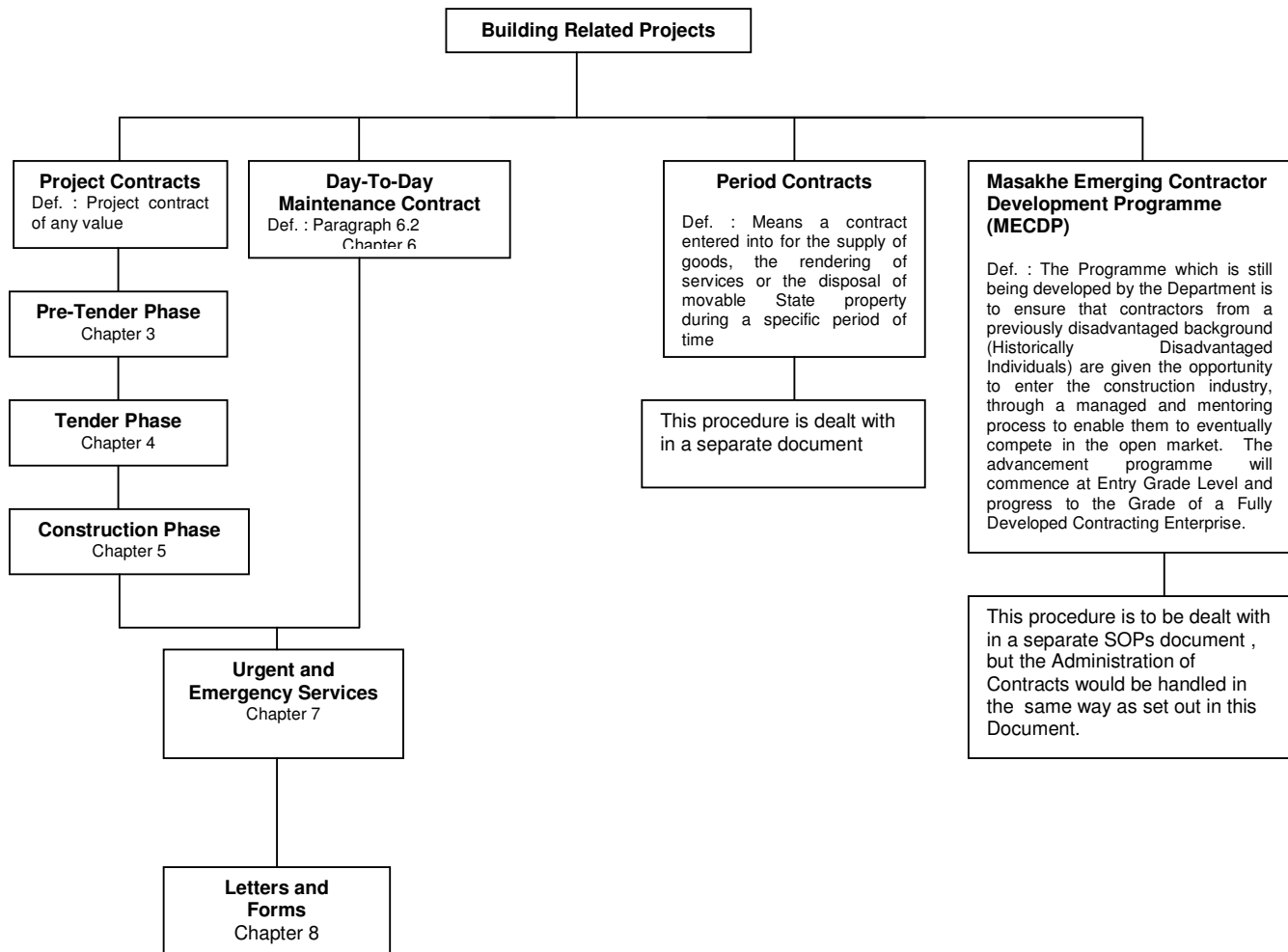
The New Shorter Oxford Dictionary contains the following definitions:

<b>Bidder:</b>	A person who bids, especially at an auction or at cards.
<b>Bid:</b>	The offer of a price, especially at an action; an offer made at a stated price, a tender.
<b>Tender:</b>	A formal offer made by one party to another, specifically an offer of money etc. made to discharge a debt or liability. An offer of anything for acceptance. A written offer made by one party to another to supply goods or carry out work at a set price or rate.
<b>Tenderer:</b>	A person who tenders or makes a formal offer, especially for a proposed contract”

## 1.2 DEPARTMENT OF PUBLIC WORKS ADDRESSES

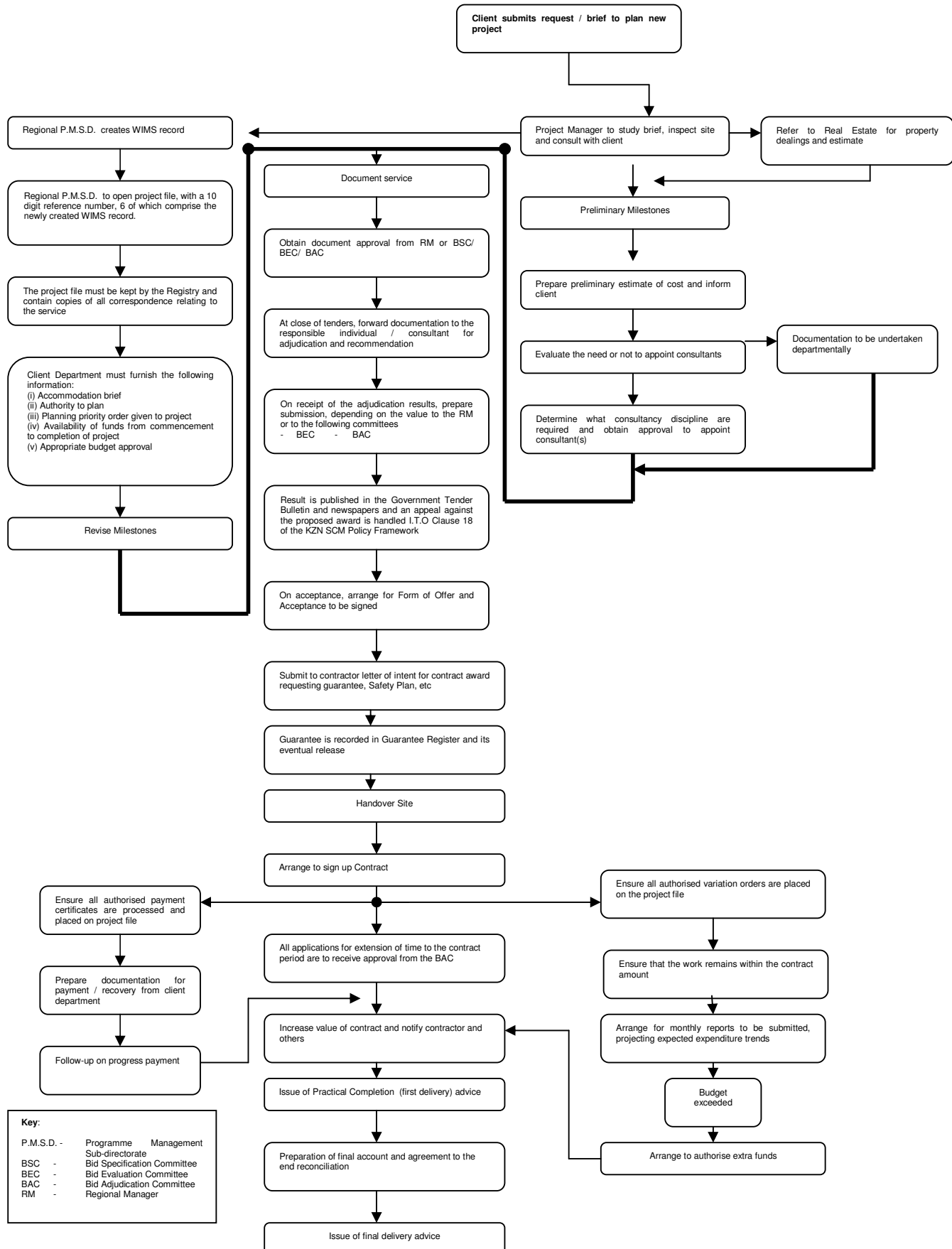
<b>HEAD OFFICES</b>		<b>REGIONAL OFFICES</b>	
<b>Head : Works</b> Private Bag X9041 PIETERMARITZBURG 3200	Tel: 033-355 5500 Fax: 033-355 5683	<b>Regional Manager</b> North Coast Region Private Bag X42 ULUNDI 3838	Tel: 035-874 3294 Fax: 035-874 2519
<b>General Manager: Operations</b> Private Bag X9041 PIETERMARITZBURG 3200	Tel: 033-355 5401 Fax: 033-355 5509	<b>Regional Manager</b> Midlands Region Private Bag X9963 LADYSMITH 3370	Tel: 036-638 2872 Fax: 036-638 2850
<b>General Manager: Property Management</b> Private Bag X9041 PIETERMARITZBURG 3200	Tel: 033-3555533 Fax: 033-3555508	<b>Regional Manager</b> Southern Region Private Bag X9042 PIETERMARITZBURG 3200	Tel: 033-897 1300 Fax: 033-897 1399
<b>Chief Financial Officer</b> Private Bag X9041 PIETERMARITZBURG 3200	Tel: 033-355 5625 Fax: 033-355 5678	<b>Regional Manager</b> Ethekwini Region Private Bag X54336 DURBAN 4000	Tel: 031-203 2100 Fax: 031-261 5044
<b>Directorate: Supply Chain Management</b> Private Bag X9041 PIETERMARITZBURG 3200	Tel: 033-355 5559 Fax: 033-355 5550		
<b>DISTRICT OFFICES</b>			
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<b>Port Shepstone</b> Private Bag X 830 PORT SHEPSTONE 4240	Tel : 039-682 2316 Fax : 039-682 5697	<b>Nongoma</b> Private Bag X 5030 NONGOMA 3950	Tel : 035-831 0369 Fax: 035-831 0243
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<b>Ulundi</b> Private Bag X 63 ULUNDI 3838	Tel : 035-879 7463 Fax: 035-879 7457		
<b>Jozini</b> Private Bag X 021 JOZINI 3969	Tel : 035-572 1040 Fax : 035-572 1011	<b>Vryheid</b> Private Bag X 9402 VRYHEID 3100	Tel : 034-982 3080 Fax: 034-982 3088
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### 1.3 The following diagrams provide insight into the layout of the Handbook and flow of work



## 1.4 MILESTONES FLOW CHART “A” DEPICTING CRITICAL STAGES FOR PLANNING TO COMPLETION OF A PROJECT

### Contract Administration Work Flow Diagram

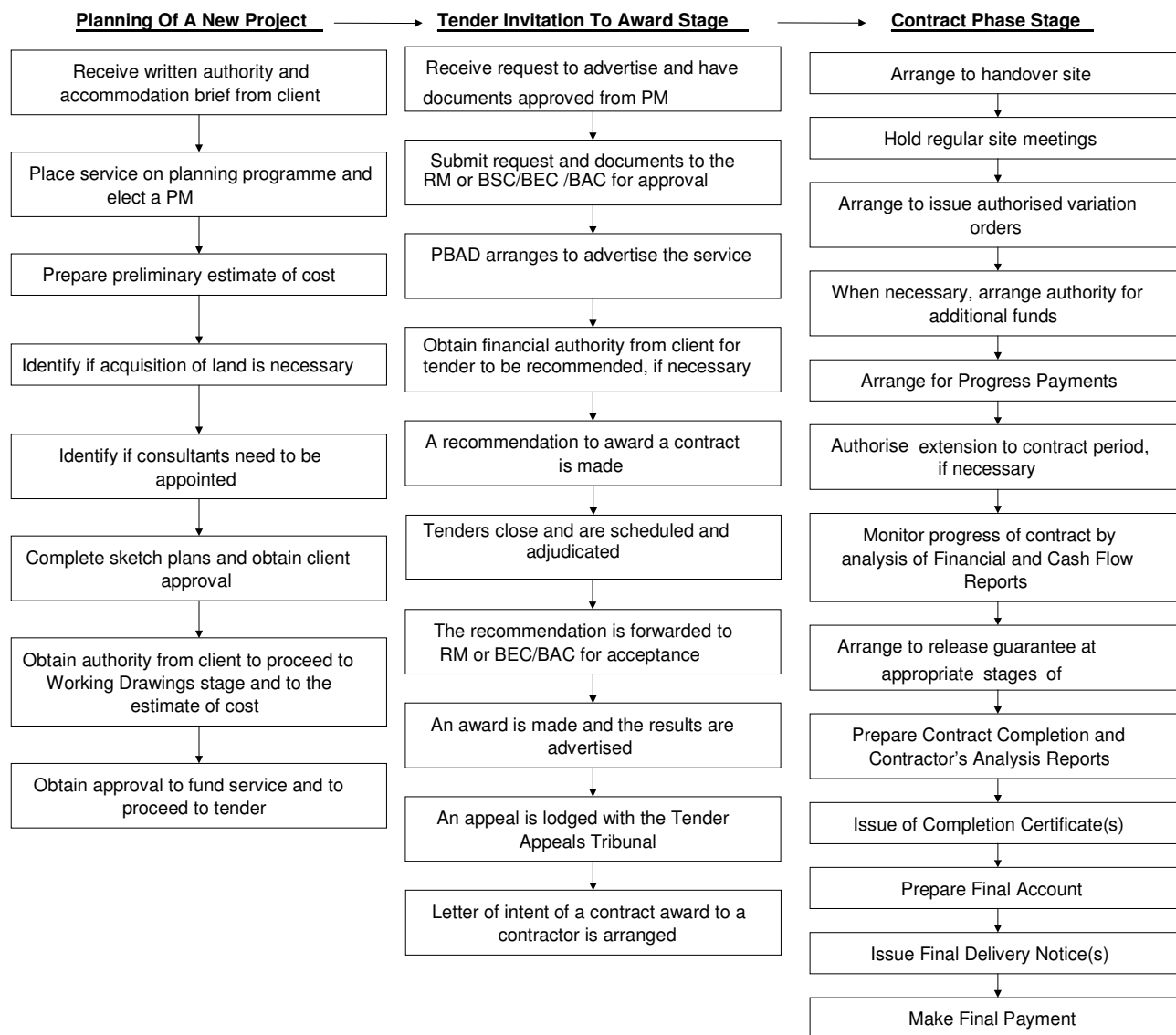




## 1.5 MILESTONES FLOW CHART “B” DEPICTING CRITICAL STAGES FROM PLANNING TO COMPLETION OF A PROJECT

### Programme 3 : Provision of Buildings, Structures and Equipment

Maintenance, Minor New Works and Major Works  
(Maintenance / Adaptation – Current / Capital Funds)



Key:

- BSC** – Bid Specification Committee
- BEC** – Bid Evaluation Committee
- BAC** – Bid Adjudication Committee
- PBAD** – Pre-Bid and Adjudication Division
- PM** - Project Manager