



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

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**PROJECT NO.:** ZNB 5788/2022-H

**DESCRIPTION OF SERVICE:** APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL TEAM FOR THE TOWNHILL HOSPITAL: REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS

**DISCIPLINE:** MULTIDISCIPLINARY TEAM LED BY A CIVIL ENGINEER//TECHNOLOGIST

**DEPARTMENT OF HEALTH  
CENTRAL SUPPLY CHAIN MANAGEMENT DIRECTORATE  
Private Bag X9051  
Pietermaritzburg 3200**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY PROVINCIAL TREASURY.

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## **SECTION A INVITATION TO BID**

### **DESCRIPTION:**

THE APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL TEAM LED BY A CIVIL ENGINEER/TECHNOLOGIST TO PROVIDE PROFESSIONAL CONSULTING SERVICES ON THE TOWNHILL HOSPITAL: REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS

Project Number : ZNB 5788/2022-H  
Closing Date : 14 November 2022  
Closing Time : 11:00

Compulsory Briefing: Yes  
Date : 02 November 2022  
Time : 10:00  
Venue : 35 Hyslop Road, Townhill Office Park (inside Townhill Hospital) – Block 1 Boardroom, Townhill, Pietermaritzburg, 3200

### **Bid Validity Period: 84 Days**

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

### **BID DOCUMENTS MAY BE POSTED TO:**

HEAD: DEPARTMENT OF HEALTH  
CENTRAL SUPPLY CHAIN MANAGEMENT DIRECTORATE  
PRIVATE BAG X9051  
PIETERMARITZBURG,  
3200

OR

### **DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):**

SUPPLY CHAIN MANAGEMENT  
OLD BOYS SCHOOL  
310 JABU NDLOVU STREET  
PIETERMARITZBURG  
3201

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

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

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)  
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT  
AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS**

**OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

Code: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

Code: \_\_\_\_\_

TELEPHONE: Code: \_\_\_\_\_ Number: \_\_\_\_\_

CELL PHONE : Code: \_\_\_\_\_ Number: \_\_\_\_\_

FACSIMILE NUMBER: Code: \_\_\_\_\_ Number: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

VAT REGISTRATION NUMBER: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_

CAPACITY UNDER WHICH THIS BID IS SIGNED: \_\_\_\_\_

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

Department : KZN - DEPARTMENT OF HEALTH  
Contact Person : Junitha Sookraj  
Tel : (033) 815 8369  
E-mail address : [junitha.sookraj@kznhealth.gov.za](mailto:junitha.sookraj@kznhealth.gov.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Department : KZN - DEPARTMENT OF HEALTH  
Contact Person : Takalani Netshipale  
Tel : (033) 940 2519  
E-mail address : [Takalani.Netshipale@kznhealth.gov.za](mailto:Takalani.Netshipale@kznhealth.gov.za)

## **SECTION B**

### **SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS**

**PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.**

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances, whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bid submitted must be complete in all respects.
5. Bid shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids will be rejected as being invalid.
7. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
8. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
9. No bid submitted by telefax, telegraphic or other electronic means will be considered.
10. Bid documents must not be included in packages containing samples. Such bids will be rejected as being invalid.
11. Any alteration made by the bidder must be initialled.
12. Use of correcting fluid is prohibited and will render the bid invalid.
13. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

## **SECTION C**

### **REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

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

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CSD NUMBER

**SECTION D  
DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS  
CORRECT AND UP TO DATE**

(To be completed by bidder)

This is to certify that I

.....  
(name of bidder / authorised representative)

Who represents

.....  
(state name of bidder)

Am aware of the contents of the Central Supplier's Database with respect to the bidder's details and registration information, and that the said information is correct and up to date as on the date of submitting this bid.

In addition, I am aware that incorrect or outdated information may be a cause for disqualification of this bid from the bidding process, and/or possible cancellation of the contract that may be awarded on the basis of this bid.

.....  
Name of bidder

.....  
Signature of bidder or authorised representative

.....  
Date

# SECTION E

## BIDDERS DISCLOSURE – SBD 4

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder or any of its directors / trustees / shareholders / members / partners or any person having controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES / NO**

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

Full Name	Identity Number	Name of State institution

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



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

2.2.1 If so, furnish particulars:  
\_\_\_\_\_  
\_\_\_\_\_

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES / NO**

2.3.1 If so, furnish particulars:  
\_\_\_\_\_  
\_\_\_\_\_

**3. DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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**Signature**

---

**Date**

---

**Position**

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**Name of Bidder**

## **SECTION F**

### **FORM OF OFFER AND ACCEPTANCE**

#### **1. Offer**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**An Entity to provide a multidisciplinary team of experienced and skilled professional consulting services with a Civil Engineer/Technologist as Lead Consultant**

For the project: Townhill Hospital - REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS

The bidder, 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 bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

#### **2. Price**

The offered price for multidisciplinary team with a Civil Engineer as, and other Consultancy Services, inclusive of value added tax, is

R (in figures)

---

and,

---

Rand (in words)

---

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the Tender Data, whereupon the bidder becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

3. This offer is made by the following Legal Entity: **(please cross out the block that is not applicable)**

	or	
Company or Close Corporation		Natural person or Partnership
Registration number:		Identity number:
Income Tax Reference number:		Income Tax Reference number:

and who is (if applicable):

Trading under the name and style of:

.....

and who is:

.....

Represented herein, and who is duly authorised to do so, by:

.....

In his/her capacity as:

Note: A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.

**4. Signed for the bidder:**

.....  
Name of representative

.....  
Signature

.....  
Date

**5. Witnessed by:**

.....  
Name of representative

.....  
Signature

.....  
Date

**6. Domicilium Citandi Et Executandi**

The bidder elects as its domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

Street address::

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

Code:

Postal address

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

Code:

Telephone:

Code:

Number:

Cell phone :

Code:

Number:

Facsimile number:

Code:

Number:

E-mail address:

.....

.....  
Banker:

.....  
Branch:

## **7. Acceptance**

By signing this part of this form of offer and acceptance, the Employer identified below accepts the bidder'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 bidder's offer shall form an agreement between the Employer and the bidder upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

## **8. The terms of the Contract**

The terms of the Contract are contained in:

Part C1 Agreements and Contract Data, (which includes this agreement) Part C2 Pricing Data

and;

Documents or parts thereof, which may be incorporated by reference into Parts C1 to C2 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 bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from set documents are valid unless contained in this schedule.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the bidder (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

**9. Signed for the Employer:**

.....  
Name of representative

.....  
Signature

.....  
Date

Street address:  
.....  
.....  
.....

	Code:	.....		
Telephone:	Code:	.....	Number:	.....
Facsimile number:	Code:	.....	Number:	.....

**10. Witnessed by:**

.....  
Name of representative

.....  
Signature

.....  
Date

**11. 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.



## **SECTION G**

### **SPECIFICATIONS, SCOPE, EVALUATION**

#### **AN ENTITY TO PROVIDE A MULTIDISCIPLINARY TEAM OF EXPERIENCED AND SKILLED PROFESSIONAL CONSULTING SERVICES WITH A CIVIL ENGINEER/TECHNOLOGIST AS LEAD CONSULTANT**

##### **1. Project Description:**

Townhill Hospital: REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS

##### **2. Project Background and Specification**

Townhill Hospital is a specialised (psychiatric) provincial hospital situated in the Msunduzi municipality (Pietermaritzburg), in the Umgungundlovu District, built in the 1880's as an Asylum for mentally ill individuals. It was named Pietermaritzburg Mental Hospital in 1916 and in 1946 the hospital was renamed as Townhill Hospital.

It has 280 authorized beds (425 bed designed capacity). The hospital also has a few unused facilities in the vicinity, as seen below. However, the roads adjacent to these unused facilities are still being utilised and have been identified to be in an unsatisfactory condition.

On 2 July 2021, the KZN DoH Chief Engineer of Engineering and Technical support requested intervention on road works and storm water systems to improve working and driving conditions in the Townhill Hospital premise. This is to also provide efficient healthcare service delivery at the Townhill Hospital with additional sufficient parking space for staff members and visitors. This is also applicable for the Townhill Office Park staff members who also use these roads.

The general construction of roads involves the paving, rehabilitation, and/or reclamation of degraded pavements in order to achieve a state of good repair and increase road traffic safety. Road construction involves the use of asphalt, bitumen emulsion, concrete, soil stabilization, rebar where required, paving and pavement recycling machines, and other road repair materials. For the purpose of the Townhill Hospital roads, the rehabilitation of the roads will be the main objective of this project.

The road consists of surfaced roads from the gate guard house, in and around the Townhill Hospital facilities and residences, as well informal dirt tracks in some sections with limited formal parking. Most of the parking areas that staff and visitors utilise are grassed spaces where the roads have insufficient storm water management systems and the road surface has deteriorated beyond repair.

A site visit was conducted on 2 July 2021 and the findings and recommendations emanating from the inspection conducted were to rehabilitate the existing access road to a blacktop surface and upgrade the associated storm water systems for better drainage purposes.

On 11 October 2021, a meeting was held with the Townhill Hospital manager and EXCO members to present this project. In response, the team have emphasised the importance of repairing the road as efforts were made to repair the road sections utilising the Townhill Hospital budget as a Category C Maintenance project. Unfortunately, the cost to repair the roads is quite high and an alternative intervention is required.

In addition, as of 1 April 2022, the extension of the Town Hill Office Parking and Town Hill Hospital scope is to also be incorporated into one rehabilitation project. The Town Hill Hospital manager and EXCO members are in favour of Department of Health Infrastructure Development developing a project to implement the above mentioned works.

### 3. Detailed Project Scope of Work

The Site:

Town Hill Office Park is located inside the same vicinity as Town Hill Hospital.

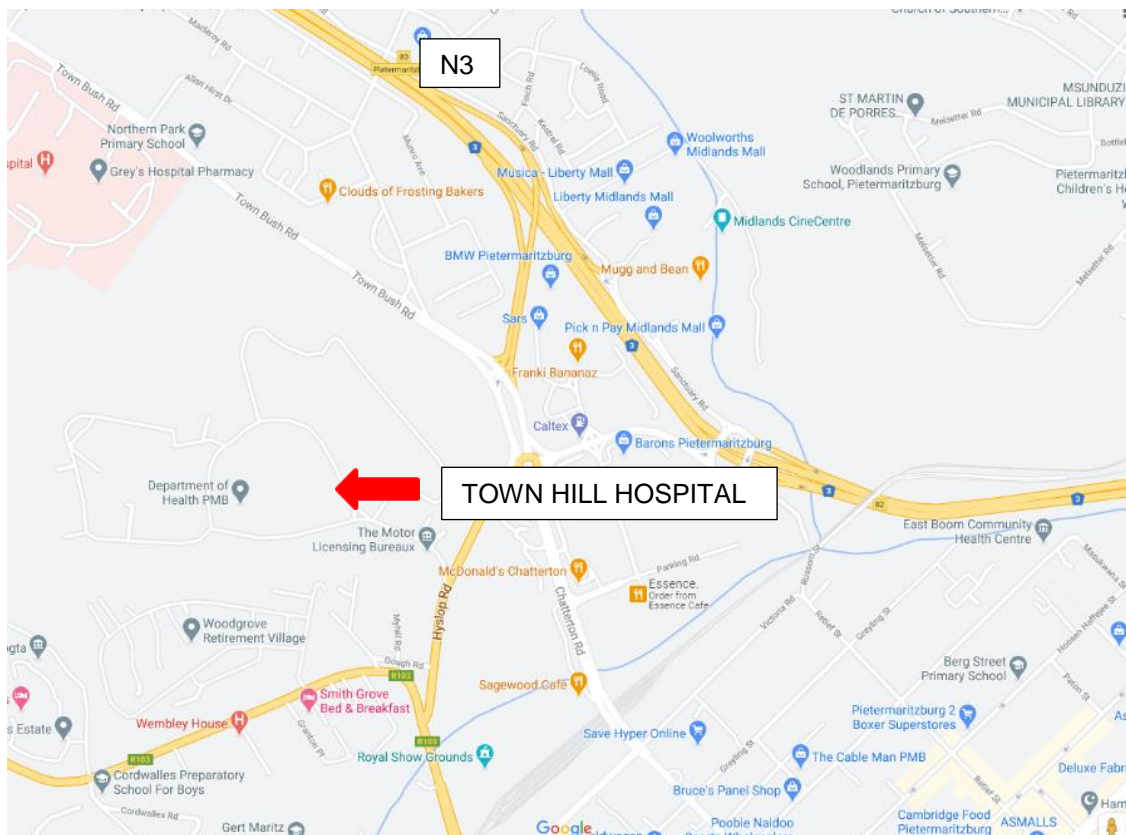


Figure 1: Town Hill Hospital Location

The hospital has a large road network of roughly 3km in its vicinity, with large sections requiring rehabilitation and upgrading because of extensive road surface damage. There are unsurfaced sections on the premise which are currently being utilised as driveways and require surfacing and additional parking bays. The figure below illustrates the site location and the proposed road rehabilitations for various sections, as well as medium to large stormwater systems infrastructure, such as detention ponds.

Land Owner:	Provincial Government			
Street Address (or directions):	35 Hyslop Road, Pietermaritzburg, 3201			
Postal Address:	PO Box 400, Pietermaritzburg. 3200			
Telephone Number:	(033) 341 5500			
Hospital Manager:	Mr R Hadebe			
Cadastral Description:	Latitude:	-29.590	Longitude:	30.366
Zoning:	Government			
Planning restrictions:	Nil			
Existing Infrastructure	Face brick multi-storey buildings			



Figure 2: Townhill Hospital location

Town Hill Office Park also requires covered parking. The Town Hill Office Park is situated in the centre of the Town Hill hospital grounds, on what used to be the cricket pitch, directly adjacent the Hospital administration building, but at a lower level, within the ring road from the Hyslop road entrance that feeds the site. The Office Park is situated amongst the recreation facilities of the Hospital. The proposed site is in the Office Park itself.



Figure 3: Town Hill Office Park location

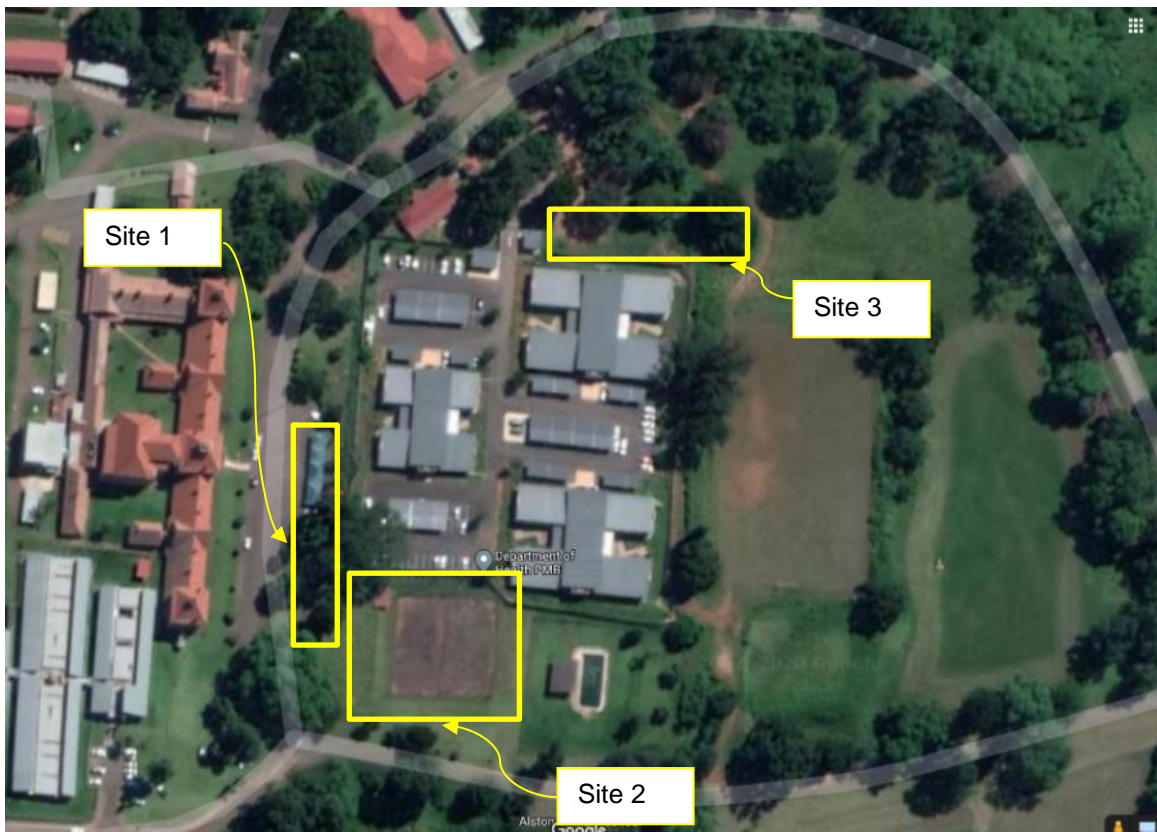


Figure 4: Location of the proposed sites

- Site 1: Expansion of existing Hospital Staff parking in front of Administration building. At this time, it is partially formalised and covered with shade cloth.
- Site 2: Ex- Tennis courts



Site 4c (entire road network)

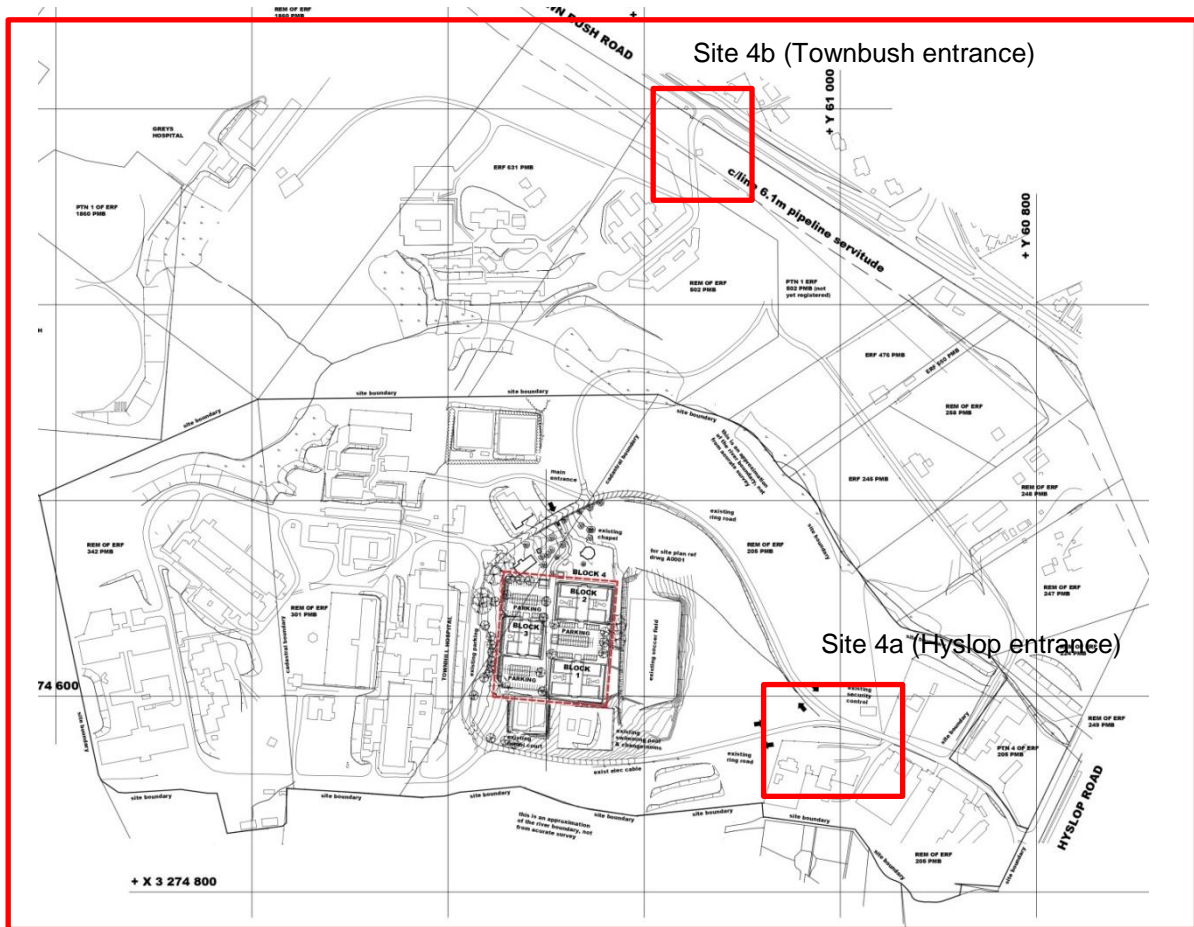


Figure 6: Proposed Site 4a, Site 4b and Site 4c

**4. Project Outcomes:**

The project outcomes include:

- To provide staff with safe and secure parking for their cars which will result in better productivity and ultimately improved service delivery.
  - Site 1: To extend the existing staff parking in front of the Townhill Hospital Administrative building and provide carports for all the staff bays here;
  - Site 2: To demolish the disused Tennis courts and to create undercover new staff parking for the Townhill Office Park to match existing undercover staff parking including landscaping and fencing to match existing; and
  - Site 3: To provide formal open visitor's parking and reconstruct the entrance at Townhill Office Park
- Construction of improved, spacious and motorist friendly entrances near Hyslop Road (Site 4a) and Townbush Road (Site 4b)
- The successful completion of the 3km road rehabilitation and respective storm water systems upgrade for the Town Hill Hospital road network (Site 4c).
- Improved road surface riding quality for the users.
- Conservation of water and preserve the natural environment.

- Improved health and safety.
- Protection of valuable assets i.e. existing road and infrastructure.
- Prevent land and watercourse erosion.

## **5. Project Objectives:**

- The prime objective is to rehabilitate the road network to be efficient and to provide the best riding quality, adequate resistant to abrasion and skid resistance for the Town Hill Hospital roads, with sufficient and effective parking spaces for staff members
- The second objective is the need to protect the health, welfare and safety of the public and to protect property from flood hazards by safely routing and discharging storm water from developments.

## **6. Project Success Criteria:**

The success of the project will be measured by the following:

- Provision of safe and secure parking and entrances for staff cars which will result in better productivity and ultimately improved service delivery.
  - Site 1: To extend the existing staff parking in front of the Townhill Hospital Administrative building and provide carports for all the staff bays here;
  - Site 2: To demolish the disused Tennis courts and to create undercover new staff parking for the Townhill Office Park to match existing undercover staff parking including landscaping and fencing to match existing; and
  - Site 3: To provide formal open visitor's parking and reconstruct the entrance at Townhill Office Park
  - Site 4a: Main Hyslop Road entrance and gates
  - Site 4b: Townbush Road entrance and gates
  - Site 4c: Townhill Hospital Roads (entire premise)
- Rehabilitation of the Town Hill Hospital road for the efficient utilisation of the Town Hill Hospital road network.
- Provide a surface wearing course resistant to abrasion by maximising friction and improve surface voids for water drainage.
- Adequate storm water systems and management and retention ponds.
- Sufficient parking bays for Town Hill Hospital staff and visitors.
- Improved road quality and riding quality.

## **7. Scope of Works of the Construction Project:**

### **7.1. Scope of works**

The scope of works for the rehabilitation of the internal access roads, undercover parking construction and upgrading of storm water systems contains the following:

- Earthworks for storm water systems, cuts and fills and exposing of existing services (where new storm water systems are to be installed)
- Road layer works for existing and new roads, creating access to walkways, parking access to buildings, service roads for deliveries and access to residencies storm water systems
- Soil stabilization of in-situ material with lime on clayey material will be advised by a geotechnical report
- Surfaced roads for access to Town Hill Hospital facilities and Townhill Office Park
- Formal surfaces road parking for staff and visitors
- Road drainage
- Kerbing at required sections
- Traffic signage and markings for the road
- Detention ponds to minimise the peak flow of surface rainwater run off
- Landscaping and erosion protection
- Adequate testing during construction i.e. Modification tests for layer works and backfills and cubic tests for strip footings
- Services sleeves should relocation of services be required
- Additional Covered parking for staff members at required Town Hill facilities
- Overhead structure for the hospital entrances
- Moving and reinstating new fences and gates at the respective entrances

Please refer to the Project Brief attached as **Appendix D** for the proposed full scope of the project.

#### 8. Statutory Requirements:

Legislation:	All applicable Acts and Regulations pertaining to the Health Environment; OHS Act and Regulations; and All applicable Acts and Regulations for the various Professional Consultancy Services
Norms:	Infrastructure Unit Support Systems (IUSS) guidelines
Standards:	Infrastructure Unit Support Systems (IUSS) guidelines; Standard for Infrastructure Procurement and Delivery Management; Framework for Infrastructure Delivery and Procurement Management and All applicable standards, regulations and/or specifications of KZN Department of Health
Policies:	All applicable policies of KZN Department of Health
Other Requirements:	Relevant SANS codes All applicable standards, regulations and/or specifications of KZN Department of Health



## 9. Required Multidisciplinary Team Composition

- Civil Engineer/Technologist (Lead Consultant/Principal Agent)
- Structural Engineer/Technologist
- Architect
- Electrical Engineer/Technologist
- Quantity Surveyor
- Construction Health and Safety Agent
- *Land Surveyor (to be appointed post award)*
- *Geotechnical Engineer/Technologist (to be appointed post award)*
- *Environmental Specialist (to be appointed post award)*

## 10. Scope of Services required from Team of Professional Service Providers (PSP):

The standard services/deliverables required (for All Construction Stages) from the consultants are as set out in the following government gazettes:

### 10.1. Engineer/Technologists

Engineering Council of South Africa, Board Notice 138 of 2015, Government Gazette No. 39480 of 04 December 2015 to Stage 2 to Stage 7.

### 10.2. Architect

South African Council for the Architectural Profession, Board Notice 122 of 2015, Government Gazette No. 38863, 12 June 2015

### 10.3. Quantity Surveyor

Engineering Council of South Africa, Board Notice 138 of 2015, Government Gazette No. 39480 of 04 December 2015

### 10.4. Construction Health & Safety Agent

All roles, responsibilities and deliverables as stated in the South African Council for the Project and Construction Management Professions, Board Notice 167 of 2019 Government Gazette No. 42697 of 13 September 2019 pertaining to the Construction Health and Safety Profession.

### 10.5. Land Surveyor

The Lead Consultant shall confirm the detailed scope of work that will be required from Land Surveyor. The Land Surveyor shall be procured by the Lead Consultant post award of this contract and shall be paid through the Lead Consultant as a disbursement. The Lead Consultant shall be required to source 3 quotations from Professional Land Surveyors in the area with the lowest quotation being accepted. No additional fees shall be due to the Lead Consultant in respect of this service.

### 10.6. Geotechnical Engineer/Technologist

The Lead Consultant shall confirm the detailed scope of work that will be required from Geotechnical Engineer/Technologist. The Geotechnical Engineer/Technologist shall be procured by the Lead Consultant post award of this contract and shall be paid through the Lead Consultant as a

disbursement. The Lead Consultant shall be required to source 3 quotations from Professional Geotechnical Engineers/Technologist in the area with the lowest quotation being accepted. No additional fees shall be due to the Lead Consultant in respect of this service.

#### 10.7. Environmental Specialist

The Lead Consultant shall confirm the detailed scope of work that will be required from the Environmental Specialist. The Environmental Specialist shall be procured by the Lead Consultant post award of this contract and shall be paid through the Lead Consultant as a disbursement. The Lead Consultant shall be required to source 3 quotations from Environmental Specialists in the area with the lowest quotation being accepted. No additional fees shall be due to the Lead Consultant in respect of this service.

### 11. Additional items on Services required from Team of Professional Service Providers (PSP):

11.1. Extensive consultation is to take place over all construction stages which will include (but is not exclusive) consultation with:

- The Facility
- DOH District
- DOH Head Office
- DOH Mental Health
- National DOH
- Local authority
- Other Authorities
- Statutory bodies
- Other Departments

11.2. All consultants will be required to present end of stage deliverables for review and recommendations to the Health Infrastructure Approval Committee according to FIDPM and KZN DOH policies.

11.3. All additional required presentations to be done as may be required.

11.4. All approvals to be acquired as may be required

### 12. Planning and Programming

The Employer is desirous that the project follows the timelines shown below. However, should the bidder feel that these timelines are not achievable then the Bidder must submit a motivation as to why it considers them not achievable and must propose alternative timelines for the Employer's consideration and approval.

<b>PSP Deliverables according to FIDPM stages of work</b>	<b>Duration to produce deliverables from each stage</b>
Stage 2: Concept & Viability Report	4 months
Stage 3: Design Development Report	6 months
Stage 4: Documentation & Procurement	9 months
Stage 5: Works	20 months
Stage 6: Handover	4 months
Stage 7: Project Close Out	12 months
<b>TOTAL PROJECT TIME</b>	<b>55 months</b>

The Lead Consultant is required to submit for approval a formal programme listing activities, level of detail, critical path activities and their dependencies, frequency of updating key dates, particulars of phased completion, programme constraints, milestone dates for completion, etc. including the activities to be carried out by the Employer or by others. The programme should factor in the receipt and subsequent approval (by Head of Health or designated relevant authority) of all deliverables as stipulated under the relevant Construction Work Stage (Work Stages 2, 3, 4 and 6) of the relevant gazettes as stated in point 9 above and corresponding FIDPM Stages (2 to 7),

### **13. Software Application for documents**

- Programming software shall be the latest version of MS Projects
- Drawing programme software will be the latest version/s of Autodesk AutoCAD and/or Revit
- Quantity surveying software will be the latest version of WinQS
- General software will be MS Office based software and Adobe Acrobat

All documentation that is to be sent to the Client should be in both the required software package file type, as well as in a readable PDF format.

### **14. Use of Reasonable Skill and Care**

The Lead consultant and individual team members are to consist of one or more Registered Professionals as per the relevant Councils. They are required to perform the required service with reasonable skill, care and diligence.

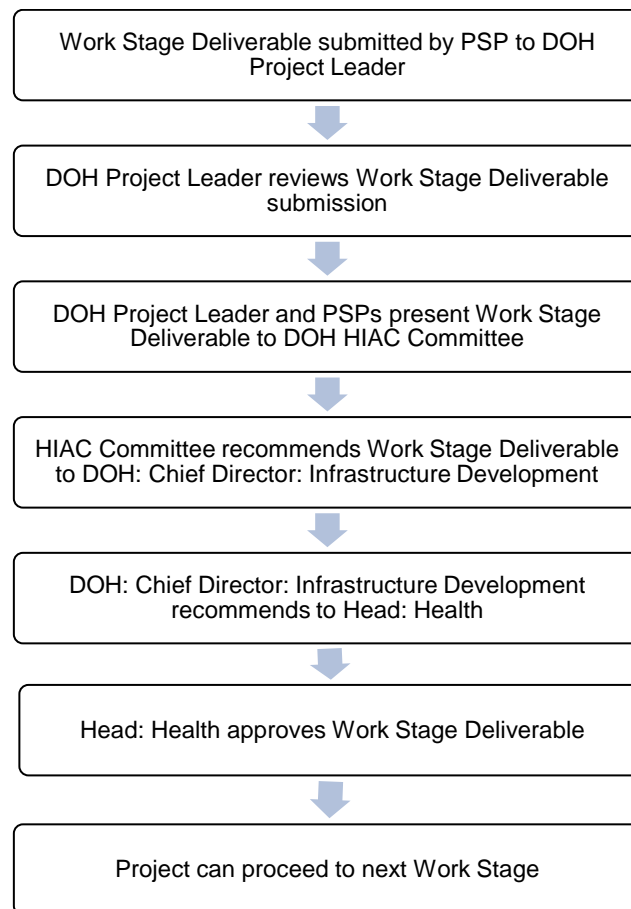
### **15. Co-operation with Other Service Providers and Affected Parties**

The Lead Consultant is required to identify other service providers and affected parties on the project and establish how interactions are to take place.

### **16. Copyright**

Copyright of all documents provided by the Consultant team will vest with the KwaZulu-Natal Department of Health.

## 17. General Approval Process per Work Stage



## 18. Access to Land / Buildings / Sites

Arrangements for access to land / buildings / sites and any restrictions thereto shall be the responsibility of the Employer. However, the Lead Consultant shall be aware of such arrangements and advise the Employer's Project Manager timeously to prevent any delays that may arise due to restricted access.

## 19. Quality Management

The Bidder shall submit their proposed quality assurance plan and control procedures to fulfil their duties as stipulated in the relevant clauses of the appropriate discipline's Guideline Scope of Services.

## 20. Format of Communications

These will be made available to the Lead Consultant on award of tender.

## 21. Key Personnel

Changes to key personnel shall only be effected once authorisation has been obtained from the Employer.

## 22. Management Meetings

Project Management meetings to monitor project progress will take place every 14 calendar days

### 23. Forms for Contract Administration

Standard forms of contract administration purposes will be made available to the successful bidder upon award.

### 24. Daily Records

Daily time sheets of all personnel on the project shall be kept by the Lead Consultant and will be made available as required to the Employer. Time sheets are to clearly state work performed.

### 25. Fee Claims and Apportionment of Fees

Receipt and subsequent approval (by Head of Health or designated relevant authority) of all deliverables as stipulated under the relevant Construction Work Stage (Work Stages 2, 3, 4 and 6) of the relevant gazettes as stated in point 10 above and corresponding FIDPM Stages (2 to 7), is a prerequisite for payment of said stage. Only Construction Work Stage 5 will receive interim payments on a quarterly basis based on the proportion of the value of construction work completed at the time of invoice.

Payment of disbursements is based on a proven cost basis in accordance with the National Department of Public Works, Rates for Reimbursable Expenses. Further clauses relating to the claiming and payment of fees and disbursements are stated in under point 30 and C2. PRICING DATA.

Payment of fees shall be apportioned to Construction Work Stages (Stages 2-6) in accordance with the tables below:

#### Civil Engineering (Principal Consultant and Principal Agent)

Stage 2	25%
Stage 3	25%
Stage 4	15%
Stage 5	25%
Stage 6	10%

#### Structural Engineering

Stage 2	20%
Stage 3	30%
Stage 4	15%
Stage 5	25%
Stage 6	10%

Architecture

Stage 2	15%
Stage 3	20%
Stage 4	30%
Stage 5	27%
Stage 6	8%

Electrical Engineering

Stage 2	15%
Stage 3	20%
Stage 4	20%
Stage 5	35%
Stage 6	10%

Quantity surveyor

Stage 2	5%
Stage 3	7.5%
Stage 4	35%
Stage 5	45%
Stage 6	7.5%

Construction Health & Safety Agent

Stage 2	25%
Stage 3	25%
Stage 4	15%
Stage 5	25%
Stage 6	10%

**26. Use of Documents by the Employer**

Critical information, which will track the progress of the project, will be recorded and updated by the Lead Consultant on a monthly basis. These will be presented to the Employer as required by the Lead Consultant and other relevant professionals and may include but not be limited to the following documents:

- Progress reports
- Financial control methodology - cost reports and cash flows

- Risk registers including full risk assessments and mitigating action
- Issue registers including full analysis and action plans
- Project programmes

## 27. Mentorship of Employers Trainees / Interns

From time to time, the Employer may second trainees / interns to the Consultant/s. The Consultant/s shall provide structured mentorship and exposure to seconded trainees / interns. A training / activity schedule shall be prepared for each trainee / intern for the duration of his or her stay on the project. The schedule shall have clear targets and objectives, which will be measured at the end of the training period. The Consultant/s shall allocate a mentor for each trainee / intern who will be responsible for the learning outcomes for the period of secondment.

The mentorship and training falls beyond the Consultant/s obligations in terms of criteria under Section G – Specifications.

A separate training and mentorship agreement will be concluded with the Consultant/s at the time of placing trainees / interns.

## 28. Project

The estimated project works value is R 50 461 107.76 (Fifty Million, Four Hundred and Sixty-One Thousand and one Hundreds and Seven Rand, Seventy-Six Cents Exclusive of 15% VAT) and is the rehabilitation of existing internal access roads, parking and storm water upgrading in the Townhill Hospital premise.

## 29. Cost and pricing of the project

Professional Fees for the team shall be tendered as a **PERCENTAGE** based on the value of the construction works. The percentage shall then be apportioned by percentage amongst the various professional disciplines. The percentage shall remain fixed for the entire project however the apportionment amongst the various disciplines may change should it be required. Changes to the apportionment are to be agreed by the Professional Team and the Employer is to be duly informed in writing by an official letter from the lead consultant, prior to any further payments. Disputes relating to the apportionment of total fees are to be resolved by the Professional Team.

The tendered lump sum percentage is to include for any and all surcharges applicable to the project for all professionals and **THE TENDERED PERCENTAGE SHALL REMAIN UNCHANGED FOR THE DURATION OF THE PROJECT**. All other adjustment of fees for each professional discipline will be regulated by the relevant Government Gazette (as stated in point 10 above).

## 30. Project Details

30.1. You are requested to quote for the delivery of Lead Consultant Services, Principal Agent Services and the appointment of a Multi-disciplinary team, and their total costs, which should as a minimum consist of:

- Civil Engineer/Technologist (Principal Consultant and Principal Agent)
- Structural Engineer/Technologist
- Architect
- Quantity Surveyor
- Electrical Engineer/Technologist
- Construction Health and Safety Agent
- Land Surveyor (Appointed Post Award)

- Geotechnical Engineer/Technologist (Appointed Post Award)
- Environmental Specialist (Appointed Post Award)

The relevant Guidelines are as per the following:

Structural and Civil Engineers/Technologists	Engineering Council of South Africa, Board Notice 138 of 2015, Government Gazette No. 39480, 04 December 2015
Quantity Surveyor	The South African Council for the Quantity Surveying Professions, Board Notice 170 of 2015, Government Gazette No. 39134 of 28 August 2015
Construction Health & Safety Agent	South African Council for the Project and Construction Management Professions, Board Notice 167 of 2019 Government Gazette No. 42697 of 13 September 2019

- 30.2. Consultants will be expected to attend all necessary meetings with various stakeholders as reasonably required.
- 30.3. Consultants will be expected to attend a minimum of two (2) site meetings per month during the construction stage. No full time supervision is required for the project and will not be compensated or remunerated for. The Lead Consultants are required to be on site as frequently as and when required per stage throughout the project.
- 30.4. Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as guideline. Discount can also be offered in this regards, but a maximum rate applicable shall be for vehicles up to 2150 cc.
- 30.5. Please note that total final fees payable will be calculated on final value of contract for “fee purposes” only or final contract cost estimates for “fee purposes” only - whichever may be applicable at the time.
- 30.6. You are requested to submit your bid using the FEE BASED QUOTE PROFORMA (Appendix A, Table 1), stamped utilizing your official company stamp and duly signed by the Registered Lead Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded.

### **31. Conditions of Appointment**

- 31.1. The Entity must have within their employment or display their ability to have access to the professional consultants as listed in paragraph 30.1 above. Lead Consultant and Civil Engineering Services cannot be outsourced and must be provided by in-house by the bidding entity. Bidders are to provide a letter outlining the services to be provided in-house by the bidding entity, as well as letters of agreement securing Professional Services for those professional disciplines to be provided by others. Outsourced services agreement letters are to be signed by the bidder and the Principal of the outsourced firm and be on the bidder’s official company letterhead. Furthermore, Form A must be completed confirming the firm and Registered Professional assigned to the project for each service.
- 31.2. Upon project award, Consultants may only amend the list of the required Lead Professionals upon written replacement request to the Client prior to the signing of the project contract. The replacement request will only be reviewed should the new Lead Professional be at the same level of qualification as the previously supplied name or better.



- 31.3. Registered Professionals listed as the Lead Professional for each Professional discipline on the project (as per Form A) must play an active and visible role on the project. Lead Professionals must attend a minimum of 70% of all meetings. Failure to comply with this condition will constitute a breach of this contract.
- 31.4. Consultants must submit all returnable documents as listed on Appendix B herein. Failure to submit all the requested documents will result in the bid not being considered.

## 32. Evaluation Criteria

The evaluation of bids will be conducted in three (3) phases:

### PHASE 1: Responsiveness

- Correctness of bid document
- Compliance with SCM regulations (registration with Central Suppliers Database (CSD), Tax compliance, other prescripts requirements and submission of all documentation and information as per Appendix G)

### PHASE 2: Eligibility and Quality/Functionality Evaluation

#### Eligibility Criteria

In order to be eligible to be awarded this bid, the following criteria MUST be satisfied:

- The professional multi-disciplinary team must consist of:
  - Registered Professional Civil Engineer/Technologist (Lead Consultant/Principal Agent)
  - Registered Professional Structural Engineer/Technologist
  - Registered Professional Architect
  - Registered Professional Quantity Surveyor
  - Registered professional Electrical Engineer/Technologist
  - Registered Professional Construction Health and Safety Agent

All Professionals are to be registered with the applicable South African regulating body/council for their Professional discipline. All Professional Leads must be Registered Professionals or Registered Professional Technologists. All Registered Professionals and Candidates must be in good-standing with their respective council and their membership must be valid. Proof of good-standing will be required to be submitted for all Professionals and Candidates **prior to the signing of the contract**. Failure to provide this proof will result in the award being withdrawn.

- The Lead Civil Engineer/Technologist must have a **minimum of 5 years** post professional registration experience.
- All other Professional Leads must have a **minimum of 3 years** post professional registration experience.
- The Professional Lead for Construction Health and Safety must have a **minimum of 1 year** post professional registration experience.

Proof of Registration for each discipline shall be attached under the appropriate cover page provided under Appendix H. Failure to attach the valid Proof of Registrations in the provided designated sections will render the bid non-responsive and result in the bid being excluded from further consideration.

- Proof of all the relevant valid Professional Indemnity Insurance must be provided as per the list below:

- Civil, Structural Engineering: R 8,0 million
- Architectural: R 5,0 million
- Quantity Surveyor: R 3,0 million
- Electrical: R 1,0 million
- Health and Safety: R 2,0 million
- Other: R 1,0 million

Proof of valid Professional Indemnity Insurance for each discipline shall be attached under the appropriate cover page provided under Appendix H. Failure to attach the valid Proof of Professional Indemnity Insurance in the provided designated sections will render the bid non-responsive and result in the bid being excluded from further consideration.

Professional Indemnity Insurance for all Professionals is to remain valid and in force for the full duration of the project and for the minimum amounts stated above. Failure to provide proof of valid and compliant Professional Indemnity Insurance Policies for all consultants, at any stage during the project when requested, will result in termination of services and damages claimable.

All eligibility criteria returnable should be tabbed, labelled and included in the designated areas as per the instructions below.

Eligibility criteria	Documentation to be provided
<p>1. The professional multi-disciplinary team must consist of:</p> <ul style="list-style-type: none"> <li>• Registered Professional Civil Engineer/Technologist with experience in roads and storm water design (Lead Consultant/Principal Agent) with a <b>minimum of 5 years</b> post professional registration experience.</li> <li>• Registered Professional Structural Engineer/Technologist with experience in structures and steel works</li> <li>• Registered Professional Architect</li> <li>• Registered Professional Quantity Surveyor</li> <li>• Registered Professional Electrical Engineer/Technologist</li> </ul> <p>with a <b>minimum of 3 years</b> post professional registration experience.</p> <ul style="list-style-type: none"> <li>• Registered Professional Construction Health and Safety Agent</li> </ul> <p>with a <b>minimum of 1 year</b> post professional registration experience.</p>	<p><b>TAB LABEL: G-1</b> Valid Proof of Registration (registered with the applicable South African regulating body/council for their Professional discipline) for each Professional Lead Member per discipline shall be attached under the appropriate cover page provided under Appendix H.</p> <p>Completed Form A (Appendix E)</p>
<p>2. Proof of all the relevant valid Professional Indemnity Insurance must be provided as per the list below:</p> <ul style="list-style-type: none"> <li>• Civil, Structural Engineering: R8,0 million</li> <li>• Architectural: R 5,0 million</li> <li>• Quantity Surveyor: R 3,0 million</li> <li>• Electrical: R 1,0 million</li> <li>• Health and Safety: R 2,0 million</li> <li>• Other: R 1,0 million</li> </ul>	<p><b>TAB LABEL: G-2</b> Proof of valid Professional Indemnity Insurance for each discipline complying with the minimum amounts stated shall be attached under the appropriate cover page provided under Appendix H</p>

**ELIGIBILITY SUMMARY TABLE**

**NB: For Evaluation Committee use only**

			Specific Project Eligibility Criteria			
			Professional Registration		Indemnity Insurance	
			Number of Years Post Registration Experience	Eligibility (Yes/NO)	Indemnity Amount Provided (R million)	Eligibility (Yes/NO)
<b>Project Multi-disciplinary Team</b>	1	Registered Professional Civil Engineer/Technologist (Lead Consultant/Principal Agent)				
	2	Registered Professional Structural Engineer/Technologist				
	3	Registered Professional Architect				
	4	Registered Professional Quantity Surveyor				
	5	Registered Professional Electrical Engineer/Technologist				
	6	Registered Professional Construction Health and Safety Agent				
<b>Comments:</b>						

Quality/Functionality Criteria

Each bid is required to meet the minimum qualifying evaluation score of **60%** as per criteria below. All functionality/quality returnable should be tabbed, labelled and included in the designated areas as per the instructions below.

Evaluation criteria	Documentation to be provided	Points allocated
<p>1. Bidder to demonstrate Technical Competency and relevant Experience relating to structures, steel works, roads and storm water systems with a value of over R 30 million in the past 7 years per discipline (6 disciplines i.e., Civil Engineering, Structural Engineering, Architecture, Quantity Surveying, Electrical Engineering, Construction Health and Safety)</p>	<p><b>TAB LABEL: H-1</b></p> <p>1.1 Bidder to complete one (1) Curriculum Vitae (CV) for the allocated Lead Professionals per discipline. The required CVs may be from different firms, one firm allocated per one or more discipline. The following conditions must be met to receive points in this category:</p> <p>1.1.1. CVs must be filled and submitted on the provided template and inserted under the provided cover pages as Appendix I. Please refer to Appendix F for the CV template. Documents requested in 1.1.4. are compulsory and are to be inserted under the provided cover pages as Appendix I.</p> <p>1.1.2. CVs to be provided for the Lead Professionals per discipline for a MINIMUM total of 6 CVs. Each Lead Professional's experience <b>must</b> align to their allocated discipline.</p> <p>1.1.3. CVs provided must align with the information submitted in Form A (Appendix E).</p> <p>1.1.4. Completion certificates per project <b>MUST</b> be provided to obtain points for the Lead Professional per discipline for their past project experience (Maximum 3 projects and relevant to the Lead Professional per discipline and must align with project experience stated on the CV). Their past experience is not required to be from their current bidding Lead Professional firms. <b>Past projects may be referenced from the Lead Professional's former employer(s).</b></p> <p>1.2. Contractor award letters <b>OR</b> signed final account summaries <b>OR</b> signed reference letters from the client; clearly stating the project value, project start date and end date <b>MUST</b> be provided to prove value of projects. Maximum 3 projects and relevant to the Lead Professional per discipline and must align with project experience stated on the CV). Their past experience is not required to be from their current bidding Lead Professional firms. <b>Past projects may be referenced from the Lead Professional's former employer(s).</b></p> <p>Documents requested in 1.1.4 and 1.2. are compulsory and are to be inserted under the provided cover pages as Appendix I.</p> <p><b>Only the first 3 stated past projects per professional CV will be</b></p>	<p><b>72 points</b> (see scoring table below for the point breakdown)</p>

Evaluation criteria	Documentation to be provided	Points allocated
	<p>evaluated as per the CV template. Failure to meet the requirements of points 1.1.1 to 1.1.3 above will result in 0 points being awarded per CV submitted.</p> <p><u>Allocation of points will be as follows:</u></p> <ul style="list-style-type: none"> <li>- 2 points will be awarded per completed compliant CV per discipline for each Lead Professional.</li> <li>- 0 points will be awarded for incorrectly completed, incomplete or no CV submitted on the required template and project experience that does not meet the above experience submission criteria.</li> </ul> <p><b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>- 10 points will be awarded per past project that is of a general building, sport and recreation facilities, is greater than R30 million in value and has been completed in the past 7 years, provided proof of value is submitted.</li> <li>- 5 points will be awarded per past project that is of a general building, sport and recreation facilities and is between R20 million and R30 million in value and has been completed in the past 7 years, provided proof of value is submitted.</li> <li>- 3 points will be awarded per past project that is of a general building, sport and recreation facilities and is between R20 million and R10 million in value and has been completed in the past 7 years, provided proof of value is submitted.</li> <li>- 0 points will be awarded for per past project that is less than R10 million in value, incomplete or no past project experience documentation submitted, and projects that do not meet the above experience submission criteria</li> </ul>	
<p>2. Organogram of Resources Proposed for the Project per Professional Discipline</p>	<p><b>TAB LABEL: H-2</b></p> <p>2. One team organogram displaying the Civil Engineer/Technologist (Principal Consultant) and the Lead Professionals per discipline that falls under the Principal Consultant as part of the Multidisciplinary team. In addition, an organogram per discipline that sets out the roles of each proposed team member and states the <b>name and Professional Registration Number</b> of the Lead Professional for the Project (Information provided for the Lead Professional member must align with Form A) must be provided. The following conditions must be met to receive points in this category:</p> <ul style="list-style-type: none"> <li>2.1. One team organogram to be provided</li> <li>2.2. Six individual organograms must be provided, 1 for each</li> </ul>	<p><b>28 points</b> (see scoring table below for the point breakdown)</p>

Evaluation criteria	Documentation to be provided	Points allocated
	<p>Professional Discipline I.e. Civil Engineering, Structural Engineering, Architectural, Quantity Surveying, Electrical Engineering, and Construction Health and Safety.</p> <p>2.3. Organograms must be inserted under the provided cover page as Appendix I</p> <p><u>Allocation of points will be as follows:</u></p> <ul style="list-style-type: none"> <li>- 4 points will be awarded for the submission of a team organogram detailing the Civil Engineer/Technologist (Principal Consultant) and all other Lead Professionals per discipline.</li> <li>- 0 points will be awarded for no submission and irrelevant submissions.</li> </ul> <p><b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>- 4 points will be awarded per organogram per discipline for fully completed organograms that comply fully with the above instructions.</li> <li>- 2 points will be awarded per organogram per discipline for organograms that partially comply with the above instructions.</li> <li>- 0 points will be awarded for no submission and irrelevant submissions.</li> </ul>	

**FUNCTIONALITY SCORING TABLE**

**NB: For Evaluation Committee use only**

			Specific Project Functionality Criteria											
			CV's		Project Experience (Max. of 3 projects)			Multi-disciplinary Team Organogram		Individual Discipline Organogram				
			Maximum Points	Points Allocated	Maximum Points per project	Max Weighted Points	Points Allocated per project	Allocated Weighted Points	Maximum Points	Points Allocated	Maximum Points	Points Allocated		
<b>Project Multi-disciplinary Team</b>	1	Registered Professional Civil Engineer/Technologist (Lead Consultant/Principal Agent)	2		10	30 x 6 /3		4		4				
					10									
				10										
	2	Registered Professional Structural Engineer/Technologist	2		10								4	
					10									
				10										
	3	Registered Professional Architect	2		10								4	
					10									
				10										
	4	Registered Professional Quantity Surveyor	2		10								4	
					10									
				10										
	5	Registered Professional Electrical Engineer/Technologist	2		10								4	
					10									
		10												
6	Registered Professional Construction Health and Safety Agent	2		10					4					
				10										
			10											
<b>Sub-Total 1 Points</b>		<b>12</b>			<b>60</b>			<b>4</b>		<b>24</b>				
<b>Sub-Total 2 Points</b>		.....72					...../28							
<b>TOTAL SCORE</b>		...../100												

<p>1. Eligible Y/N: _____</p> <p>2. Functionality points: _____/100</p> <p>3. Above 60% threshold Y/N: _____</p> <p>4. Bid value: (Rands) _____</p>
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### PHASE 3: Price and Preference

- Tendered Price and preference points
- Evaluation using the Point System

The following special conditions are applicable to the evaluation of this tender:

- The Department reserves the right not to award to the lowest bidder.
- The Department will conduct a detailed risk assessment prior to the award.

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

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 (BBBEE) 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 system are applicable to this bids:

The 80/20 preference point system will be applicable to this tender

1.2. Points for this bid shall be awarded for:

- Price; and
- B-BBEE Status Level of Contributor.

1.3. The maximum points for this bid are allocated as follows:

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

1.4. 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.

1.5. 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

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-

Based Black Economic Empowerment Act;

“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;

“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 bids, advertised competitive bidding processes or proposals;

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“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;

“functionality” means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.

“prices” includes all applicable taxes less all unconditional discounts;

“proof of B-BBEE status level of contributor” means:

- B-BBEE Status level certificate issued by an authorized body or person;
- A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- Any other requirement prescribed in terms of the B-BBEE Act;

“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;

“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**

The 80/20 Preference Point System

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

80/20

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

Points Awarded for BBBEE Status Level of Contributor

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 BBBEE status level of contribution in accordance with the table below:

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

#### Bid Declaration

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

BBBEE Status Level of Contributor Claimed:

BBEE Status Level of Contributor: \_\_\_\_\_ = \_\_\_\_\_ (maximum of 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.

#### 4. Sub-Contracting

Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

4.1.1. If yes, indicate:

- i. What percentage of the contract will be subcontracted % \_\_\_\_\_
- ii. The name of the sub-contractor \_\_\_\_\_
- iii. The B-BBEE status level of the sub-contractor \_\_\_\_\_
- iv. Whether the sub-contractor is an EME or QSE \_\_\_\_\_

(Tick applicable box)

YES		NO	
-----	--	----	--

- 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		
OR		
Any EME		
Any QSE		

**5. Declaration with regard to Company/Firm**

5.1. Name of company/firm:

.....

5.2. VAT registration number:

.....

5.3. Company registration number:

.....

5.4. Type of Company/ Firm

(Tick applicable box)

<input type="checkbox"/>	One-person business/sole propriety
<input type="checkbox"/>	Company
<input type="checkbox"/>	Partnership/Joint Venture / Consortium

<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	(Pty) Limited

5.5. Describe principal business activities

---



---



---



---

5.6. Company classification

(Tick applicable box)

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Professional service provider
<input type="checkbox"/>	Other service providers, e.g. transporter, etc.

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

---

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-BBEE 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 –
  - disqualify the person from the bidding process;
  - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- 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;
- 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
- forward the matter for criminal prosecution.

Signature/s of Bidder/s
Date
Address:

Signature/s of Witnesses
Witness 1:
Witness 2:

## SECTION H

### OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

Bid No:	ZNB 5788/2022-H
Service:	APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL TEAM FOR THE TOWNHILL HOSPITAL: REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS
Date:	02 November 2022
Time:	10:00
Venue:	35 Hyslop Road, Townhill Office Park (inside Townhill Hospital) – Block 1 Boardroom, Townhill, Pietermaritzburg, 3200

This is to certify that

.....  
(name)

On behalf of

.....  
Visited and inspected the site on

.....  
(date)

And is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature/s of Bidder/s
.....
(Print Name)
.....
Date:

Departmental Representative
.....
(Print Name)
.....
Departmental Stamp (Optional)
.....
Date:

## **SECTION I**

### **TAX COMPLIANCE STATUS (TCS)**

1. The State / Province may not award a contract resulting from the invitation of bids to a bidder who is not properly registered and up to date with tax payments or, has not made satisfactory arrangements with SA Revenue Services concerning due tax payments.
2. The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates. From 18 April 2016, SARS introduced an enhanced Tax Compliance system. The new system allows taxpayers to obtain a Tax Compliance Status (TCS) PIN, which can be utilized by authorized third parties to verify taxpayers' compliance status on line via SARS e-filing.
3. Bidders are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also available to foreign bidders / individuals who wish to submit bids.
4. SARS will then furnish the bidder with a Tax Compliance Status (TCS) PIN that will be valid for a period of 1 (one) year from the date of approval.
5. In bids where Consortia / Joint Venture / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) PIN.
6. Application for Tax Compliance Status (TCS) PIN can be done via e-filing at any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
7. Tax Clearance Certificates may be printed via e-filing. In order to use this provision, taxpayers will need to register with SARS as an e-Filer through the website [www.sars.gov.za](http://www.sars.gov.za).
8. Tax Compliance Status is not required for services below R 30 000.00 ITO Practice Note Number: SCM 13 of 2007.
9. Kindly either provide an original tax clearance certificate, your tax number or pin number.

TAX NUMBER:

PIN NUMBER:



**SECTION J**  
**AUTHORITY TO SIGN A BID**

**A Companies**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**Authority by Board of Directors**

By resolution passed by the Board of Directors on

.....  
(date)

.....  
(name and whose signature appears below)

has been duly authorised to sign all documents in connection with this bid on behalf of

.....  
(Name of Company)

In his/her capacity as:

.....  
Signed on behalf of Company:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:

Witnesses:

1. ....

2. ....

**B Sole proprietor (one - person business)**

I, the undersigned

.....  
(name)

Hereby confirm that I am the sole owner of the business trading as

.....  
(name)

.....  
Signature of signatory:

.....  
Date

**C Partnership**

The following particulars in respect of every partner must be furnished and signed by every partner:

<b>Full name of partner</b>	<b>Residential address</b>	<b>Signature</b>

We, the undersigned partners in the business trading as

.....  
(name)

hereby authorized

.....  
(name)

to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:

**D Close Corporation**

In the case of a Close Corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

Authority to sign on behalf of the Close Corporation

---

By resolution of members at a meeting on

(date)

---

(name and whose signature appears below)

---

has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Closed Corporation)

---

In his/her capacity as:

---

Signed on behalf of Closed Corporation:

(print name)

---

Signature of signatory:

---

Date:

---

Witnesses:

1.

---

2.

---

**E Co-Operative**

A certified copy of the Constitution of the Co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

Authority to sign on behalf of the Co-Operative

By resolution of members at a meeting on

(date)

(name and whose signature appears below)

has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Co-Operative)

In his/her capacity as:

Signed on behalf of Co-Operative:

(print name)

Signature of signatory:

Date:

Witnesses:

1.

2.

**F Joint Venture**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

Authority to sign on behalf of the Joint Venture

By resolution/agreement passed/reached by the Joint Venture partners on

.....  
(date)F

.....  
(name and whose signature appears below)

.....  
(name and whose signature appears below)

.....  
(name and whose signature appears below)

.....  
(name and whose signature appears below)

has been duly authorised to sign all documents in connection with this bid on behalf of

.....  
(Name of Joint Venture)

In his/her capacity as:

.....  
Signed on behalf of Joint Venture:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:

---

(print name)

---

Signature of signatory:

---

Date:

---

(print name)

---

Signature of signatory:

---

Date:

---

(print name)

---

Signature of signatory:

---

Date:

**G Consortium**

If a bidder is a Consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

Authority to sign on behalf of the Consortium

By resolution of the members on

.....  
(date)

.....  
(name and whose signature appears below)

has been duly authorised to sign all documents in connection with this bid on behalf of

.....  
(Name of Consortium)

In his/her capacity as:

.....  
Signed on behalf of Consortium:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:

.....  
(print name)

.....  
Signature of signatory:

.....  
Date:



---

(print name)

---

Signature of signatory:

---

Date:

# APPENDICES

## APPENDIX A - BID PROFORMA

(To be completed by the Lead Consultant)

General Notes -

- Bidders are requested to complete Table 1 and Table 2 of Appendix A. The total fees from Table 1 must be carried to the form of offer.
- Preference Points (based on the PRICE only) and Total Percentage offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Bidders are to tender a total percentage (to 2 decimal places) for the entire team based on the value of work for fees estimate. This percentage will remain fixed throughout the project and is deemed to include for any surcharges due to alterations works and for Principal Consultant and Principal Agent Fees.
- Disbursements shall be allowed for as stipulated in Table 1 but shall be claimed and paid on a PROVEN COST BASIS ONLY. The Land Surveyor, Geotechnical Engineer/Technologist, and Environmental Specialist costs will be paid from the disbursement allowance. Disbursement rates as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used for claiming.
- The estimated Value of Work for Fees is an estimate and not the final value. The tendered PERCENTAGE will be based on the actual project works value determined upon project completion.
- Table below is NOT to be modified by Tenderer

**TABLE 1**

Value of Work for Fees	R 50 461 107.76
Total Tendered Fee Percentage for Team (to 2 decimal places)	%
Total Fees for Team	R
ADD Allowance for Disbursements	R 1 500 000.00
Sub-Total 1	R
ADD VAT at 15%	R
<b>GRAND TOTAL (to be carried to the Form of Offer and Acceptance)</b>	<b>R</b>

COMPANY STAMP:

**TABLE 2 – APPORTIONMENT OF FEES**

Principal Consultant / Principal Agent / Civil Engineer/Technologist	%
Structural Engineer/Technologist	%
Architect	%
Quantity Surveyor	%
Electrical Engineer/ Technologist	%
Construction Health and Safety	%
<b>TOTAL TENDERED FEE PERCENTAGE FOR TEAM (to 2 decimal places)</b>	<b>%</b>

<p>COMPANY STAMP:</p>          <p>DATE:</p>
---

## APPENDIX B – RETURNABLE DOCUMENTS

CHECKLIST OF RETURNABLE DOCUMENTS			
Item No.	Required Documents	Tick	
		Yes	No
<b>Please ensure the following items are fully completed and complied with:</b>			
1.	Bid from the Consultant (Attach Appendix A – Stamped and dated)		
2.	Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number)		
3.	Declaration that information on central supplier database is correct and up to date		
4.	Bidders Disclosure – SBD 4		
5.	Official Briefing Session / Site Inspection Certificate *		
6.	Valid SARS Tax Clearance Pin Number, Tax number or original tax Clearance certificate (Tax clearance certificate to be included under Appendix G)		
7.	Authority To Sign A Bid		
<b>The following documents are to be submitted under Appendix: G</b>			
8	Proof of Registration with Companies and Intellectual Property Commission (CIPC)		
9.	Original certified copy of BBBEE Certificate		
10.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councilor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid)		
<b>The following documents are to be submitted under Appendix H under the relevant cover pages:</b>			
11.	Proof of Registration with Council / Professional Body for all Lead Professionals (Attach Letter of Good standing with the relevant council if applicable dated during the year of Bid)		
12.	Proof of the relevant professional Indemnity Insurance – Civil, Structural Engineering: R 8,0 million Electrical Engineering: R 5,0 million Architectural: R 3,0 million Quantity Surveyor: R 1,0 million Health and Safety: R 2,0 million Other: R1,0 million		
<b>The following documents are to be submitted under Appendix I under the relevant cover pages:</b>			
13.	CV per Lead Professional including supporting documentation (completion certificates and award letters / signed final accounts / reference letters)		
14.	Organogram for each Professional Discipline Team		

### BIDDERS TO NOTE

Submission of the above returnable documents is mandatory. Failure to submit all the requested documents will result in the tender not being considered.

\*A letter indicating which discipline's firm attended the brief meeting on behalf of which Lead firm should be appended to the Briefing Session Certificate. The letter should be signed by both the attendee and Lead Consultant.

# APPENDIX C - CONTRACT DATA

## C1. Contract Data

### C1.1 Standard Professional Services Contract

The conditions applicable to this Contract are the Standard Professional Services Contract (July 2009) Third Edition of CIDB document 1015, published by the Construction Industry Development Board.

#### C1.1.1 Data provided by the Employer

Clause	
	<p>The General Conditions of Contract in the Standard Professional Services Contract (July 2009) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <p>Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.</p>
	The Employer is the KZN Department of Health.
3.4 and 4.3.2	The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in the Notice and Invitation to Tender.
1	The Project is for the provision of complete Professional Consultancy (including Lead Consultancy) Services for the Townhill Hospital: REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS.
1	The Period of Performance is from inception of this Contract until the Service Provider has completed all Deliverables in accordance with the Scope of Services listed in Section G of the bid document.
1	The Start Date is the date from which this contract is fully signed and accepted by the KZN Department of Health
3.4.1	Communications by facsimile is not permitted.
3.5	The Services shall be executed in the Service Provider's own office and on the Project site as described in Section G. No portion of the work may be performed by a person employed by the State. No portion of the work may be sublet to any other person or persons without the prior written approval of the Employer.
3.6	Omit the following: "... within two (2) years of completion of the Service ...".
3.12	<p>Period of Performance shall be sub dividable in separate target dates according to the programme to be submitted in terms of SECTION G part 12 hereof.</p> <p>A Penalty amount of R500.00 per day will be applicable per target date, to a maximum equal to R50,000.00, after which the contract may be terminated.</p>
3.15.1	The programme shall be submitted within 14 days of the award of the contract.
3.15.2	The Service Provider shall update the programme at intervals not exceeding 8 weeks.
3.16	Time-based fees are not applicable to this appointment and therefore no adjustments for inflation are applicable.
5.4.1	The Service Provider is required to provide professional indemnity cover as set out in the Professional Indemnity Schedule as per point 12 of Appendix B.

Clause	
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: a) Deviate from the programme (delayed or earlier); b) Deviate from or change the Scope of Services; c) Change Key Personnel on the Service.
8.1	The Service Provider is to commence the performance of the Services immediately after the Contract becomes effective and execution to be as per the programme.
8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed two (2) years.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1.	Interim settlement of disputes is to be by mediation.
12.2. / 12.3.	Final settlement is by litigation.
12.2.1	In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa).
13.1.3	All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.
13.5.1	The amount of compensation is unlimited.
13.6	The provisions of 13.6 do not apply to the Contract.
15	In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No 1 of 1999).

### **C1.2.3 Data provided by the Service Provider**

Clause	
	Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person, consortium, joint venture or partnership named in Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the Lead Consultant / Professional Civil Engineer/Technologist named on the Project by the Service Provider
5.4.1	<p>Indemnification of the Employer</p> <p>I, the undersigned, being duly authorized by the Service Provider, in terms of the completed resolution</p> <p>.....</p> <p>(Name of authorized person)</p> <p>hereby confirm that the Service Provider known as:</p> <p>.....</p> <p>(Legal name of entity tendering herein)</p>

Clause	
5.4.1	<p>Tendering on the project:</p> <p>..... (Name of project as per Form of Offer and Acceptance)</p> <p>holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than the amount required as cover relative to the size of project, with the first amount payable not exceeding 5% of the value of indemnity. I further confirm that the Service Provider will keep such professional indemnity fully subscribed. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider,</p> <ul style="list-style-type: none"> <li>i. accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and</li> <li>ii. hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract.</li> </ul> <p>I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.</p> <p>I confirm that the Service Provider renounces the benefit of the <i>exceptionis non causa debiti, non numeratae pecuniae</i> and <i>excussionis</i> or any other exceptions which may be legally raised against the enforceability of this indemnification.</p> <p>Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in terms of this agreement.</p> <p>Name: .....</p> <p>Signature: .....</p> <p>Capacity: .....</p>
7.1.2	<p>As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, and/or, one or more professional(s) employed to render professional services, for whom certified copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation.</p> <p>The Key Persons and their jobs / functions in relation to the Services are:</p>



Clause		
Name	Principal employed professional(s) and/or	Specific duties
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
7.2	A Personnel Schedule is not required.	
	If the space provided in the table above is not sufficient to describe the specific duties, this space may be utilized for such purpose	

**C2: PRICING DATA**

C2.1 Pricing Instructions

C2.1.1 Basis of remuneration, method of tendering and estimated fees

C2.1.1.1 Professional fees for the Multi-Disciplinary Services will be paid on Value basis.

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

C2.1.1.2 Tenderers are to tender:

A value based fee utilizing the stated estimated project construction value multiplied by a fixed tendered percentage which is then apportioned amongst the multi-disciplinary team.

C2.1.1.3 The amount tendered herein (*Section F – Form of Offer and Acceptance*) is for tender purposes only and will be amended according to the application of the actual cost of construction.

C2.1.1.4 Reimbursable rates for typing, printing and duplicating work shall be in accordance with the conditions laid out under section C2.1.5

C2.1.1.5 Disbursements in respect of all travelling expenses will not be paid for separately except for attending off-site meetings (outside of Townhill Hospital and Townhill Office Park) at the request of the employer where only travelling costs (mileage only) shall be claimable in accordance with the rules set out in C2.1.6.3. Please note that no travelling time and subsistence charges are claimable for any trips taken by the Consultants.

The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24 hours’ notice to visit the site if so required. All costs in this regard will be deemed to be included in the tendered fees as stated in C2.1.1.1

C2.1.1.6 N/A

C2.1.1.7 All fee accounts need to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

C2.1.1.8 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.

C2.1.1.9 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of clause 14.3 of the General Conditions of Contract.

C2.1.1.10 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorized and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be

subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with clause 14.3 of the General Conditions of Contract.

C2.1.2 Value based fees

C2.1.2.1 Fees for work done under a value based fee shall be calculated according to the tendered percentage for fees for the team and apportioned to construction stages (for each professional discipline) according to the relevant stated tariff of fee guide as stated in *Section G*, of this document.

C2.1.2.2 Interim payments to the Service Provider

For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the applicable portion of the net amount of the accepted tender, or

C2.1.2.3 Fees for documentation for work covered by a provisional sum

Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed.

C2.1.2.4 Time charges for work done under a value based fee (upon approval by Head of Health)

Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service adjustable utilizing the discount for time based fees offered within the tender document. The "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.2.5 Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in terms of time based fees on a project shall be limited to 5 per cent of the total time expended for time charges in respect of the Project. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (ii) or (iii) above.

C2.1.3 Additional Services

C2.1.3.1 Additional Services pertaining to all Stages of the Project

Unless separately provided for hereunder and scheduled in the Activity Schedule, no separate payment shall be made for the additional services specified in the relevant tariff of fees guide. The cost of providing these services shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.2 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

No separate payment shall be made apart from the Construction Health and Safety Agent fee. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.3 Quality Assurance System

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

C2.1.3.4 Lead Consulting Engineer/Technologist

No separate payment shall be made for assuming the leadership of an Employer specified joint venture, consortium or team of consulting engineers/technologists. The cost of providing this service

shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.5 Principal Agent of the Client

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

C2.1.4 Set off

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

C2.1.5 Typing, printing and duplicating work

C2.1.5.1 Reimbursable rates

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

C2.1.5.2 Typing and duplicating

If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specializes in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

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

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

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

C2.1.6 Travelling and subsistence arrangements and tariffs of charges

Notwithstanding the ruling in C2.1.1.5 above (regarding disbursements and travelling expenses which will not be paid separately), when the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.6.1 to C2.1.6.3 herein.

C2.1.6.1 General

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

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

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

C2.1.6.2 Travelling time

No travelling time shall be paid on this project.

C2.1.6.3 Travelling costs

Travel costs will only be considered where the Service Provider has been requested to attend an off-site meeting with the destination being further than **50km** (one way) from the Service Provider's office. Travelling costs will be paid in the form of a disbursement for mileage.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 2150 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses".

C2.2 Activity Schedule

C2.2.1 Activities

C2.2.1.1 For services where the apportionment of fees is not provided for in SECTION G, proportioning of the fee for normal services over the various stages shall be as set out in the relevant Government Gazette Tariffs.

C2.2.1.2 The tenderer must make provision for all activities necessary for the execution of the service as set out in the Scope of Services.

# **APPENDIX D:**

## **PROJECT BRIEF**



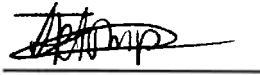
Physical Address: Townhill Offices, 35 Hyslop Road, Pietermaritzburg, 3201  
Postal Address: Private Bag X9051, Pietermaritzburg, 3200  
Tel: 033 940 2519 Email: Takalani.Netshipale@kznhealth.gov.za

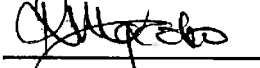
**ENGINEERING AND TECHNICAL SERVICES**


www.kznhealth.gov.za


**MINOR WORKS & MINOR ENGINEERING INSTALLATIONS BRIEF**

**TOWN HILL HOSPITAL: REHABILITATION OF INTERNAL ACCESS ROADS, COVERED PARKING, ENTRANCES AND UPGRADING OF STORMWATER SYSTEMS**

Drafted by: TL Netshipale  
Project Leader - Candidate Civil Engineer  
Signed:   
Date: 11/08/2022

Reviewed by: Musa Ngcobo  
Pr. Civil/Structural Engineer:  
Pietermaritzburg Infrastructure Management Hub  
Signed:   
Date: 11/08/2022

Recommended by: R Potsane  
Acting Director:  
Pietermaritzburg Infrastructure Management Hub  
Signed:   
Date: 2022/08/15

Approved by: S.T. Mhlongo  
Acting Chief Director:  
Infrastructure Development  
Signed:   
Date: 24/08/2022

**Document Control**

Revision Number	Date	Initials

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# 1. Project Details

## 1.1. The Facility

- Facility Name : Town Hill Hospital
- Facility Number : F002329
- Facility Type : Hospital- Psychiatric
- Facility Owner : Government - Provincial

## 1.2. Location

- Province: Kwa-Zulu Natal
- District Municipality: Umgungundlovu (DC22)
- Local Municipality: The Msunduzi Municipality
- Ward:25
- Cadastral description:
  - Latitude: -29.590,
  - Longitude: 30.366
- Street address (or directions): 35 Hyslop Road, Pietermaritzburg, 3201
- Postal address: PO Box 400, Pietermaritzburg. 3200
- Telephone number: (033) 341 5500

## 1.3. The Project / Programme details

- Project Name: Town Hill Hospital and Town Hill Office Park: Rehabilitation of Internal Access Roads, Covered Parking, Entrances and Upgrading of Stormwater Systems
- Project Code: 31009185
- Project Details / Scope: Rehabilitation of Internal Access Roads, Construction of Covered Parking, Entrances and Upgrading of Stormwater Systems
- Project Type: Infrastructure Development- Projects
- Budget Programme Number: Programme 8
- Budget Programme Name: Health Facilities Programme
- Sub-programme: N/A
- Infrastructure Programme Name: Not Part of the Programme
- Nature of Investment: Upgrading and Additions
- Nature of Investment Sub- status: Additions
- IRM Infrastructure Category: DOH- Additions
- IRM Infrastructure Type: Secondary

## 1.4. Project Team

### 1.4.1. KZN Department of Health

#### 1.4.1.1. Infrastructure Development

- Project Leader: TL Netshipale
- Architect: W Coetzee
- Quantity Surveyor: L Madonsela, Pr QS
- Electrical Engineer: S Ngema, Pr Eng
- Mechanical Engineer: N/A
- Civil/Structural Engineer: M Ngcobo, Pr Eng
- Occupational Health & Safety: S Ngcobo
- Quality Assurance: N/A
- Organisational Development: N/A
- Monitoring & Evaluation: M Maduna
- Health Technology: N/A

#### 1.4.1.2. Department of Health – General

Below are the contact details for the district personnel.

**Table 1-1: Department of Health – General Contact Details**

Name	Designation	Contact Details
Dr MT Zulu	District Director	(033) 897 1000 <a href="mailto:Thandeka.Zulu@kznhealth.gov.za">Thandeka.Zulu@kznhealth.gov.za</a>
Mr J Human	District Engineer	(033) 897 1000 <a href="mailto:Jan.Human@kznhealth.gov.za">Jan.Human@kznhealth.gov.za</a>

#### 1.4.2. Oversight Team

- **Provincial Champion:** Mr ST Mhlongo (Acting Chief Director Infrastructure Development)
- **Provincial Power User:** Ms M De Goede (Director: Infrastructure Planning)
- **Project Sponsor:** Mr ST Mhlongo (Chief Director Infrastructure Development)
- **Project Control Group:** Infrastructure Development
- **Project Approver:** Mr ST Mhlongo (Chief Director Infrastructure Development)
- **Project Verifier:** Ms M De Goede (Director: Infrastructure Planning)

#### 1.4.3. Stakeholders

Challenge Members include:

- National Department of Health
- Provincial Treasury
- Applicable Municipalities
- Organised Labour
- Local Councillor
- Project Steering Committee
- Special interest groups

#### **1.4.4. Implementing Agent - DoH**

- Project Coordinator/Leader: TL Netshipale
- Implementing Agent Champion: R Potsane
- Project Monitor: Mbali Maduna
- Professional Service Providers
  - Architect
  - Civil
  - Structural Engineer
  - Electrical Engineer
  - Quantity Surveyor
  - Occupational Health & Safety
  - Land Surveyor (To be procured upon award)
  - Geotechnical Engineer (To be procured upon award)
  - Environmental Specialist (To be procured upon award)

## **2. Project Overview**

### **2.1. Project Background**

Town Hill Hospital is a specialised (psychiatric) provincial hospital situated in the Msunduzi municipality (Pietermaritzburg), in the Umgungundlovu District, built in the 1880's as an Asylum for mentally ill individuals. It was named Pietermaritzburg Mental Hospital in 1916 and in 1946 the hospital was renamed as Town Hill Hospital.

It has 280 authorized beds (425 bed designed capacity). The hospital also has a few unused facilities in the vicinity, as seen below. However the roads adjacent to these unused facilities are still being utilised and have been identified to be in an unsatisfactory condition.



**Figure 2-1: Town Hill Hospital Premises**

On 2 July 2021, the KZN DoH Chief Engineer of Engineering and Technical support requested intervention on road works and stormwater systems to improve working and driving conditions in the Town Hill Hospital premise. This is to also provide efficient healthcare service delivery at the Town Hill Hospital with additional sufficient parking space for staff members and visitors. This is also applicable for the Town Hill Office Park staff members who also use these roads.

The general construction of roads involves the paving, rehabilitation, and/or reclamation of degraded pavements in order to achieve a state of good repair and increase road traffic safety. Road construction involves the use of asphalt, bitumen emulsion, concrete, soil stabilization, rebar where required, paving and pavement recycling machines, and other road repair materials. For the purpose of the Town Hill Hospital roads, the rehabilitation of the roads will be the main objective of this project.

The road consists of surfaced roads from the gate guard house, in and around the Town Hill Hospital facilities and residences, as well informal dirt tracks in some sections with limited formal parking. Most of the parking areas that staff and visitors utilise are grassed spaces where the roads have insufficient storm water management systems and the road surface has deteriorated beyond repair.

A site visit was conducted on 2 July 2021 and the findings and recommendations emanating from the inspection conducted were to rehabilitate the existing access road to a blacktop surface and upgrade the associated stormwater systems for better drainage purposes.

On 11 October 2021, a meeting was held with the Town Hill Hospital manager and EXCO members to present this project. In response, the team have emphasised the importance of repairing the road as efforts were made to repair the road sections utilising the Town Hill Hospital budget as a Category C

Maintenance project. Unfortunately the cost to repair the roads is quite high and an alternative intervention is required.

In addition, as of 1 April 2022, the extension of the Town Hill Office Parking and Town Hill Hospital scope is to also be incorporated into one rehabilitation project.

The Town Hill Office Park was completed in 2019 within the grounds of Town Hill Hospital. The conclusion of the contracted scope, within the office fence boundaries, did not represent the completion of the integration of the Office Park into the Hospital. In order to establish the Office Park as a self-sustainable facility that is seamlessly integrated, and without burden to the main Hospital, a number of supplementary projects have been planned, which are listed below:

1. New entrances and gates to Townhill Hospital including traffic assessment
2. Additional parking bay and undercover carports to the existing 164 parking bays in Town Hill Office Park
3. External additional lighting on the perimeter of the Office Park site as well as improvement of lights on the main access routes in the Hospital grounds
4. Installation of a vehicular Access Control System and CCTV to the Office Park
5. Installation of audio visual aid equipment to the Office Park
6. Installation of passive solar plant to the Office Park
7. Road upgrade of main access roads with pedestrian pathways within the Hospital
8. Provision of site signage to the entire Town Hill Hospital
9. New parking for Town Hill Hospital

The Town Hill Hospital manager and EXCO members are in favour of Department of Health Infrastructure Development developing a project to implement the above mentioned works.

## **2.2. Location of site**

Town Hill Office Park is located inside the same vicinity as Town Hill Hospital.

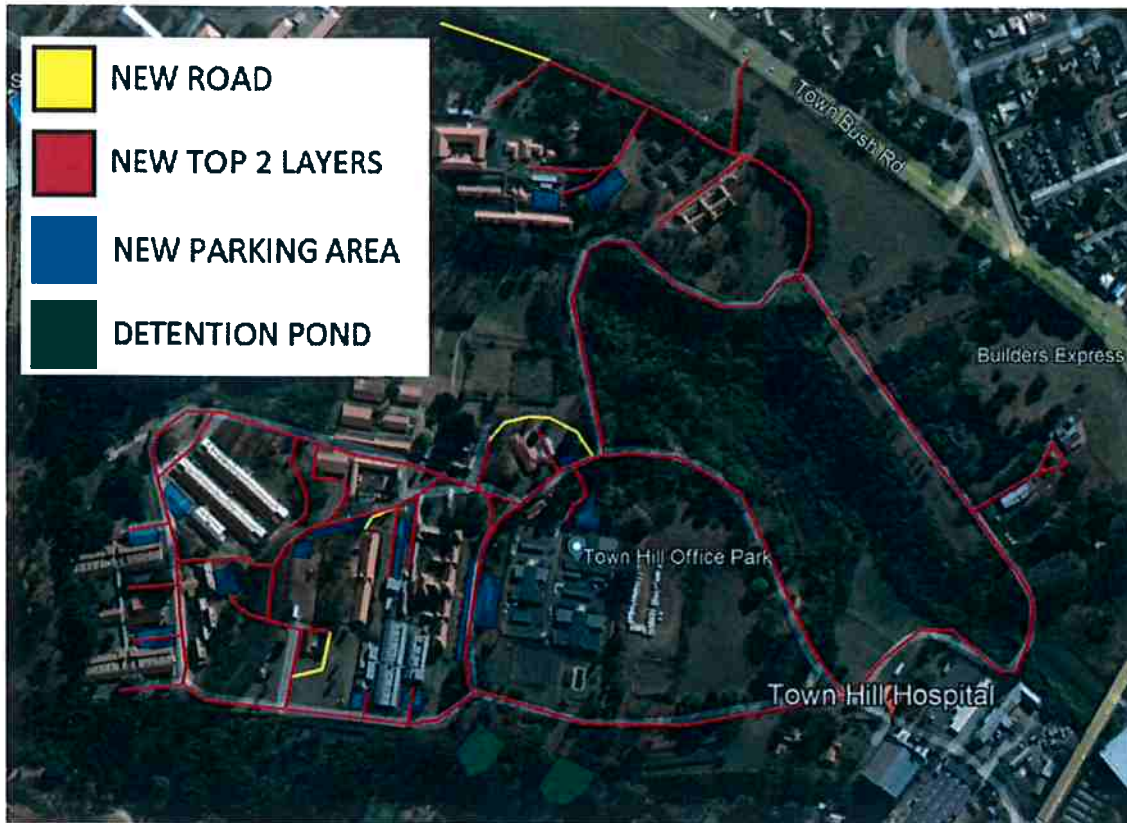


**Figure 2-2: Town Hill Hospital Location**

### 2.2.1. Town Hill Hospital road network

The hospital has a large road network of roughly 3km in its vicinity, with large sections requiring rehabilitation and upgrading because of extensive road surface damage. There are unsurfaced sections on the premise which are currently being utilised as driveways and require surfacing and additional parking bays. Figure 2-3 illustrates the site location and the proposed road rehabilitations for various sections, as well as medium to large stormwater systems infrastructure, such as detention ponds.





**Figure 2-3: Town Hill Hospital location**

### **2.2.2. Town Hill Office park undercover parking**

The Town Hill Office Park is situated in the centre of the Town Hill hospital grounds, on what used to be the cricket pitch, directly adjacent the Hospital administration building, but at a lower level, within the ring road from the Hyslop road entrance that feeds the site. The Office Park is situated amongst the recreation facilities of the Hospital. The proposed site is in the Office Park itself.

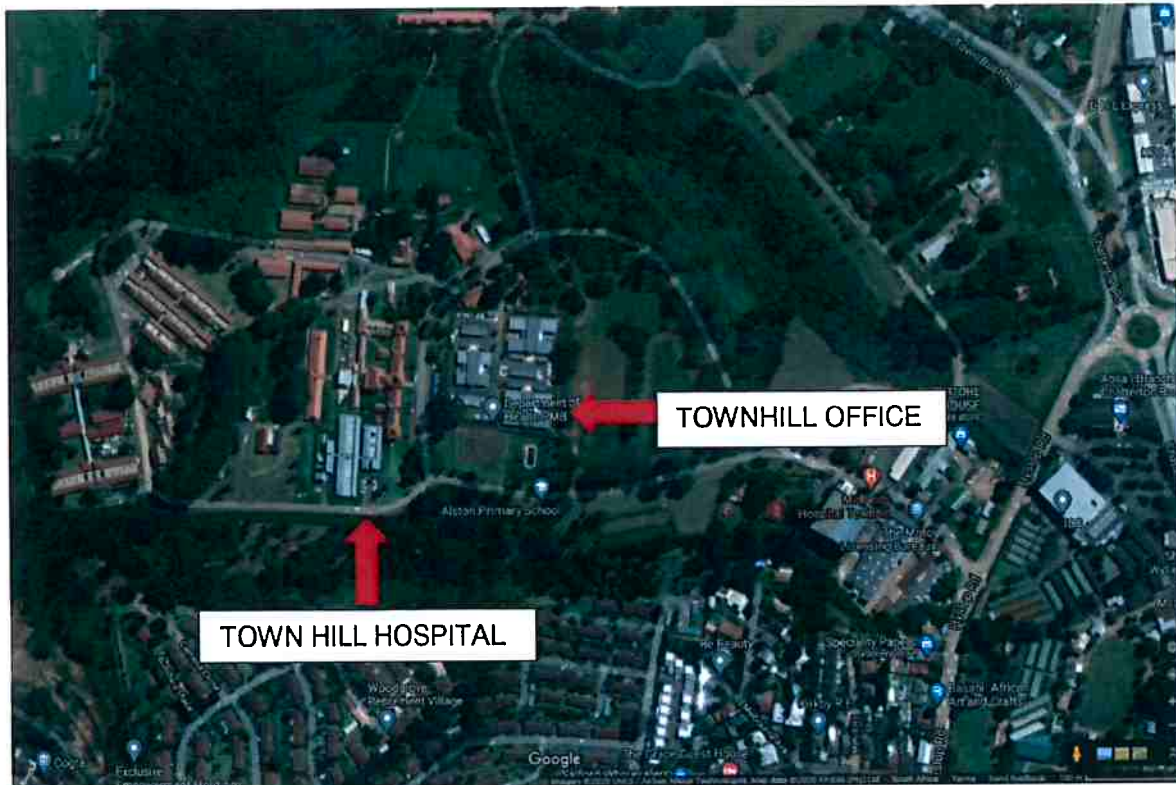


Figure 2-4: Town Hill Office Park location



Figure 2-5: Location of the proposed sites

- Site 1: Expansion of existing Hospital Staff parking in front of Administration building. At this time it is partially formalised and covered with shade cloth.
  - Site 2: Ex- Tennis courts
  - Site 3: Garden area between Chapel, Club house and Office Park – informally being used as visitor's parking
- Restrictions:
 

A number of restrictions as noted:

    - (i) Existing trees – to be retained
    - (ii) Existing roads – to be retained
    - (iii) Existing retaining banks – to be retained
    - (iv) Existing Fences – to be retained
    - (v) Swimming pool to be retained
  - Land use definition
 

The zoning of the facility must be confirmed; however this is an existing site
  - Heritage components
 

The existing Townhill Hospital Administration building is a heritage building.
  - Survey of the site
 

A survey of the current sites may be required.
  - Geo-technical information
 

A Geo-tech survey may be required.
  - Traffic impact study
 

There is no need for a Traffic Impact Study as the site is on the existing Townhill Hospital campus.
  - External circulation
    - Access to the sites: Access to the sites is through the hospital grounds via the existing ring road.
    - Access to Public transport: Access to public transport is off the main roads, i.e. Townbush road or Hyslop road. However taxis do pick-up staff at the road entrance to the Office Park
    - Pedestrian routes: Pedestrian access to the site is through the hospital grounds via the existing ring road.
    - Roads: Existing roads in various states of repair.
  - Climatic conditions
    - General Climate: Pietermaritzburg lies on 631m above sea level and the climate is classified as warm and temperate. When compared with winter, the summers have much more rainfall. The Köppen-Geiger climate classification is Cwa. The temperature here averages 18.2 °C. Precipitation here is about 897 mm per year.

- Temperature: The temperatures are highest on average in February, at around 22.2 °C. At 12.9 °C on average, June is the coldest month of the year.
- Rain fall: The wetter season lasts from October to March. Most rain falls during the December/January/February average up to 800mm. Pietermaritzburg experiences seasonal variation in the perceived humidity with the muggier period of the year lasts from December to March, during which time the comfort level is muggy, oppressive, or miserable.
- Wind direction: The wind is most often from the south in April and most often from the west from April to August. September to April the wind is most often from the east. Wind speed can go up 10km/h
- Any Severe events Pietermaritzburg can be subjected to severe storms including tornados and severe hail and thunder storms
- Aviation  
There is no helipad pad on site.
- Seismic activity  
There are no known adverse seismic activities in the area however tremors have been felt in recent years.
- Radio towers  
No towers affecting the sites
- Site orientation  
Site 1: West of the Administration building  
Site 2: South of the Office Park  
Site 3: East of the Office Park
- Security and access control  
The current site is access controlled. Security points are at the main entrance to the Hospital Campus and are off Hyslop road. A secondary security control point is off Townbush Road. The access to the Office Park has its own security point.
- Flood plain risks  
No risk as the site are situated higher than the stream
- Existing infrastructure  
Existing carports in proximity are either steel with metal roofs or shade-cloth covered metal structures
- Bulk services (Services required is discussed in detail later in the document):
  - Sewerage: Available
  - Water: Available
  - Electricity: Available

- o Storm water: There is limited formal storm water control. Storm water is mostly on the surface, discharging onto surrounded grounds

## 2.3. Current Condition of the Town Hill Hospital facilities and components

### 2.3.1. Current Condition of Site 1: Town Hill Hospital parking areas

The current sites identified for the construction of the parking bays for Town Hill Administration Block are currently old and not in line with the standard to

Town Hill administration block premise view



Outdated covered parking infrastructure outside the Town Hill administration block – requires an upgrade.



Townhill Hospital min-golf course



View of Existing Jacaranda trees near the administration lock parking



### 2.3.2. Current Condition of Site 2: Town Hill Office parking areas

The current sites identified for the construction of the parking bays for Town Hill Office parking bays are old and dilapidated recreational facilities (tennis court, golf course and club course) which were donated to KZN Department of Health Infrastructure to utilise. The facilities will be demolished and removed, and new undercover parking bays will be constructed.

**View towards existing Tennis courts that are to be demolish**



**Existing carports at Townhill Office Park**



**Townhill Hospital min-golf course**



**View of Existing Jacaranda trees near the administration lock parking**



**2.3.3. Current Condition of Site 3: Town Hill Office parking areas**

The current site identified for the construction of the parking bays in front of the Town Hill Office Park have combination off open sections, trees and an existing chapel in the premise. The space is to be reconfigured to be able to construct the new covered parking bays. The entrance to Townhill Office Park also requires reconstruction due to restricted access for larger vehicles.

View of site 3



View of the existing chapel



Office park entrance



Adjacent facility outside office park entrance



**2.3.4. Current Condition of Site 4a, 4b and 4c: Town Hill Hospital Roads and parking overhead structures and guard house renovations**

The Town Hill Hospital roads are currently not in a good condition and urgent intervention is required for the extensive roads and stormwater deterioration that has already occurred, as illustrated in Table 2-1. The available parking bays are insufficient and the covered parking facilities also require upgrading. Intervention for the repair of the roads was initially started by the Town Hill Hospital staff by marking out the potholes with yellow markings but was halted due to the extent of the cost of the repair.

The Hyslop Road entrance and the Townbush Road entrance for Townhill Hospital also require new gates, an overhead structure to protect the security staff and vehicles during inclement weather. The guardhouses also require

**Table 2-1: Current road condition of Town Hill Hospital Roads**

<p>Crocodile cracking on roads on the premise.</p> 	<p>Outdated covered parking infrastructure</p> 
<p>Faded road markings and chipped bitumen patches on the road.</p> 	<p>Inefficient stormwater system for road drainage next to the road kerbs.</p> 
<p>Outdated and inefficient surface grid drains.</p> 	<p>Worn out parking bays needs to be resurfaced</p> 



Road surface settlement at sections where the road surface changes from one type to another type.



Uncleaned wide v-drain stormwater system.



Clogged up grid drains in the road sections.



The road surface is worn out.



Limited available parking for staff and visitors



Existing stormwater systems are not compliant



Gravel road used by hospital staff to access facilities should be surfaced.



Informally constructed stormwater system which is currently not being properly maintained.



Evidence of previous investigations by Town Hill Hospital management and road box cutting of pothole locations.



Severe stone chipping and edge damage on the road surface. The base layer and subbase layer are identified to be structurally compromised.



Hyslop main entrance pedestrian gate



Hyslop main entrance road sidewalk



Hyslop main entrance view of the two existing lanes



Hyslop main entrance guard house



Proposed location of drop off section at Townbush entrance



Road rutting outside the Townbush entrance gates



Townbush entrance view of gate



Townbush entrance view of the guard house and existing 2 lanes with new boom arms



As per the site visit, it is identified that the first few layers of the road have severely deteriorated. It is recommended to conduct rehabilitation by milling and removing the upper road layers, reworking the existing layers and rehabilitating any other road that forms part of an existing road, should it still be in

a reusable condition. Where no road exists and it is being utilised as a path, a new road section will be constructed.

In additions, after the opening and during a post occupancy evaluation of the Town Hill Office Park parking, it was determined that additional parking is required. Parking is required for visitors as well as undercover parking for Townhill Office Park and Townhill Hospital.

### **3. Strategic Background**

#### **3.1. Strategic Impact and objective**

Many office buildings currently used by government in South Africa are not conducive to efficient and effective work processes and suffer from poor environmental conditions and space use. This can lead to poor morale, high staff turnover, low levels of productivity and compromised service delivery. Advances in information and communications technology, innovative space planning approaches (often using open-plan layouts) and more efficient space management techniques (including concepts such as hot-desking), have resulted in improved performance, better environmental conditions and decreasing space-use per occupant. The norms provided in this document are based on an analysis of both international and local trends.

Standards and legislation governing the built environment include the national building regulations, standards developed by the South African Bureau of Standards (SABS), and the Occupational Health and Safety Act. These are being continuously improved to reflect local needs and international best practice. As well, the Batho Pele policy sets out clear implications of the policy for the design and management of government offices buildings, including:

- o Providing adequate, well designed and clearly signposted reception and public service areas so as to enable the general public to access required services promptly and effectively; and,
- o Ensuring all facilities used by the general public can easily be used by everyone, including old people and people with disabilities”

Parking at a place of work is generally provided by employers in order to ensure that their staff can get to work. Where employees park, how safe and secure the parking is and how they park can improve morale, retain staff and can avoid hard feelings among co-workers and disappointment with management.

As a result, the prime objective is to rehabilitate the road network to be efficient and to provide the best riding quality, adequate resistant to abrasion and skid resistance for the Town Hill Hospital roads, with sufficient and effective parking spaces for staff members

The second objective is the need to protect the health, welfare and safety of the public and to protect property from flood hazards by safely routing and discharging storm water from developments.

### **3.2. Project Outcome**

The project outcomes include:

- To provide staff with safe and secure parking for their cars which will result in better productivity and ultimately improved service delivery.
  - Site 1: To extend the existing staff parking in front of the Townhill Hospital Administrative building and provide carports for all the staff bays here;
  - Site 2: To demolish the disused Tennis courts and to create undercover new staff parking for the Townhill Office Park to match existing undercover staff parking including landscaping and fencing to match existing; and
  - Site 3: To provide formal open visitor's parking and reconstruct the entrance at Townhill Office Park
  
- Construction of improved, spacious and motorist friendly entrances near Hyslop Road (Site 4a) and Townbush Road (Site 4b)
- The successful completion of the 3km road rehabilitation and respective stormwater systems upgrade for the Town Hill Hospital road network (Site 4c).
- Improved road surface riding quality for the users.
- Conservation of water and preserve the natural environment.
- Improved health and safety.
- Protection of valuable assets i.e. existing road and infrastructure.
- Prevent land and watercourse erosion.

### **3.3. Project Success Criteria**

The success of the project will be measured by the following:

- Provision of safe and secure parking and entrances for staff cars which will result in better productivity and ultimately improved service delivery.
  - Site 1: To extend the existing staff parking in front of the Townhill Hospital Administrative building and provide carports for all the staff bays here;
  - Site 2: To demolish the disused Tennis courts and to create undercover new staff parking for the Townhill Office Park to match existing undercover staff parking including landscaping and fencing to match existing; and
  - Site 3: to provide formal open visitor's parking and reconstruct the entrance at Townhill Office Park
  - Site 4a: Main Hyslop Road entrance and gates
  - Site 4b: Townbush Road entrance and gates

- Site 4c: Townhill Hospital Roads (entire premise)
- Rehabilitation of the Town Hill Hospital road for the efficient utilisation of the Town Hill Hospital road network.
- Provide a surface wearing course resistant to abrasion by maximising friction and improve surface voids for water drainage.
- Adequate storm water systems and management and retention ponds.
- Sufficient parking bays for Town Hill Hospital staff and visitors.
- Improved road quality and riding quality.

### **3.4. Project Actions**

The various tasks that must be carried out in order to deliver planned results

- Gap Analysis of existing road network and stormwater systems
- Functional Analysis.
- Stakeholder engagement with Town Hill Hospital management at initiation stage, design and construction stage.
- Stakeholder engagement with facility, the district, and provincial and national programmes
- Investigations in land use, zoning restrictions for parking and carports.
- Project Planning.
- Procuring a Consultant to produce designs, specifications, etc.
- Documentation
- Tender process
- Construction
- Handover & Commissioning
- Training

### **3.5. Statutory Requirements**

#### **3.5.1. Legislation: Minimum applicable**

Minimum applicable legislation (latest version) includes:

- Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
- Construction Industry Development Board Act, 2000 (Act No. 38 of 2000)
- Engineering Profession Act, 2000 (Act No. 46 of 2000)
- ECSA Professional Act
- Government Immovable Assets Management Act ( Act No. 19 of 2007)
- Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000)
- Public Finance Management Act, 1999 (Act No. 1 of 1999)

- Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000)
- National Health Act, Act No. 61,2003
- Spatial Planning and Land Use Management Act, Act 16 of 2013 and Regulations
- Employment Equity Act, Act No 55 of 1998 (as amended)
- Skills Development Act, Act no 97 of 1998
- Promotion of Access to Information Act, Act no 2 of 2000
- Promotion Of Administrative Justice Act, Act No. 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act, Act No 4 of 2000
- Council for the Build Environment Act, Act No 43 of 2000
- Preferential Procurement Regulations, 2017
- Other Sector Specific Acts of Parliament
- EPWP Guidelines
- National Environmental Management: Air Quality Act (NEM: AQA)
- National Environmental Management Act (NEMA) and Regulations
- National Environmental Management: Waste Act (NEM:WA)
- National Water Act (NWA)

### **3.5.2. Policies: Minimum applicable**

- KZN Applicable Health Policies such as Structural Installations for KZN DOH Rev. 2013

### **3.5.3. Norms and Standards: Minimum applicable**

- SANS 10120-4-DB: Earthworks (pipe trenches).
- SANS 10120-2-HA: Structural steelwork (sundry items)
- SANS 10120-4 DK: Gabions and pitching.
- SANS 10400: 2020 - South African National Building Regulations
- SANS 1200 D: Earthworks
- SANS 1200 DB: Earthworks (Pipe Trenches)
- SANS 1200 DM: Earthworks (Roads Subgrade)
- SANS 1200 GA: Concrete (Small Works)
- SANS 1200 LE: Stormwater Drainage
- SANS 1200 MH: Asphalt Base and Surfacing
- SANS 1200 MK: Kerbing and Channelling
- SANS 1200 MM: Ancillary Roadworks
- SANS 3001-AG23: Civil Engineering Test Methods
- TRH4: Guidelines for Road Construction Materials
- TRH14: Guidelines for Road Construction Materials
- TRH15: Subsurface Drainage for Roads
- Civil Engineering Specifications
- KZN Health Design for Structural Policy Rev. January 2013

### **3.5.4. Statutory Permissions Required**

- Land acquisitions: Not required
- Planning and Development Act: May be required
- Environmental Impact Assessment: May be required
- AMAFA approval: Requirement to be confirmed during Stage 2 as this does not directly impact historical buildings
- Municipal Approval: Obtained
- Access to Provincial /National Roads: N/A
- Water Affairs: May be required
- National Water Act: May be required
- National Environmental Management Act: May be required

### **3.5.5. Other requirements:**

- Municipal by-laws

## **4. Technical Brief**

### **4.1. Scope of works**

The scope of works for the rehabilitation of the internal access roads, undercover parking construction and upgrading of stormwater systems contains the following:

- Earthworks for stormwater systems, cuts and fills and exposing of existing services (where new stormwater systems are to be installed)
- Road layer works for existing and new roads, creating access to walkways, parking access to buildings, service roads for deliveries and access to residencies stormwater systems
- Soil stabilization of in-situ material with lime on clayey material will be advised by a geotechnical report
- Surfaced roads for access to Town Hill Hospital facilities and Townhill Office Park
- Formal surfaces road parking for staff and visitors
- Road drainage
- Kerbing at required sections
- Traffic signage and markings for the road
- Detention ponds to minimise the peak flow of surface rainwater run off
- Landscaping and erosion protection
- Adequate testing during construction i.e. Modification tests for layer works and backfills and cubic tests for strip footings



- Services sleeves should relocation of services be required
- Additional Covered parking for staff members at required Town Hill facilities
- Overhead structure for the hospital entrances
- Moving and reinstating new fences and gates at the respective entrances

#### **4.1.1. Site 1: Town Hill Hospital Administration Block Parking**

The scope of work shall consist of the following:

- 30 (to be confirmed) x 3 x 6m covered parking bays for Townhill Hospital in front of the Administration Building, consisting of tarmac and with concrete kerbing to match existing at Townhill Office Park
- Removal and disposal of existing shade-cloth structures
- Removal and disposal of mini-golf course
- Repairs to existing parking and roads
- Provision of carports to match existing at Townhill Office Park for all bays
- Road markings to demarcate parking bays
- Bay numbering on carports as well as on road surface
- Provision of storm water control systems
- Overhead structures and gates for the entrances
- All other required signage

**Note:** No tree may be removed without prior consent by KZN-DOH

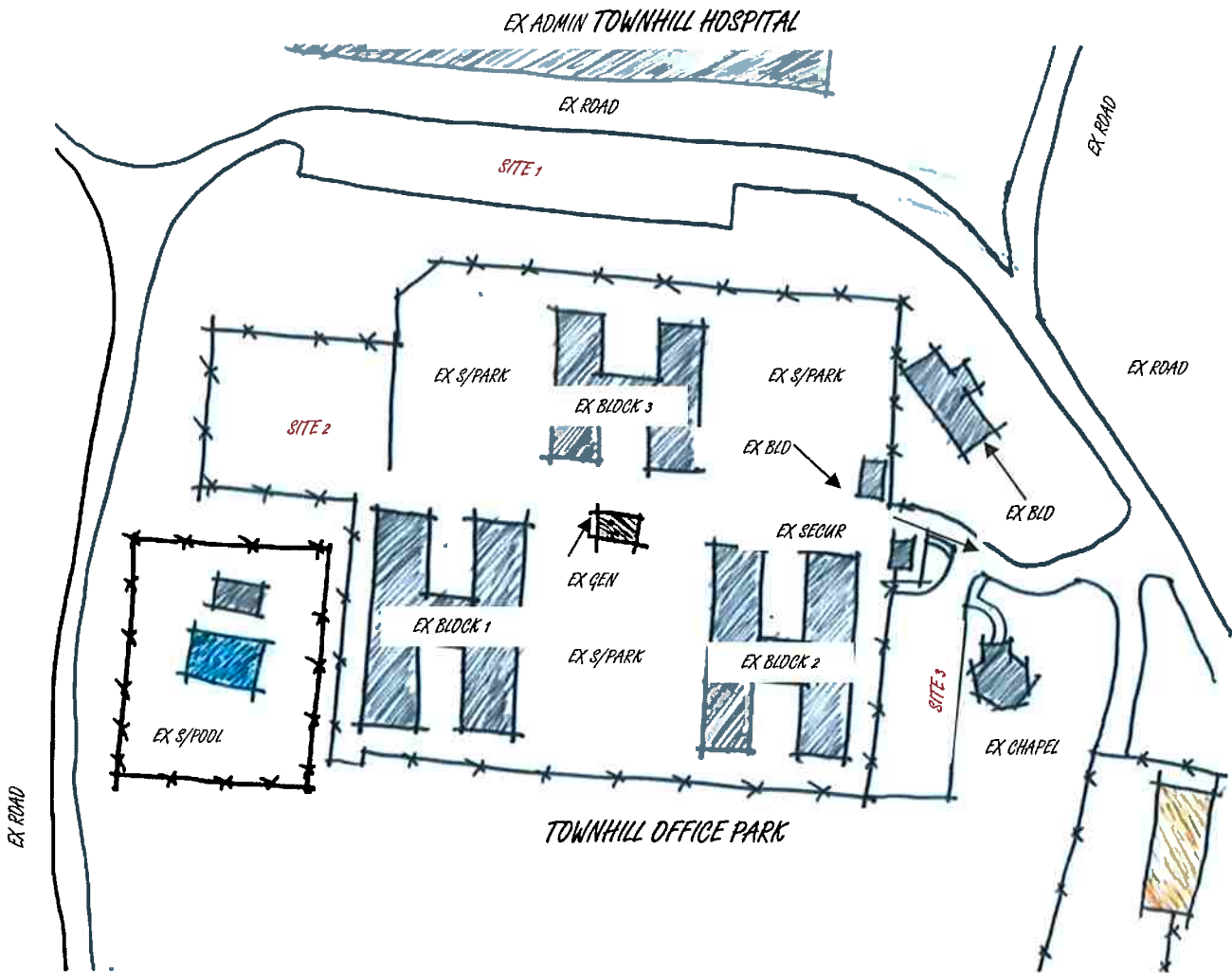


Figure 4-1: Proposed Site 1, Site 2 and Site 3

#### 4.1.2. Site 2: Town Hill Office Park Parking

The scope of work shall consist of the following:

- The construction of 33 (to be confirmed) covered 3 x 6m parking bays over the existing tennis courts with access to existing car park consisting of tarmac and with concrete kerbing to match existing at Townhill Office Park
- Removal and disposal of existing fence, equipment and base of the tennis courts
- Repairs to existing parking where new access joins
- Provision of carports to match existing at Townhill Office Park
- Road markings to demarcate parking bays
- Landscaping to match existing at Townhill Office Park
- Bay numbering on carports as well as on road surface
- Provision of storm water control systems
- All other required signage

### 4.1.3. Site 3: To provide open visitor's parking and reconstructing the entrance lanes

The scope of work shall consist of the following:

- o Construction of minimum 20 (number to be confirmed) 3 x 6m covered parking bays for the KZN DOH fleet of vehicles
- o To reconstruct the Townhill Office Park entrance gate and lanes, and move the perimeter fencing to accommodate the location of the fleet parking

### 4.1.4. Site 4a: Main Hyslop Road entrance

The scope of work shall consist of the following:

- o To refurbish or construct new guard house
- o To repair the entrance roads and install gates
- o To construct a pedestrian walkway
- o To extent the roads from a 2 lane to a 4 lane entrance
- o To construct an undercover security structure over the boom gates

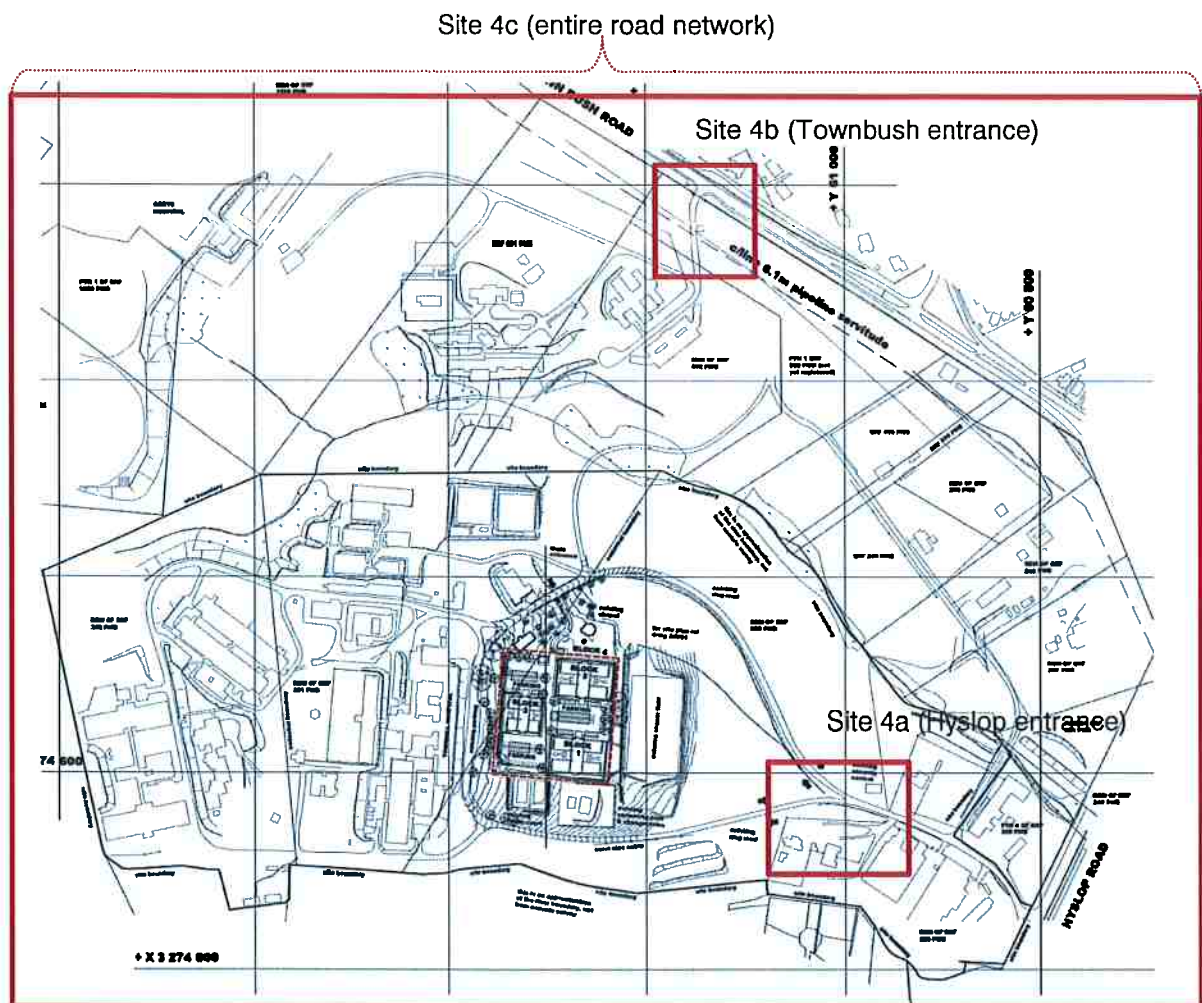


Figure 4-2: Proposed Site 4a, Site 4b and Site 4c

#### 4.1.5. Site 4b: Townbush Road entrance

The scope of work shall consist of the following:

- o To refurbish or construct new guard house
- o To repair the entrance roads and install gates
- o To construct a pedestrian walkway
- o To construct a taxi-drop off circle near the gate
- o To construct an undercover security structure over the boom gates

#### 4.1.6. Site 4c: Town Hill Hospital Roads

Using Google Earth, the total length of the road and the parking spaces to be reconstructed has been highlighted and illustrated below.

**Table 4-1: Total Length of Roads and Parking Bay Areas**

Roads	Length	Unit	Parking Bays	Area	Unit
Town Hill Hospital Roads	2991.029	M	Other proposed parking bay area	6947	m <sup>2</sup>

For a parking bay that is 10 m<sup>2</sup> in area size (2m wide x 5m long), the total calculated Parking Bay area of 6947 m<sup>2</sup> is able to accommodate a maximum of 694 parking bays. The actual number of parking will further be explored and highlighted in Stage 2, considering the specifications from the Msunduzi Land Use Scheme 20 June 2018 (Final\_005) for parking regulations below.

**Table 4-2: Msunduzi Land Use Scheme 20 June 2018 for parking regulations for hospitals**

CIVIC, SOCIAL AND ADMINISTRATIVE		
Cemetery	Parking provided at the discretion of the Municipality	Loading and unloading to be provided to the satisfaction of the municipality
Clinic, Hospital and Medical Centres	1 bay per bed, plus 2 bays/ 100m <sup>2</sup> of Office area and 6 bays/ 100m <sup>2</sup> of consulting area	Loading and unloading to be provided at the discretion of the municipality
College	1 bay for every four students and members of staff	Loading and unloading to be provided at the discretion of the municipality

The detailed scope of works will further be iterated in the next FIDPM Stages. The aim is to procure consultants who will develop concepts for the road network, various designs and design documentation for Stage 2, Stage 3 and Stage 4 to be presented to the HIAC Team.

#### 4.2. Standard specifications to be used in the project

- a) Red book – Guidelines for Human Settlement Planning and Design Volume 1 2005.

- b) DoPW Civil Engineering specifications
- c) IUSS Requirements

## 5. Project / Programme Management and Cost control

### 5.1. Project Management

#### 5.1.1. IDMS guidelines

NO PROJECT CAN PROCEED UNTIL THE IDMS STAGE HAS BEEN SIGNED OFF BY THE APPROPRIATE PERSON – Please refer to Departmental Infrastructure Standard Operating Procedures (SOPS).

##### 5.1.1.1. FIPDM stages

**Stage 1A**      **PROJECT INITIATIONS:** Project was identified and should appear on the 2022/2023 AIP

**Stage 1B**      **PRE-FEASIBILITY:** This a brief to be presented to HIAC for approval

**Stage 2**      **CONCEPT REPORT OR FEASIBILITY REPORT**

This phase will be completed by procured PSPs through DoH

Deliverable      Concept and viability report approved OR Feasibility report approved

**Stage 3**      **DESIGN DEVELOPMENT**

This phase will be completed by procured PSPs through DoH

Deliverable      Design development report approved

**Stage 4**      **DESIGN DOCUMENTATION**

This phase will be completed by procured PSPs through DoH

Deliverable      Design documents report approved

**Note:** Stage 3 and Stage 4 will be combined

**Stage 5**      **WORKS**

Deliverable      Works completion certified

- o Sub-deliverable 1 Signed contractual document received
- o Sub-deliverable 2 Site hand over certified
- o Sub-deliverable 3 Construction technical certifications
- o Sub-deliverable 4 Practical completion certified

- o Sub-deliverable 5 Retention
- o Sub-deliverable 6 Works completion certified

**Stage 6 HANDOVER**

Deliverable Liability acceptance by End-User

- o Sub-deliverable 1 Defects liability
- o Sub-deliverable 2 Training concluded
- o Sub-deliverable 3 As-built/Manuals received
- o Sub-deliverable 4 Commissioning completed
- o Sub-deliverable 5 Facility opened

**Stage 7 CLOSE OUT**

Deliverable: Defects certificates or certificates of final completion issued, Final amount due to the contractor in terms of the contract is certified, Close out report is accepted

- o Sub-deliverable 1 Final completion certificate issued
- o Sub-deliverable 2 final accounts signed
- o Sub-deliverable 3 Final payments certified
- o Sub-deliverable 4 Report complete and submitted for signature
- o Sub-deliverable 5 Report approved and signed
- o Sub-deliverable 6 Asset verified and captured

**5.1.1.2. Project Management Plan / Resource Management**

The following Project Management plan is a guideline.

**Table 5-1: Proposed Project Plan**

ITEM	ELEMENTS
Needs Assessment/Analysis:	Projects has been identified and agreed it will be implemented in-house by DOH.
Implementing Agent Brief:	The Implementing Agent, department of Health, is required to manage the implementation of the project (as per the current SLA) to successful completion within time, cost and to the required specification and to manage all project associated risks for minimum impact through the procurement of a PSP.
Consultancy Brief:	Contractor and Technical consultant to be procured as per this brief and implementation plan:  The Consultant team:- Are to manage the project to successful completion within time, cost and to the required specification and to manage project associated

ITEM	ELEMENTS
	<p>risks for minimum impact.</p> <ul style="list-style-type: none"> <li>• Must develop, design, document, manage and close the project in line Stage 2 – 7 of the FIPDM.</li> <li>• Ensure HIAC and ITSC approval is obtained for each stage.</li> <li>• May not proceed with any stage (FIDPM) of the work until the KZN-DOH is satisfied with the stage of the project.</li> <li>• Must clarify any uncertainties, discrepancies, etc. to the satisfaction of KZN-DOH.</li> <li>• Is expected to deliver a well-designed, cost effective, low maintenance facility that will suit the needs of the Town Hill Hospital community and KZN-DOH.</li> <li>• Must adhere to the timeframes for the work to be completed as presented</li> </ul>
Evaluation and Engagement:	<ul style="list-style-type: none"> <li>• The project may not proceed to any stage until KZN-DOH is satisfied with the current stage (wherever that is) of the project; KZN-DOH will follow the FIPDM principles for approval and evaluation</li> </ul>

### 5.1.2. Project Risk Plan

Informed decision-making is critical to the success of any project. Crucial to this success is the identification of risks and how they will be managed. The following risks have been identified prior to the projects start. These risks are not all inclusive and will be reviewed as the project progresses.

The following list contains some of the risks identified. However, it is required that the Implementer develops a full risk plan. This is not an inclusive list and must be reviewed at each stage.

**Table 5-2: Risk Log**

No.	Risks	Risk carrier	High	High	Mitigation
1	Public Inconvenience	DoH	Medium	Medium	Signage during construction and provision of temporary access
2	Poor road sign and delineators	Contractor	High	High	Contractor to provide proper marking/delineators for road side obstruction (warning sign) and avoid using fade/ inappropriate

No.	Risks	Risk carrier	High	High	Mitigation
					signage to mitigate risks associated.
3	Road side hazards	Contractor	High	High	Contractor to ensure good practise of barricading of uncovered manholes and trenches during excavations.
4	Project programme delays	Contractor	High	High	Ensure sufficient planning is in place, as well as accounting for probable delays into the project programme.
5	Discovery of unforeseen services when excavating for stormwater systems	Consultant	Medium	Medium	Allow for existing services to be boxed and exposed or re-routed
6	Project delays due to DOH processes	DOH	High	High	Proper management of project
7	Damage to Government property	Consultant	Medium	High	Proper planning
8	Damage to staff property	Consultant	Medium	High	Proper planning
9	Risk of injury or loss	Consultant	Medium	High	Proper planning On-going evaluation of situation
		KZN-DOH	Medium	High	Proper planning On-going evaluation of situation
10	Winning contractor poorly matches and integrates new carports with existing	Consultant	Med	Med	Carport specification to clearly state and emphasise that the new carports are to exactly match the existing carports in construction, finish and materials utilised.
11	Disruption of office activities during construction	KZN-DOH Consultant Contractor	High	High	The winning contractor shall be required to work in sections as well as weekends to minimise disruptions as far as possible.
12	Excessive traffic at Townhill Hospital entrances due to inadequate traffic accommodation	KZN-DOH Consultant Contractor	High	High	The awarded Consultant and Contractor to ensure efficient and conducive bypass roads and traffic accommodation plans are in place and have been properly planned.
13	Damages to existing road infrastructure	Consultant Contractor	Med	Med	The Contractor shall maintain the existing roads throughout the project.



### **5.1.3. Occupational Health and Safety Baseline plan**

The project must comply with the requirements of the Occupational Health & Safety Act 85 of 1993 and its Regulations. The Implementing Agent must at least 30 days before that work is to be carried out, apply to the provincial director in writing for construction work permit to perform construction work. The project must ensure the following:

- to provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery during the project;
- the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons during the project.

The detailed Health and Safety Specification will be developed and included during Stage 2.

## **5.2. Communication Plan**

The following plan is a guideline to ensure good communication and frequent engagement throughout the project. The following plan is a guideline.

### **5.2.1. Communication Plan Strategies**

In order to ensure good communication, frequent engagement will take place though out the project life cycle. The engagements include:

- Stakeholder engagement meetings
- Planning meetings
- Update meetings
- Report back meetings
- Site meetings
- No media communication except by KZN-DOH Communication

### **5.2.2. Communication Plan Methodologies**

Communication will be done though the following methods:

- Meetings
- Minutes
- Telecommunication
- E-mails
- Reports
- Letters
- Feedback information

### **5.2.3. Communication Delivery**

Communication will be delivered through:

- Telecommunication
- E-mails
- Postal services
- Internal registry services

### **5.2.4. Communication Personnel**

Communication will be between KZN-DOH Infrastructure Development (KZN-DOH ID) and:-

- KZN-DOH Head Office sections
- KZN-DOH Umgungundlovu District
- Town Hill Hospital Management
- Consultant
- Contractor

### **5.2.5. Communication Channels**

Communication is expected to take place between:

- KZN-DOH Umgungundlovu and Community
- KZN-DOH ID and Consultant
- KZN-DOH ID and Contractor
- KZN-DOH ID and Town Hill Hospital Management

## **5.3. Project Milestones**

The project will be completed in 3 phases to combine the similar trades and construction works into their own sub-projects to be able to procure their respective Contractors accordingly. The aim of the project phases is to also prioritise the sites that are more critical than others for completion. It is also aimed to limit the extent of disruption to the staff vehicle mobility in and around the hospital premises.

The project Phases are as follows:

- Phase 1: Townhill Office Park and Townhill Hospital carports, fencing and entrance (Site 1, Site 2 and Site 3)
- Phase 2: Townhill Hospital Roads and Stormwater Upgrade (Site 4c)
- Phase 3: Townhill Hospital Hyslop Road and Townbush Road entrance undercover structures and gates (Site 4a and Site 4b).

The sub-projects will run concurrently for Stage 2 and Stage 3 to accelerate the development of the designs and ensure uniformity in the master development plan for Townhill Hospital. However, the

sub-projects will run one after the other (or partially staggered) for Stage 4 and Stage 5 to prioritise the specific sites.

### 5.3.1. Phase 1 of the projects and sub-project milestones

The list of sites, works and their respective sub-project milestones under Phase 1 of the project is entailed below.

- o Site 1: To extend the existing staff parking in front of the Townhill Hospital Administrative building and provide carports for tall the staff bays here;
- o Site 2: To demolish the disused Tennis courts and to create undercover new staff parking for the Townhill Office Park to match existing undercover staff parking including landscaping and fencing to match existing; and
- o Site 3: to provide formal open visitor’s parking

**Table 5-3: Milestones and Tasks**

PSP Milestones	FIDPM Milestones	Milestone	PPO Milestone	Date	% Project Complete
		PROJECT START DATE	PROJECT START DATE	08/07/2019	1%
	Stage 1A	PRE-FEASIBILITY/ BRIEF	INITIATION	30/08/2022	22%
	Stage 1B				
	PROCUREMENT	AWARD	PSP TENDER	15/12/2022	25%
Stage 1 and Stage 2	Stage 2	FEASIBILITY/CONCEPT	CONCEPT	31/03/2023	80%
Stage 3	Stage 3	DESIGN DEVELOPMENT DESIGN	DESIGN	31/07/2023	
Stage 4	Stage 4	DESIGN DOCUMENTATION	TENDER (Contractor)	31/11/2023	
Stage 5	Stage 5	CONSTRUCTION START	CONSTRUCTION START	01/03/2024	
		CONSTRUCTION	CONSTRUCTION		
		Construction 0 - 25%	Construction 0 - 25%	30/08/2024	
		Construction 26 - 50%	Construction 26 - 50%	30/09/2024	
		Construction 51 - 75%	Construction 51 - 75%	30/10/2024	
		Construction 76 - 100%	Construction 76 - 100%	30/11/2024	
		WORKS COMPLETION		15/12/2024	
	Stage 6	HANDED OVER	HANDED OVER	28/02/2025	82%
Stage 6	Stage 7	RETENTION	RETENTION	28/02/2026	96%
		FINAL COMPLETION CLOSE OUT	CLOSE OUT	30/04/2026	100%

### 5.3.2. Phase 2 of the projects and sub-project milestones

The list of sites, works and their respective sub-project milestones under Phase 2 of the project is entailed below.

- o Site 4c: Townhill Hospital Roads (entire premise)

**Table 5-4: Milestones and Tasks**

PSP Milestones	FIDPM Milestones	Milestone	PPO Milestone	Date	% Project Complete
		PROJECT START DATE	PROJECT START DATE	08/07/2019	1%
	Stage 1A	PRE-FEASIBILITY/ BRIEF	INITIATION	30/08/2022	22%
	Stage 1B				
	PROCUREMENT	AWARD	PSP TENDER	15/12/2022	25%
Stage 1 and Stage 2	Stage 2	FEASIBILITY/CONCEPT	CONCEPT	31/03/2023	80%
Stage 3	Stage 3	DESIGN DEVELOPMENT DESIGN	DESIGN	31/07/2023	
Stage 4	Stage 4	DESIGN DOCUMENTATION	TENDER (Contractor)	30/03/2024	
Stage 5	Stage 5	CONSTRUCTION START	CONSTRUCTION START	20/08/2024	
		CONSTRUCTION	CONSTRUCTION		
		Construction 0 - 25%	Construction 0 - 25%	30/10/2024	
		Construction 26 - 50%	Construction 26 - 50%	31/01/2025	
		Construction 51 - 75%	Construction 51 - 75%	15/05/2025	
		Construction 76 - 100%	Construction 76 - 100%	31/10/2025	
	WORKS COMPLETION			15/01/2026	
	Stage 6	HANDED OVER	HANDED OVER	28/02/2026	82%
Stage 6	Stage 7	RETENTION	RETENTION	28/02/2027	96%
		FINAL COMPLETION CLOSE OUT	CLOSE OUT	30/04/2027	100%

### 5.3.3. Phase 3 of the projects and sub-project milestones

The list of sites, works and their respective sub-project milestones under Phase 3 of the project is entailed below.

- o Site 4a: Main Hyslop Road entrance
- o Site 4b: Townbush Road entrance

PLEASE NOTE: It is recommended to consider closing one entrance at a time during construction and divert traffic to the alternative entrance.

**Table 5-5: Milestones and Tasks**

PSP Milestones	FIDPM Milestones	Milestone	PPO Milestone	Date	% Project Complete
		PROJECT START DATE	PROJECT START DATE	08/07/2019	1%
	Stage 1A	PRE-FEASIBILITY/ BRIEF	INITIATION	30/08/2022	22%
	Stage 1B				
	PROCUREMENT	AWARD	PSP TENDER	15/12/2022	25%
Stage 1 and Stage 2	Stage 2	FEASIBILITY/CONCEPT	CONCEPT	31/03/2023	80%
Stage 3	Stage 3	DESIGN DEVELOPMENT DESIGN	DESIGN	31/07/2023	
Stage 4	Stage 4	DESIGN DOCUMENTATION	TENDER (Contractor)	30/11/2024	
Stage 5	Stage 5	CONSTRUCTION START	CONSTRUCTION START	20/04/2025	
		CONSTRUCTION	CONSTRUCTION		
		Construction 0 - 25%	Construction 0 - 25%	30/06/2025	
		Construction 26 - 50%	Construction 26 - 50%	15/08/2025	
		Construction 51 - 75%	Construction 51 - 75%	15/10/2025	
		Construction 76 - 100%	Construction 76 - 100%	31/12/2025	
	WORKS COMPLETION			15/01/2026	
	Stage 6	HANDED OVER	HANDED OVER	28/02/2026	82%
Stage 6	Stage 7	RETENTION	RETENTION	28/02/2027	96%
		FINAL COMPLETION CLOSE OUT	CLOSE OUT	30/04/2027	100%

### 5.4. Project Cost Breakdown

The project cost is made up of the following elements:

- Infrastructure component
  - o Roadworks
  - o Overhead structures
  - o Building works for guardhouses

- o Fencing
- o Stormwater systems
- o Detention ponds
- o Lighting and signage

The budgetary allocation for each Infrastructure Component must be closely controlled by the Project Manager and must not be exceeded without prior approval of the CFO and Head of KZN Department of Health. The departmental Project Leader is responsible for the Commissioning Costs if they are not included in the Infrastructure Budget.

The Project Leader and Project Manager are responsible to ensure that necessary controls are in place and that the budgets are not exceeded without a fully motivated and approved submission to the CFO and Head of KZN Department of Health. Below is a brief Cost breakdown for the project.

**Table 5-6: Summary of Pricing Schedule**

SECTION	DESCRIPTION	QUANTITIES	AMOUNT
SERIES 0	PRELIMINARIES & GENERAL		R 5 062 500.00
SERIES 1	ANCILLARY WORKS AND TRAFFIC ACCOMMODATION		R 4 362 724.27
SERIES 2	EARTHWORKS		R 3 252 753.64
SERIES 5	DRAINAGE AND EROSION PROTECTION		R 7 059 114.10
SERIES 6	ROADS AND PARKING AREAS		R 12 507 841.96
SERIES 7	CARPORTS AND OVERHEAD STRUCTURE		R 17 264 173.80
SERIES 9	QUALITY CONTROL		R 152 000.00
SERIES 10	GUARDHOUSE RENOVATIONS	2	R 600 000.00
SERIES 12	LIGHTING AND SIGNAGE		R 200 000.00
<b>TOTAL SCHEDULE OF PRICES</b>			<b>R 50 461 107.76</b>
Add 20% fees			R 10 092 221.55
			<b>R 60 553 329.32</b>
Add 10% for contingencies			R 6 055 332.93
<b>SUBTOTAL</b>			<b>R 66 608 662.25</b>
<b>VAT@15%</b>			<b>R 9 991 299.34</b>
<b>CONTRACT PRICE CARRIED FORWARD TO FORM OF OFFER</b>			<b>R 76 599 961.59</b>

**Table 5-7: Estimated Building Cost**

<b>Building Cost (incl. VAT)</b>		
Funding source	Health Facility Revitalisation Grant (HFRG)	
<b>Budgetary Item</b>	<b>Amount</b>	<b>Explanatory Notes</b>
Current Estimated Building Cost	R 50 461 107.76	July 2022
Pre-tender escalation	N/A	Included
Post-tender escalation	N/A	Included
Estimated Fees (20%)	R10 092 221.55	PSP's to be employed by the DoH
Contingency on fees and building cost (10%)	R 6 055 332.93	N/A
Vat (15%)	R 9 991 299.34	
<b>Estimated Cost (incl. VAT)</b>	<b>R 76 599 961.59</b>	

## 5.5. Operations

Below is the estimated Monthly Cashflow (AIP) for the current financial year.

**Table 5-8: Estimated Monthly Cashflow (AIP) 22/23**

<b>Estimated Cashflow for current year (Total Construction cost + Fees, incl. VAT)</b>											
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 1 276 666.03

**Table 5-9: Projected Annual Cashflow (U-AMP)**

<b>MTEF and beyond</b>	<b>Fees</b>	<b>Construction</b>	<b>Total</b>
Yr 22/23	R1 276 666.03	R0.00	R 1 276 666.03
Yr 23/24	R3 829 998.08	R0.00	R 3 829 998.08
Yr 24/25	R2 553 332.05	R12 766 660.26	R15 319 992.32
Yr 25/26	R2 553 332.05	R19 149 990.40	R21 703 322.45
Yr 26/27	R2 553 332.05	R25 533 320.53	R28 086 652.58
Yr 27/28	R0.00	R6 383 330.13	R 6 383 330.13
<b>TOTAL</b>	<b>R12 766 660.26</b>	<b>R63 833 301.32</b>	<b>R76 599 961.59</b>

## 5.6. Expanded Public Works Programme and Community Participation Goal

The general rule/guideline currently is that all Department of Health Projects in which the Project Brief or FIPDM stage B1 report estimates exceed R7 Million shall be subject to the Expanded Public Works Program (EPWP) aimed at alleviating and reducing unemployment.

Employment statistics will still be required to be submitted for projects below this value for recording and reporting to the EPWP system but all other EPWP guidelines may not be included.

Projects that have initial estimates exceeding R30 Million shall be subject to both Expanded Public Works Program (EPWP) and Contract Participation Goal (CPG). DoPW has issued a guideline document for recruitment of labour.

Requirements for this project are outlined below:

**Table 5-10: Project Requirements for specific project cost**

EPWP Minimum Requirement	Project Values in Rand and minimum guidelines					
	Up To 5 00 000	Between 500 000 up to 2 million	Between 2 million up to 10 million	Between 10 million up to 30 million	Between 30 million up to R 99 million	From 100 million and above
Reporting	All required	All required	All required	All required	All required	All required
Local Area	10 km radius	10 km radius	Local Municipality	District Municipality 60% Local Municipality	KZN Province 80% District 60% Local Municipality	South Africa 80% KZN 60% District 40% Local Municipality
Branding	Not Required	Site only	Site and Uniform	Site ,Uniform and tender documentation	Site ,Uniform and tender documentation	Site ,Uniform and tender documentation
Recruitment	Managed via Councillor and Hospital Board/Clinic Committee	Managed via Councillor and Hospital Board/Clinic Committee	According to DOPW Recruitment guideline document	According to DOPW Recruitment guideline document	According to DOPW Recruitment guideline document	According to DOPW Recruitment guideline document
PSC	Not Required	Hospital board /Clinic Committee	Hospital board /Clinic Committee	Full PSC,CIDB Guidelines to be followed	Full PSC,CIDB Guidelines to be followed	Full PSC,CIDB Guidelines to be followed
CLO	Not Required	Required	Required	Required	Required	Required
Tender Specification	Not Required	Required	Required	Required	Required	Required



## **6. Procurement and Delivery Strategy**

### **6.1. Procurement Strategy**

A Procurement Strategy is prepared by the Department of Health as part of the annual Infrastructure Programme Management Plan (IPMP). It sets out the Delivery Management Strategy as well as the Procurement and Contracting Arrangements proposed for each project requiring the procurement of Contractors (Works) during the ensuing 3-year period.

### **6.2. Primary and Secondary Objectives**

#### **6.2.1. Primary Objective**

- i. Is to have one in-house procurement process and take advantage of scale and uniformity by ensuring DoH is the implementing agent and a Consultant is procured to ensure efficient implementation of the project,
- ii. Is to procure and deliver the required outcome starting from the beginning of the 2022 / 2023 budget and within 24 months from the date of the brief approval at a required standard.

#### **6.2.2. Secondary Objective**

- i. Is the socio-economic benefit, which will be achieved through targeted procurement, skills development, and job creation during project construction period.

### **6.3. Delivery Management Strategy**

Since the Delivery Management Strategy is not on IPMP, the following is recommended.

#### **6.3.1. Professional Services**

The project will require services of a multi-disciplinary consulting team (Civil, Structural, Architect, Electrical, Construction Health and Safety, Geotechnical, etc.) employed by DoH, which will be responsible for design of the roads, storm water systems, detention ponds, carports and all the associated works.

External Resources will be procured as there are insufficient in-house skills available within the Implementing Agent. Justification must be provided in terms of National Treasury Instruction No 2 of 2017/2018 and specifically item 4.

It is recommended that the following be considered (as is required to augment any In-house capacity).

**Table 6-1: Required external team**

Team Member	Skill level required
Architect (Project Manager)	University degree, Professional registration, Project Management skill required.
Civil Engineer/Technologist	University degree, Professional registration
Structural Engineer/Technologist	University degree, Professional registration
Electrical Engineer/Technologist	University degree, Professional registration
Quantity Surveyor	University degree, Professional registration
Construction Health and Safety Agent	Relevant university degree/diploma, Professional registration
Land Surveyor	Experience in the Surveying Field (appointed post award)
Geotechnical Engineer	University degree, Professional registration (appointed post award)
Environmental Specialist	University degree, (appointed post award)
General Building and Civil Contractors	To be confirmed after Stage 2
Community Liaison Officer	Experience and knowledge of applicable legislations and policies Management capabilities is recommended

The project team below should be made up of the following disciplines possessing adequate experience in the specific field:

**Table 6-2: Project Team Disciplines and roles**

Discipline	Experience / Special Requirements
Architecture, Civil, Structural, Electrical, Geotechnical Engineering	Design
Quantity Surveyor	Estimates
Project Manager	Construction and Program Management
Contractor(s)	Roads, Stormwater, Building works, Fencing, and Carport structures

The Contracting Arrangements contained in the Infrastructure Programme Management Plan (IPMP) are as follows:

**Table 6-3: Contracting Arrangements for Professional Services**

Contracting Arrangements for Professional Services					
Professional services needed	Procurement Strategy / Type of Appointment	Standard Tender Evaluation Method	Contracting strategy	Remuneration of professional service providers	Form of Contract
Full consulting service	Public Open Tender	Method 4: Financial offer, quality and preferences	Design by Employer	Percentage contract	CIDB Standard Professional Services Contract

### 6.3.2. For Construction Works

Table 6-4: The Strategic Arrangements for works

Delivery Management Strategy for Works		
Delivery Mode	Implementer	Estimated Project Control Budget (R.m)
Packages - 3 Phases	DoH	R76 599 961.59
Contracting Arrangements for Works		
Contracting strategy	Pricing strategy	Form of Contract
Design by Employer	BOQs	GCC 2010
Procurement Arrangements for Works		
Procurement Procedure	Estimated Bid/Tender Award Date	Comments / Current Stage
Public Open Tender	Nov 2023 (Phase 1)	Identified

### 6.3.3. Updating and Revising the Delivery Management Strategy

Factors emerging during the development of a project may lead to a revision of the Procurement Strategy that was set out in the IPMP. Where a revision is recommended, an in-principle-agreement must be provided by the Project Leader (DOH) and the revision must be highlighted and explained at the next end-of-stage submission (refer FIPDM) and must align with the methodology described in the IPMP.

### 6.3.4. Implementation Strategy

The implementation strategy will be presented in the next FIPDM stage.

## 7. External Appointments (PSP's And Contractor)

### 7.1.Appointment of Contractors or Suppliers

The KZN DOH will enter into a legally binding agreement with the Contractor or Supplier. However, over and above the agreement, the following expectations by KZN-DOH from the Contractor or Supplier are highlighted:

- Effective Time management
- Effective Project Management
- Effective Cost Management

- Effective Resource Management
- Effective Communication
- Adherence/Compliance to all applicable Legislation
- Adherence/Compliance to all applicable policies
- Adherence/Compliance to all applicable norms and standards

## **7.2. Roles and Responsibilities of the Department of Health**

The roles and responsibilities are highlighted below:

- Effective management and co-ordination of all stages of the project
- Effective management and co-ordination to all legislative requirements
- Quality control and compliance.
- Effective manage Procurement preparation processes in terms of the PFMA, SIPDM and Treasury Regulations.
- Contract and project management
- Effective Financial management.
- Effective Time Management
- Manage completion processes and retention periods.
- Manage timeous and complete Close-out of Project including as-built documentation, manuals compliance certificates and related documentation.
- Manage all required reporting, documentation and archiving of documents

## 8. Signatures

The following Facilities, Programmes and their Managers, Directors or Leaders have been fully advised and have read and understood the contents of this document.

Name: N.R. HADIEBE

Townhill Hospital: CEO

Date: 28/07/2022

Signature: R. Hadebe

Name: J. Hume

Umgungundlovu: District Engineer (ARTS chief)

Date: 01/5/2022

Signature: JH

Name: M. Dube

Umgungundlovu: District Manager

Date: 01/08/2022

Signature: M Dube

**APPENDIX E:**  
**FORM A - SCHEDULE OF TEAM**  
**MEMBERS PROPOSED FOR THE**  
**PROJECT**

**FORM A**

**SCHEDULE OF TEAM MEMBERS PROPOSED FOR THE PROJECT**

Please note that if any of the information disclosed in the table below is found to be dishonest or inaccurate, this may result in the withdrawal of any award already and a repudiation of this agreement. Further appropriate action may also be taken.

<b>PROPOSED TEAM MEMBERS</b>	<b>REGISTERED WITH RELEVANT PROFESSIONAL COUNCIL (YES/NO)</b>	<b>DATE OF REGISTRATION AS A PROFESSIONAL / CANDIDATE</b>	<b>PROFESSIONAL REGISTRATION IN GOOD STANDING (YES/NO)</b>	<b>PROFESSIONAL REGISTRATION NUMBER</b>	<b>YEARS OF POST REGISTRATION EXPERIENCE</b>
Civil Engineering Firm (Lead Consultant):					
• Lead Professional:					
• Support Professional/Candidate:					
Structural Engineering Firm:					
• Lead Professional:					
• Support Professional/Candidate:					

PROPOSED TEAM MEMBERS	REGISTERED WITH RELEVANT PROFESSIONAL COUNCIL (YES/NO)	DATE OF REGISTRATION AS A PROFESSIONAL / CANDIDATE	PROFESSIONAL REGISTRATION IN GOOD STANDING (YES/NO)	PROFESSIONAL REGISTRATION NUMBER	YEARS OF POST REGISTRATION EXPERIENCE
Architect Firm:					
<ul style="list-style-type: none"> <li>Lead Professional:</li> </ul>					
<ul style="list-style-type: none"> <li>Support Professional/Candidate:</li> </ul>					
Electrical Engineering Firm:					
<ul style="list-style-type: none"> <li>Lead Professional:</li> </ul>					
<ul style="list-style-type: none"> <li>Support Professional/Candidate:</li> </ul>					



PROPOSED TEAM MEMBERS	REGISTERED WITH RELEVANT PROFESSIONAL COUNCIL (YES/NO)	DATE OF REGISTRATION AS A PROFESSIONAL / CANDIDATE	PROFESSIONAL REGISTRATION IN GOOD STANDING (YES/NO)	PROFESSIONAL REGISTRATION NUMBER	YEARS OF POST REGISTRATION EXPERIENCE
Quantity Surveying Firm:					
<ul style="list-style-type: none"> <li>Lead Professional:</li> </ul>					
<ul style="list-style-type: none"> <li>Support Professional/Candidate:</li> </ul>					
Construction Health and Safety Firm:					
<ul style="list-style-type: none"> <li>Lead Professional:</li> </ul>					
<ul style="list-style-type: none"> <li>Support Professional/Candidate:</li> </ul>					

# **APPENDIX F:**

## **CURRICULUM VITAE TEMPLATE**

# CURRICULUM VITAE TEMPLATE



## 1. Personal Details

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Current Employer:</b>	
<b>Current Position Held:</b>	

## 2. Education (Degrees, Diplomas, BTech and Post Graduate Qualifications ONLY)

<b>Qualification</b>	<b>Year Obtained</b>	<b>Institution</b>

**3. Professional Registration/s**

Professional Body	Year Obtained	Expiry Date	Category of Professional Registration

**4. Relevant Project Experience (Provide a maximum of 3 relevant projects)**

Name of Project	Client	Project Start Date	Project End Date	Project Value	Role on Project

**APPENDIX G:  
RETURNABLES – RESPONSIVENESS**

**APPENDIX H:  
RETURNABLES – ELIGIBILITY  
CRITERIA**

**REGISTERED PROFESSIONAL CIVIL  
ENGINEER/TECHNOLOGIST  
CERTIFICATE AND PROFESSIONAL  
INDEMNITY**

**REGISTERED PROFESSIONAL  
STRUCTURAL/TECHNOLOGIST  
CERTIFICATE AND PROFESSIONAL  
INDEMNITY**



**REGISTERED PROFESSIONAL  
ARCHITECT CERTIFICATE AND  
PROFESSIONAL INDEMNITY**

**REGISTERED PROFESSIONAL  
QUANTITY SURVEYOR CERTIFICATE  
AND PROFESSIONAL INDEMNITY**

**REGISTERED PROFESSIONAL  
ELECTRICAL  
ENGINEER/TECHNOLOGIST  
CERTIFICATE AND PROFESSIONAL  
INDEMNITY**

**REGISTERED PROFESSIONAL  
CONSTRUCTION HEALTH AND SAFETY  
CERTIFICATE AND PROFESSIONAL**

**APPENDIX I:  
RETURNABLES – FUNCTIONALITY  
CRITERIA**

**LEAD CIVIL  
ENGINEER/TECHNOLOGIST CV**

**LEAD CIVIL  
ENGINEER/TECHNOLOGIST PROJECT  
COMPLETION CERTIFICATES,  
LETTERS OF AWARD / SIGNED FINAL  
ACCOUNT SUMMARY/REFERENCE  
LETTERS**

**LEAD STRUCTURAL/TECHNOLOGIST  
CV**



**LEAD STRUCTURAL/TECHNOLOGIST  
PROJECT COMPLETION  
CERTIFICATES, LETTERS OF AWARD /  
SIGNED FINAL ACCOUNT  
SUMMARY/REFERENCE LETTERS**

# **LEAD ARCHITECT CV**

**LEAD ARCHITECT COMPLETION  
CERTIFICATES, LETTERS OF AWARD /  
SIGNED FINAL ACCOUNT  
SUMMARY/REFERENCE LETTERS**

# **LEAD QUANTITY SURVEYOR CV**

**LEAD QUANTITY SURVEYOR PROJECT  
COMPLETION CERTIFICATES,  
LETTERS OF AWARD / SIGNED FINAL  
ACCOUNT SUMMARY/REFERENCE  
LETTERS**

# **LEAD ELECTRICAL ENGINEER CV**

**LEAD QUANTITY SURVEYOR PROJECT  
COMPLETION CERTIFICATES,  
LETTERS OF AWARD / SIGNED FINAL  
ACCOUNT SUMMARY/REFERENCE  
LETTERS**

# **LEAD CONSTRUCTION HEALTH AND SAFETY CV**



**LEAD CONSTRUCTION HEALTH AND  
SAFETY COMPLETION CERTIFICATES,  
LETTERS OF AWARD / SIGNED FINAL  
ACCOUNT SUMMARY/REFERENCE  
LETTERS**

# **TEAM ORGANOGRAM**

# **CIVIL ENGINEERING DISCIPLINE ORGANOGRAM**

# **STRUCTURAL ENGINEERING DISCIPLINE ORGANOGRAM**

# **ARCHITECT DISCIPLINE ORGANOGRAM**

**QUANTITY SURVEYING DISCIPLINE  
ORGANOGRAM**

# **ELECTRICAL ENGINEERING DISCIPLINE ORGANOGRAM**

**CONSTRUCTION HEALTH AND SAFETY  
DISCIPLINE ORGANOGRAM**