



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

PROJECT NO. : ZNB 5097/2023H

DESCRIPTION OF SERVICE : THE APPOINTMENT OF A MULTI-DISCIPLINARY TEAM LED BY A LEAD CONSULTANT, TO PROVIDE PROFESSIONAL SERVICES FOR A CONDITION ASSESSMENT AND DEVELOPMENT OF A MASTER PLAN AT RICHMOND HOSPITAL

DISCIPLINE : LEAD CONSULTANT WITH AND A MULTIDISCIPLINARY TEAM

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 TEAM LED BY AN ARCHITECT AS LEAD CONSULTANT, TO PROVIDE PROFESSIONAL SERVICES FOR A CONDITION ASSESSMENT AND DEVELOPMENT OF A MASTER PLAN AT RICHMOND HOSPITAL

Project Number : ZNB 5097/2023-H
Closing Date : 26th September, 2023
Closing Time : 11:00

A.1. COMPULSORY BRIEFING

NOTE: Briefing to be attended by Director, Partner or Proprietor of the Architectural Consultant

Date : 5th September, 2023
Time : 10:00
Venue : Boardroom, Infrastructure Development, Block 1, Townhill Office Park, 35 Hyslop Road, Pietermaritzburg

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

A.2. BID DOCUMENTS MAY BE POSTED TO:

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

OR

A.3. 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

A.4. 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:

A.5. 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

A.6. ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department : KZN - DEPARTMENT OF HEALTH
Contact Person : Mr T Sokoya
Tel : 060 843 4614
E-mail address : Temitope.sokoya@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

- B.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.
- B.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.
- B.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- B.4. Bid submitted must be complete in all respects.
- B.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.
- B.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.
- B.7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
- B.8. 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.
- B.9. 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.
- B.10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
- B.11. Bid documents must not be included in packages containing samples. Such bids will be rejected as being invalid.
- B.12. Any alteration made by the bidder must be initialled.
- B.13. Use of correcting fluid is prohibited and will render the bid invalid.
- B.14. Bid will be opened in public as soon as practicable after the closing time of bid.
- B.15. Where practical, prices are made public at the time of opening bids.
- B.16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- C.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.
- C.2. Prospective suppliers will be able to self-register on the CSD website: www.csd.gov.za
- C.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.
- C.4. Suppliers to provide their CSD supplier number and unique security code to organs of state to view their verified CSD information.

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

DECLARATION OF INTEREST

E.1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price bid). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

E.3. Full Name of bidder or his or her representative:

E.4. Identity Number:

¹ "State" means –

any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- a) any Municipality or Municipal Entity;
- b) Provincial Legislature;
- c) National Assembly or the National Council of Provinces; or
- d) Parliament.

E.5. Position occupied in the Company (director, trustee, shareholder², member):

E.6. Registration number of company, enterprise, close corporation, partnership agreement or trust:

E.7. Tax Reference Number:

E.8. VAT Registration Number:

E.9. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

E.10. Are you or any person connected with the bidder presently employed by the state?

YES / NO

E.11. If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

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

Any other particulars:

E.12. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

E.13. If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, will result in the disqualification of the bid)

YES / NO

E.14. If no, furnish reasons for non-submission of such proof:

E.15. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

E.16. If so, furnish particulars:

E.17. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

E.18. If so, furnish particulars.

E.19. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

E.20. If so, furnish particulars.

E.21. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

E.22. If so, furnish particulars.

Full details of directors / trustees / members / shareholders.

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

DECLARATION

I, the undersigned

(name)

Certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the state may reject the bid or act against me should this declaration prove to be false.

Signature

Date

Position

Name of bidder

SECTION F

FORM OF OFFER AND ACCEPTANCE

F.1. OFFER

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

A MULTIDISCIPLINARY TEAM LED BY A LEAD CONSULTANT, TO PROVIDE PROFESSIONAL SERVICES FOR A CONDITION ASSESSMENT AND DEVELOPMENT OF A MASTER PLAN

For the project: **Richmond Hospital - Condition Assessment and Development of Masterplan.**

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.

F.2. PRICE

The offered price for Architectural 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.

F.3. LEGAL ENTITY

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.

F.4. SIGNED FOR THE BIDDER:

Name of representative

Signature

Date

F.5. WITNESSED BY:

Name of representative

Signature

Date

F.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:

F.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.

F.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.

A.7. SIGNED FOR THE EMPLOYER:

Name of representative

Signature

Date

Street address:

Code:

Telephone: Code: Number:

Facsimile number: Code: Number:

A.8. WITNESSED BY:

Name of representative

Signature

Date

SECTION G

SPECIFICATIONS AND EVALUATION

Project Description:

THE APPOINTMENT OF A MULTIDISCIPLINARY TEAM LED BY AN ARCHITECT AS LEAD CONSULTANT, TO PROVIDE PROFESSIONAL SERVICES FOR A CONDITION ASSESSMENT AND DEVELOPMENT OF A MASTER PLAN AT RICHMOND HOSPITAL

G.1. PROJECT BACKGROUND

Richmond hospital is a provincial hospital which specializes in treating TB patients. The hospital operates for 24 hours with a total of 180 beds.

Richmond Hospital is situated in the town of Richmond in the UMgungundlovu Health District.

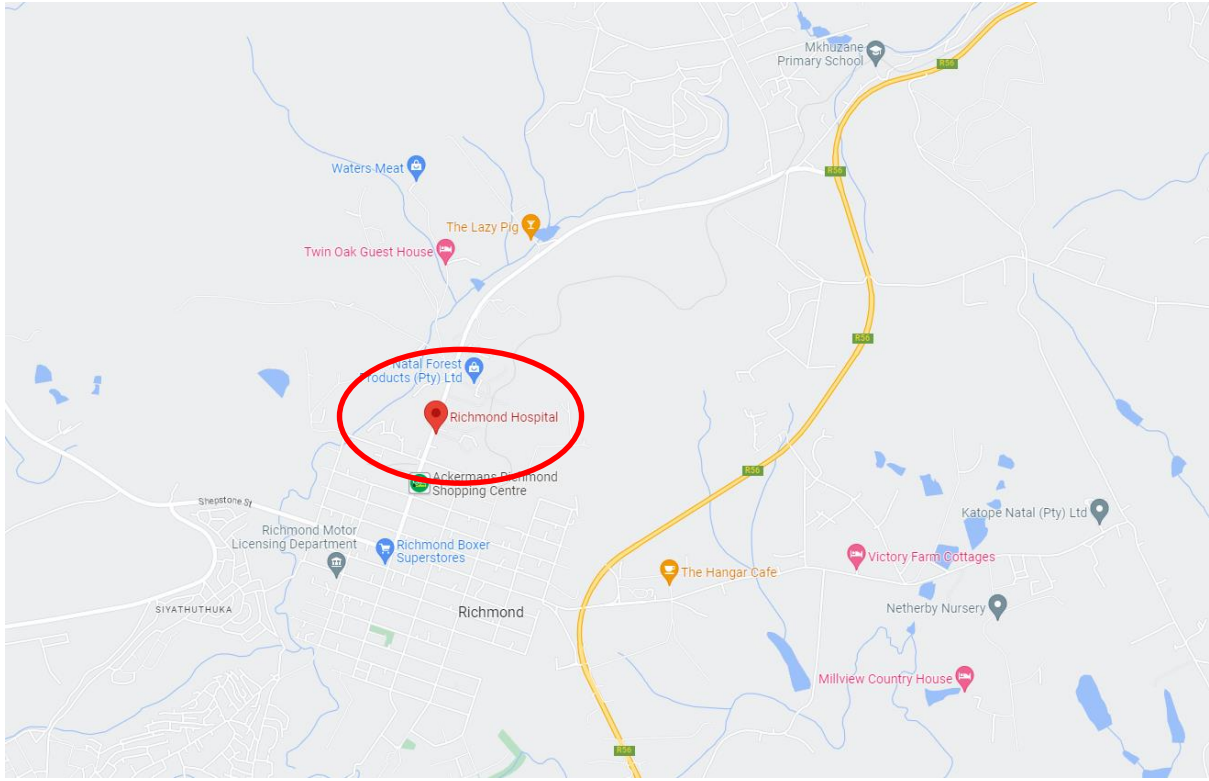
Richmond hospital serves people who come from all referral hospitals under UMgungundlovu district and from surrounding clinics in District 22I.

G.2. THE SITE:

Land Owner:	PROVINCIAL GOVERNMENT OF THE PROVINCE OF KWAZULU-NATAL			
Title Deed:	T1650/1981 T24514/1992			
Street Address (or directions):	Durban Road, Richmond			
Postal Address:	P O Box 133 Richmond 3780			
Telephone Number:	+27 (0) 33 212 2170			
Hospital Manager:	Mrs S Ranjoomia			
Cadastral Description:	Latitude:	-29.56383	Longitude:	30.57206
Zoning:	To be confirmed			
Planning restrictions:	To be confirmed			
Existing Infrastructure	Mainly Single storey buildings consisting of brick under metal roofs. Brickwork consist of both face brick and plastered brick			
Existing Services	Municipal supply of water, electricity, sewerage and storm water. Hospital services include HVAC, steam supply, medical gas supply, fire detection and prevention systems			

G.3. LOCALITY:

Richmond hospital is in the town of Richmond and is in the UMgungundlovu district.



Location of Richmond Hospital

Source: Google Maps



Aerial View 1: Richmond hospital

Source: Google Maps

G.4. PROJECT OUTCOMES

The KZN-DOH identified the need to improved service delivery and especially health services, at Richmond Hospital. In order to achieve this from an Infrastructure perspective, it is necessary to improve Infrastructure planning of, and at the facility. Richmond Hospital will be converted into a District Hospital.

The expected benefit for the population served by this facility may include improved health services, management of waiting times, clear delineation of services, improved access to all areas and services for all persons, salutogenic environment, and so on. Benefits for staff and management will include improved working conditions, management and control and so on.

The department has identified two (2) Outputs for this bid.

Note: Copyright of all documents relating to this bid will vest with the KwaZulu-Natal Department of Health

G.5. PROJECT OUTPUTS

G.5.1. Output 1: Conditional assessment:

Note: Each Output will be evaluated at the completion of the Output and the Department may at any stage at its discretion omit in part or in full any ensuing stages linked to the project

The main objective of the proposed condition assessment is to collect the most up-to-date information of the condition of the assets at the hospital, noting the physical or operational deficiencies encountered therein. The assessment will also be used to locate and define any areas or structures in need of urgent attention.

The condition assessment must ensure improved asset management decision making processes, and will be used as an input in the development of refurbishment plans, asset care plans and additions, renovations or upgrades where necessary.

G.5.2. Scope of Work for Output 1: Conditional Assessment

A Condition Assessment seeks to aggregate and evaluate diverse information to fully understand the current conditions of facilities and capital assets which may range from hospital buildings to vacant land. It is typically interpreted as a physical inspection of facilities but analysis of maintenance and facility management plans may also provide significant data.

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G.5.3. Investigations

Investigations will include the following criteria:

- i. Architectural condition
- ii. Accessibility for all persons with disabilities
- iii. Capacity
- iv. Health service adequacy,
- v. Environmental
- vi. Utilisation of the facility
- vii. Functionality of the facility
- viii. Structural condition
- ix. Bulk services, including but not inclusive,
 - All water related services (eg potable water, grey water, water storage, and so on)
 - Stormwater systems and management
 - Electrical supply and backup
 - Sewer systems
- x. Acoustics
- xi. All Mechanical systems
- xii. All Electrical systems
- xiii. All Fire prevention/protection systems
- xiv. Safety and Security
- xv. Heritage
- xvi. Site analysis
- xvii. Building Code Compliance.

G.6. Scope of the Condition Assessment

The scope of the Condition Assessment is outline below:

- i. Terms of reference to be provided
- ii. Method Statement to undertake and complete this Output to be provided
- iii. What Health Services is being rendered?
- iv. What Support Services rendered/provided?
- v. Physical condition assessment
- vi. Buildings

Each building/area/section is to be individually assessed, and a comprehensive report produced, including supporting narrative and photographs. The building assessment consists of evaluation criteria for external and internal elements, and components and services. These can be broken down (but is not limited to) as follows:

- i. External elements:
 - Walls: wall structure (including plaster) and painting
 - Roofs: roof structure, roof covering and fascia boards, and rainwater goods
- ii. Internal elements:
 - Floors: floor structure, floor covering or finish, and skirting boards
 - Walls: wall structure (including plaster), painting, and bumper rails
 - Ceilings: ceiling structure and painting, and ceiling cornices
- iii. Components:
 - Doors: doors, door frames, handles and locks
 - Windows: glazing, frames and sills
 - Fittings: cupboards, shelving and so on
- iv. Services:
 - Wet services (plumbing and plumbing fixtures)
 - Basins and taps
 - Air conditioning
 - Ventilation
 - Electrical (lights, distribution boards, plugs and switches)
 - Medical gasses (signage)
 - Information Technology
 - Telecommunications
 - Fire safety

G.6.1. Additional Infrastructure Investigations

In addition to a survey of the buildings, a condition assessment of the external services will be required. This would consider (but is not limited to) the following:

- i. Roads
- ii. Parking areas and carports
- iii. Retaining structures and embankments
- iv. Walkways
- v. Pipe Bridges
- vi. Helipad
- vii. Fencing and walling
- viii. External lighting and street lighting
- ix. Access gates
- x. Guard houses
- xi. Water (domestic, grey and/or fire) network/s
- xii. Medical Gas network
- xiii. Sewer network
- xiv. Storm water network
- xv. Lightning protection

- xvi. Overall HVAC system/s for the whole hospital
- xvii. Overall electrical system/s for the whole hospital and emergency supply
- xviii. Asbestos Audit

G.6.2. Health Technology Services Investigations

A Health Technology Assessment (HTA) needs to be carried out. This is a physical verification, and must include the following:

- i. Location
- ii. Equipment Description
- iii. Serial Number
- iv. Barcode
- v. Make
- vi. Model
- vii. Age
- viii. Remaining Useful Life
- ix. Estimated Replacement Value
- x. Visual Condition (Scored)

G.6.3. Current functionality

Over and above the initial visual condition assessment, an assessment of the functionality of each of the hospital buildings, structures and spaces would be done. The functionality assessment outcomes are based on utilisation rates, with reference to legislative requirements which include guidelines on:

- Spatial planning and allocation of components within the hospital facility in respect of function and relationships to other interdependencies
- Specialist fittings and infrastructure requirements for the relevant service line
- Optimise action of movement of patients and staff through the hospital

The methodology for determining functional performance of assets is included in the User Asset Management Plans for the Departments of Health and Public Works, and must address the following items:

- A) **Required performance standard** – this is provided by the relevant hospital staff, and is a value representing the ideal standard expected of the building in relation to its function.
- B) **Accessibility rating** – this is determined by the relevant hospital staff, and is a value representing the suitability of the building's physical location in relation to its service delivery objectives. This includes accessibility by the general public, staff, patients and visitors.
- C) **Suitability index** – this uses the required performance standard and the accessibility rating as cross-references to determine the suitability of a building for its function.

- D) **User condition rating** – this is a high-level overall rating of the whole building, which gives a brief indication of the physical condition of the building.
- E) **Operating performance index** – this uses the condition rating and required performance standard as cross-references to determine a value for the performance of the building at an operational level.
- F) **Functional performance index** – this is an output of the suitability index and the operating performance index, and gives an indication of the overall functionality of the building.

G.6.4. Sustainability

This is an output of the suitability index, the operating performance index and Functional performance index, and gives an indication of sustainability, individually and overall, focusing on problems, risks, opportunities, good practices.

G.6.5. Compliance

Report on compliance, individually and overall, with SANS 10400, R158, IUSS, Ideal Facility and the readiness for NHI.

G.6.6. Fixed Health Technology Services equipment

A visual assessment is to be concluded for all fixed Health Technology Services equipment and must include the following:

- Type of equipment
- Purpose
- Make
- Model
- Current usage

G.6.7. Deliverable for Output 1: Conditional Assessment

The following deliverables is required:

G.6.7.1. Report containing as a minimum;

- i. Terms of Reference
- ii. Method Statement
- iii. Assessment Overview (per building/space and per room) including as a minimum:
 - AMP spreadsheets
 - Narratives
 - Photographs
- iv. Report on Stakeholder engagements, consultations and reference documents undertaken and applied
- v. Findings

G.6.7.2. The above report must be based on; and include the following:

A) AMP Spreadsheets:

The Government Immovable Asset Management Act, No 19 of 2007 (GIAMMA), seeks to introduce measures to ensure a uniform framework for the management of immovable assets that are used by (or is reserved for) a national or a provincial department in support of its service delivery objectives. The following templates, in relation to RICHMOND Hospital, from the Immoveable Asset Management in National and Provincial Government Guideline For Users User Asset Management Plans (available from the CIDB Toolkits), to be used:

- Template 1: Schedule of asset requirements per budget programme
- Template 2: Schedule of all assets currently occupied by or allocated to the facility
- Template 2: Planned maintenance on assets currently occupied by or allocated to the User
- Template 3: Schedule of functional performance per asset
- Template 4: Schedule of current utilisation
- Template 5: Utilisation Improvement Plan
- Template 6: Gap Analysis
- Template 7: Asset Plan
- Template 8: New Asset Requirements
- Template 9: Refurbishment or Reconfiguration Requirements
- Template 10: Assets Identified for surrender
- Template 11: Repair Requirements

The following methodology for determining functional performance of assets to be applied:

- i. A critical aspect of a U-AMP is the assessment of the functional performance of an immovable asset. Functional performance is the measure which a User should apply to determine the extent to which an asset meets the asset requirements and thereby the service delivery objectives that such an asset supports. The paragraphs below describe a methodology that could be applied for accommodation. User may have to develop similar methodologies for other categories of assets where this functional performance methodology would not be applicable.
Required Performance Standard
- ii. The application of a performance assessment requires the determination of a required (or ideal) performance standard. This required performance standard is the standard expected of the accommodation and will provide the baseline against which it should be measured. The required performance standard should be a strategic decision that will affect the management of immovable assets throughout their lifecycle. Table 1 can be used to determine the required performance rating.

Table 1: Required Performance Standard

Performance Standard	Condition Standard	Index
Highly sensitive functions with critical results or high profile public building	Assets to be in best possible condition, Only minimal deterioration will be tolerated	P5
Business operations requiring good public presentation and high quality working environments	Assets to be in good condition operationally and aesthetically, benchmarked against industry standards for that particular class of asset	P4
Functionally focussed assets at utility level	Assets to be in reasonable condition, fully meeting operational requirements	P3
Functions are providing essential support only, with no critical operational role (e.g. storage) or asset has limited life	Condition needs to meet minimum operational requirements only	P2
Functions have ceased and the asset is dormant; pending relinquishment, etc	Condition can be allowed to deteriorate or marginally maintained at minimal cost	P1

- iii. The accessibility rating provides an indication of the asset's physical location in relation to the service delivery objectives. This includes the accessibility of the accommodation for the general public, or members that have to conduct their business at the asset. The allocation of the accessibility rating has to take into consideration what is expected of the asset. Eg. A facility that does not require public access, should not be marked down on accessibility should it not provide for public access. 4. Table 2 can be used to allocate an accessibility rating for the asset.

Table 2: Accessibility Rating

General Description	Rating
The asset fully support service delivery objectives; is fully accessible to the general public with well-designed public areas and parking; is accessible for the physically challenged; and has all the services required by the functions performed in the accommodation.	A5
The asset mostly supports service delivery objectives; is fairly accessible to the general public with moderately designed public areas and parking; is accessible for the physically challenged to the main areas; and have the majority of services required by the functions performed in the accommodation.	A4
The asset partially support service delivery objectives; is accessible to the general public with limited public areas and parking; has limited accessibility for the physically challenged; and has the minimum services required by the functions performed in the accommodation.	A3
The asset limits achievement of service delivery objectives; is not generally accessible to the general public with limited public areas and parking; is not accessible for the physically challenged; and does not have the services required by the functions performed in the asset.	A2
The asset does not support service delivery objectives at all; is not at all accessible to the general public and should not be used for the current service delivery objectives	A1

- iv. The required performance standard allocated in Table 1 as well as the accessibility rating allocated in Table 2 is used as cross references to determine the suitability index of the asset as indicated in Table 3.

Table 3: Suitability Index

Accessibility					
Rating Required Performance Standard	A1 (Very Poor)	A2 (Poor)	A3 (Fair)	A4 (Good)	A5 (Excellent)
P5	C	C	B	A	A
P4	C	C	B	A	A
P3	C	B	B	A	A
P2	C	B	A	A	A
P1	C	C	C	C	A

A	The asset is fully suitable for its required function
B	The asset meets the minimum suitability criteria for its function
C	The asset does not meet the required suitability criteria

- v. The condition rating is utilised to give a brief indication of the physical condition of the asset (It should be noted that this is not a full condition assessment). Table 4 is used to allocate a condition rating to the asset.

Table 4: Condition Rating

Condition Status	General Description	Rating
Excellent	The asset has no apparent defects. Appearance is as new. Risk Index: No effect on service capability. No risk.	C5
Good	The asset exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes. Risk Index: Intermittent, minor inconvenience to operations. Probability of risk to health & safety or property is slight. Low cost implication.	C4
Fair	The asset is in average condition, deteriorated surfaces require attention; services are functional, but require attention, backlog maintenance work exists. Risk Index: Frequent inconvenience to operations. Some risk to health & safety or property. Medium cost implications	C3
Poor	The asset has deteriorated badly, with some structural problems. General appearance is poor with eroded protective coatings; elements are broken, services are interrupted; significant number of major defects exists. Risk Index: Many disruptions to service capability, some risk to health & safety or property. High cost implication.	C2
Very Poor	The asset has failed; is not operational and is unfit for occupancy. Risk Index: Accommodation is unusable, immediate high risk to security, health & safety or property. Significant cost impact.	C1

- vi. The operating performance Index is determined by a cross reference between the required performance standard and the condition rating. Table 5 is used to determine the operating performance index.

Table 5: Operating Performance Index

Required Performance Standard	Condition Rating				
	C1 (Very Poor)	C2 (Poor)	C3 (Fair)	C4 (Good)	C5 (Excellent)
P5	3	3	3	2	1
P4	3	3	2	1	1
P3	3	3	2	1	1
P2	3	2	1	1	1
P1	2	1	1	1	1

1	The asset standards exceeds the level expected for functional and operational requirements
2	Functional Performance meets the standards expected for functional and operational requirements
3	Functional Performance does not meet the standard expected for functional and operational requirements

- vii. The functional performance rating is determined by utilising the suitability index as well as the operating performance index that was determined in the previous steps. Table 6 can be utilised to determine the functional performance rating.

Table 6: Functional Performance Index

Suitability Index	Operating Performance Index		
	1 - Optimal	2 - Minimum	3 - Outside
Optimal- A	A1	A2	A3
Minimum - B	B1	B2	B3
Outside - C	C1	C2	C3

“A1” - The asset is operating optimally and is fully suitable for its required function

“A2” - The asset meets the minimum operating criteria and is fully suitable for its required function

“A3” - The asset does not meet the minimum operating requirements but is fully suitable for its required function

“B1” - The asset meets the optimal operating requirements but only meets the minimum suitability criteria for its required function

“B2” - The asset meets the minimum operating and suitability criteria for its required function

“B3” - The asset does not meet the minimum operating criteria but meets the minimum suitability criteria for its required function

“C1” - The asset is operating optimally but does not meet the minimum suitability criteria

“C2” - The asset meets the minimum operating criteria but does not meet the minimum suitability criteria

“C3” - The asset does not meet the minimum operating criteria and does not meet the minimum suitability criteria

Figure 2: Decision Framework based the Condition Assessment of immovable Assets

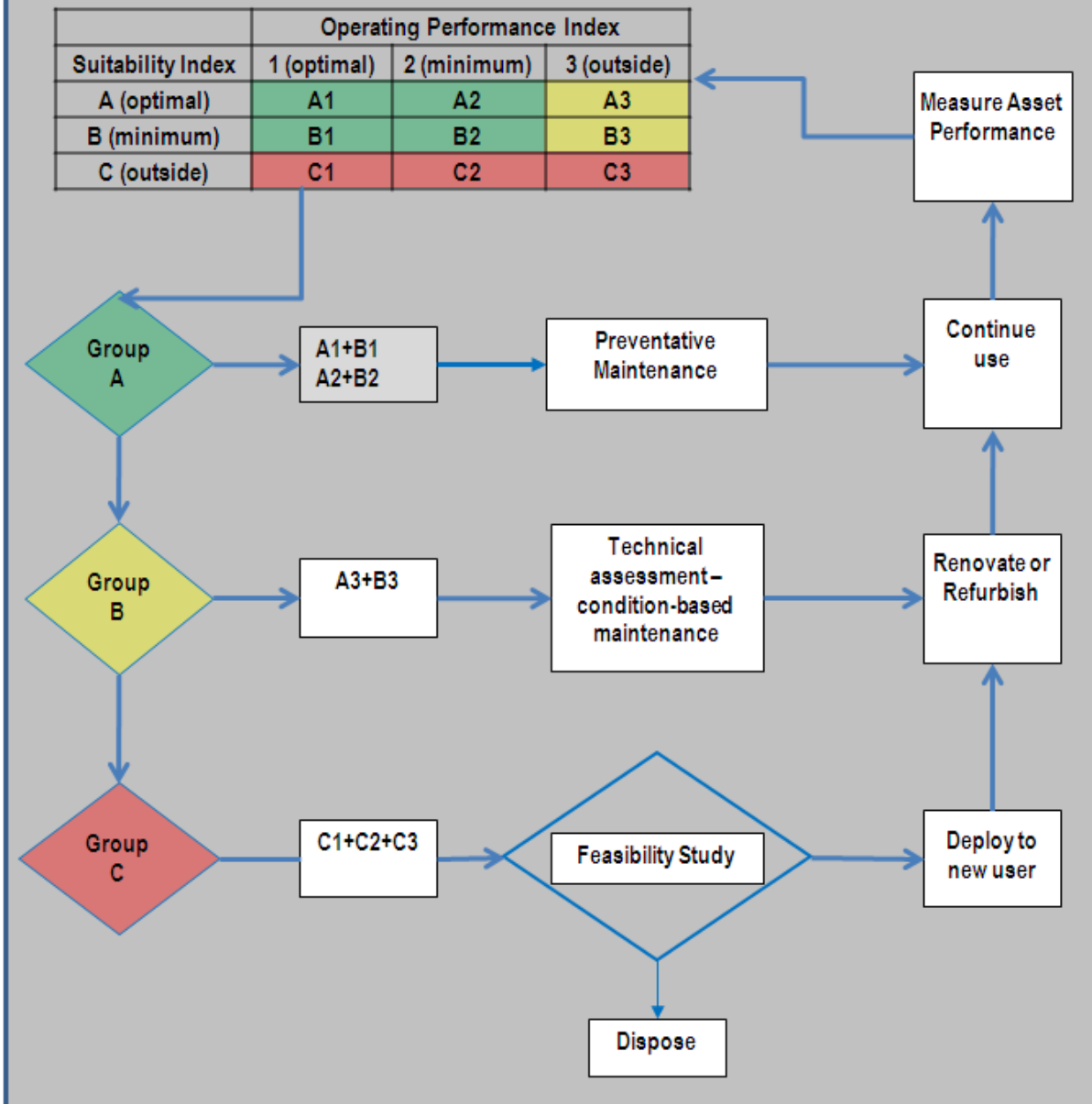


Figure 1: Decision Framework based on the Condition Assessment of Immovable Asset

viii. A Health Technology Assessment (HTA) needs to be carried out with the following rating tool:

Table 7: Health Technology Assessment

SCORE	FUNCTIONALITY	INTERPRETATION OF RATING
1	Very Poor	Does not meet the required standards, and is totally unacceptable. Major repairs and/or major replacements are required to restore functionality
2	Poor	Barely meets the required standards and barely fulfilling its intended purpose. Major defects and significant repairs are required.
3	Fair	Meets about 50% of the required standards and partially serving its intended purpose. Average defects with minor and some infrequent larger repairs required
4	Good	Meets most required standards, performing satisfactorily but not optimally. Exhibits superficial wear and tear, minor defects, and minor signs of deterioration to surface
5	Excellent	Meets all the required standards and serving its purpose. Has no defects and appearance is as new.

ix. Set of As-built drawings and related documents, inclusive of all above ground and underground services. Documents must include:

- AutoCAD/Revit As-built Drawings
- Reports (word or Excel) on all structures, spaces, services and systems
- Actual studies, surveys, test and investigation results (no desktop studies) – eg results from camera investigations of underground sewers, geotech testing results, traffic impact studies, and so on.
- Full cadastral survey (including defining or confirming the boundaries, servitudes, and so on)
- A block plan showing condition of all structures and services in colour:
 - Blue = being in good condition and use
 - Green = need maintenance
 - Yellow = need minor work
 - Orange = need major work
 - Red = needing to be demolished

G.6.8. Services and level of skill required for Output 1: Conditional Assessment

G.6.8.1. Roles and responsibility of Lead Consultant

- Client Liaison
 - Understanding and verification of client requirements,
 - Primary contact between consultant team and the client / representative of the consultant team
- Stakeholder Management
 - This includes the identification of stakeholders,
 - Appropriate engagement with various parties, and
 - Sufficient and intensive consultation
- Communication Management
 - Establish how communication and interactions are to take place
 - Ensure participation and consultations
 - Ensure Adequate communication

- Keep records of communication
- Project planning and management
 - Prepare the project methodology,
 - Ensure effective time management through the preparation of an approved, detailed project programme / time management), managing and updating the timelines and activities to be carried out by the Employer or by others.
 - Management of the project budget in line with the project timelines and deliverables.
 - Effective quality assurance and coordination of project deliverables
 - Resource management of the project team,
 - Risk Management
- Project Administration
 - Documentation control, record keeping, preparation of minutes, agendas and attendance registers
 - Meeting, consultation and site visit management and coordination.
 - Project finalisation and Presentations

G.6.8.2. Qualifications, registrations and/or experience for the lead consultant

The lead consultant is a Registered Professional Project Manager or Built Environment Professional who can demonstrate previous experience and successful execution in the tasks required.

G.6.9. Minimum services and level of skills

The following minimum services and level of skills is required:

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
Co-ordination Facilitation	Over-all co-ordination including planning, execution and finalisation Administration Presentations Facilitation of the project including: Stakeholders' Participation Consultations	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
Consultations and Stakeholder engagement	Sufficient and intensive consultation and Stakeholder engagement is to take place. This will include (but not limited to) meetings, consultation, etc with: The Facility DOH District DOH Head Office Local authority Other Authorities Statutory bodies	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
		Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills
		Land Surveyor	Registered Land Surveyor
		Quantity Surveyor	Professional Quantity Surveyor with 6 years post registration experience
		Geo-technical Engineer	Professional Registered Engineer 6 years post registration experience

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
	Other Departments Other parties	Civil Engineer	Professional Registered Engineer 6 years post registration experience
		Structural Engineer	Professional Registered Engineer 6 years post registration experience
		Mechanical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		Electrical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		IT Specialist	Professional with 5 years' experience
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 6 years' experience
		Waste Management Specialist	Professional with 6 years' experience 6 years post registration experience as well as Health planning experience of 5 years
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
		Health Planner	Professional with 5 years' experience
Investigations, Field work and Assessments	All necessary investigations, field work and assessments to be carried	Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills Technologist/s with 3 years of experience
		Land Surveyor	Registered Land Surveyor
		Quantity Surveyor	Professional Quantity Surveyor with 6 years post registration experience
		Geo-technical Engineer	Professional Registered Engineer with 6 years post registration experience
		Civil Engineer	Professional Registered Engineer with 6 years post registration experience Technologist/s with 3 years of experience
		Structural Engineer	Professional Registered Engineer 6 years' experience Technologist/s with 3 years of experience
		Mechanical Engineer	Professional Registered Engineer with 6 years post registration experience as well as Health planning experience of 5 years Technologist/s with 3 years of experience
		Electrical Engineer	Professional Registered Engineer with 6 years post registration experience as well as Health planning experience of 5 years Technologist/s with 3 years of experience
		IT Specialist	Professional with 5 years' experience
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 6 years' experience & Health planning experience
		Waste Management Specialist	Professional with 6 years' experience & Health planning experience
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
		Health Planner	Professional with 5 years' experience

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
Analysis, reporting and presentations	Analysis, interpretation and presentation of data collated and captured, including proposals and recommendations	Administrative	
		Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
		Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills
		Land Surveyor	Registered Land Surveyor
		Quantity Surveyor	Professional Quantity Surveyor with 6 years post registration experience
		Geo-technical Engineer	Professional Registered Engineer 6 years post registration experience
		Civil Engineer	Professional Registered Engineer 6 years post registration experience
		Structural Engineer	Professional Registered Engineer 6 years post registration experience
		Mechanical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		Electrical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		IT Specialist	Professional with 5 years' experience
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 5 years' experience
		Waste Management Specialist	Professional with 6 years' experience as well as Health planning experience of 5 years
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
Health Planner	Professional with 5 years' experience		
Administrative			
Cost control, Measuring and Estimating	Overall cost control and the measurement and estimation of proposals and recommendations	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
		Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills
		Quantity Surveyor	Professional Quantity Surveyor with 6 years post registration experience
			Technologist/s with 3 years of experience
		Mechanical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		Electrical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		IT Specialist	Professional with 5 years' experience
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 5 years' experience
		Waste Management Specialist	Professional with 6 years' experience as well as Health planning experience of 5 years
Administrative			

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
		Health Planner	Professional with 5 years' experience
		Administrative	
Administration and Data capturing	All required administrative duties and capturing of data	Administrative	

G.6.10. Planning and programming for Output 1: Condition Assessment

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, and so on including the activities to be carried out by the Employer or by others.

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

Deliverables	Department of Health Deliverables	Consultant Deliverables	Duration to produce deliverables from each stage (dates are not necessarily consecutive but can overlap)
Briefing	Consultants' Briefing		1 week
Outcome 1: Condition Assessment		Terms of reference and methodology	1 week
		Consultations and Stakeholder engagement	Ongoing for duration
		Draft Investigations, Field work and Assessments	1 month
		Draft Analysis, reporting and presentations	1 month
		Report and present	2 weeks
	Evaluation		2 weeks
		Final Investigations, Field work and Assessments	2 weeks
		Final Analysis, reporting and presentations	2 weeks
		Report and present	1 week
Approval			1 week

In preparing timelines, the following Gates for the conditional assessment must be noted and planned for:

B) Inception Report

This report must provide a synopsis of the assignment as understood by the Service Provider Team. It is necessary that it provides an overall overview and WBS-based summaries (Professional discipline-based). As a minimum a methodology / development approach to undertake assignment must be provided. As a bare minimum, the Schedule, Resource and Quality, Cost and Risk management plan must accompany the methodology. Effective engagement and communication with identified stakeholders is critical for project success. Outline how this shall be achieved.

C) Current state health services report:

- Services rendered in the facility with performance indicators for all services.
- Referral system
- Major constraints and risks associated with the facility and its referral capability.

D) Condition Assessment

Condition Assessment report excluding furniture and medical equipment. Architectural and structural report on buildings. Services report (all services- Medical gas, sewer, ICT, electrical MV and LV, hot water systems, steam generation and supply, water, etc)

- Confirm the Required performance standard with the client:
 - Overall Service Platform
 - Components of the Service Platform
 - Sub-components where required
- Accessibility Rating. This should be in line with legislation, guidelines and provincial service requirements.
 - Overall Facility
 - Components of the facility
- Suitability Rating. This should be in line with legislation, guidelines and provincial requirements
 - Condition Rating;
 - Overall Facility
 - Components of the facility
- Operational Performance
 - Overall Facility
 - Components of the facility
- Functional Performance
 - Overall Facility
 - Components of the facility

E) As built drawings

As built drawings for the whole facility as a AutoCAD [DWG] or Revit file, etc. Confirm the facility boundary with supporting evidence.

F) Reports and Studies

- List of heritage buildings with summary report on possible impact on master planning and clearly indicated on the facility layout drawings
- Bulk services report
- Detailed geotechnical report of the site through site investigations
- Hydrological studies with yield and quality of ground water
- Traffic assessment studies
- Environmental studies

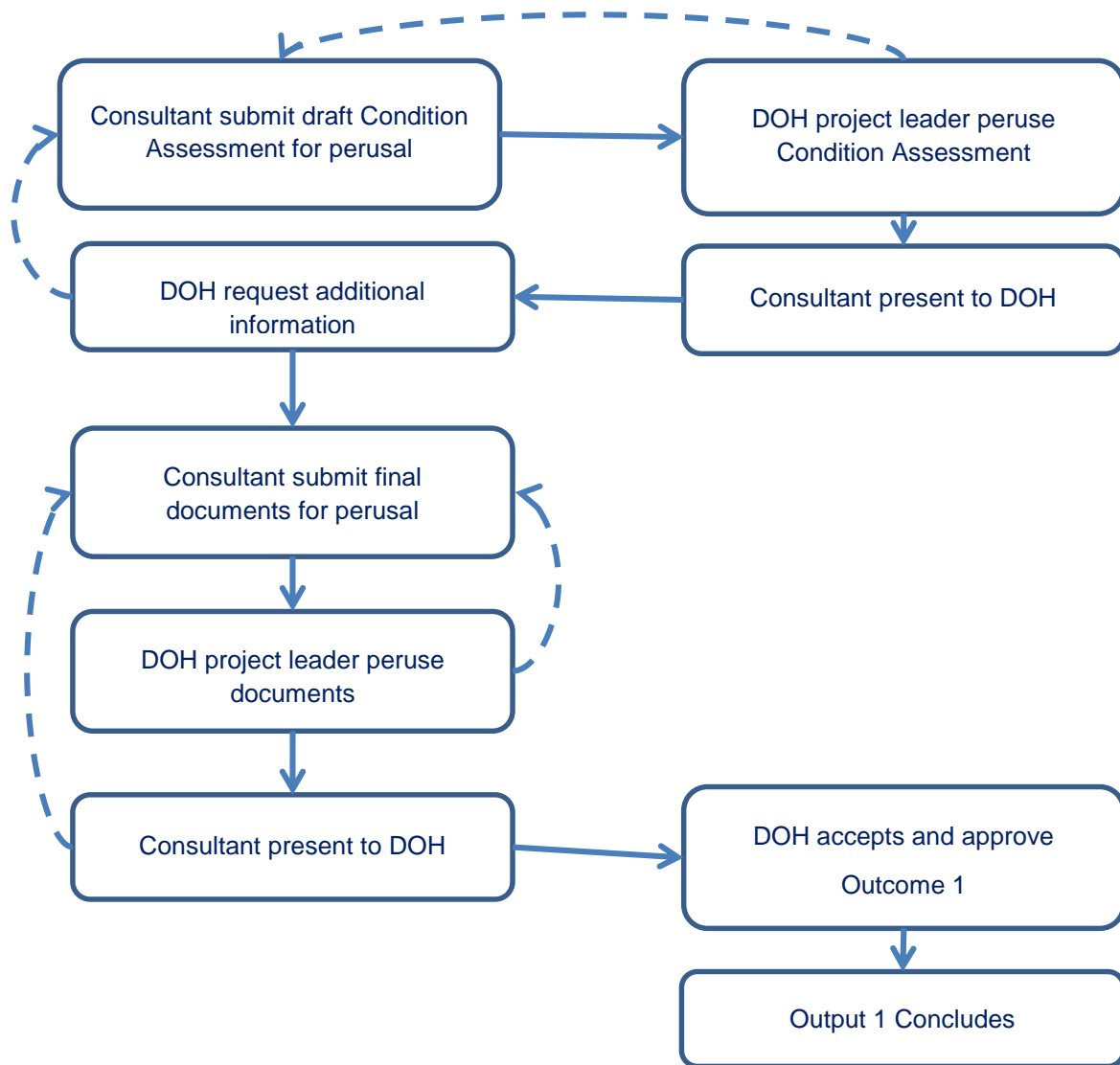
G) Asset Register

Asset Register for movable and fixed medical equipment with condition rating and remaining life, etc. Furniture must be excluded in this exercise.. Estimated replacement value of equipment must be included.

H) Future State health services report

- Services to be rendered in the future including the proposed revisions to bed allocation
- Future Referral system (even if unchanged)
- Outline how major constraints and risks associated with the facility and its referral capability are addressed by the proposed development scheme(s).

G.6.11. General Approval Process for Output 1: Condition Assessment



G.7. Output 2: Master plan

Note: Each Output will be evaluated at the completion of the Output and the Department may at any stage at its discretion omit in part or in full any ensuing stages linked to the project

The Masterplan follows on Output 1: Condition Assessment .

The main objective of the proposed master plan is to determine any and all projects required to achieve a fully functional and compliant (compliance refer to all related legislative requirements, policies, guidelines and specifications) facility. These projects must address the physical or operational deficiencies that have been determined under Output 1.

Master Planning is a necessary component in the planning, revitalising and maintaining of the existing hospital facility. A Master Plan is an evolving planning document that establishes the framework and key elements for a logical development strategy from an existing physical portfolio of facilities to a defined future vision for an optimal healthcare environment. It coordinates diverse considerations and

aspirations into a strategic long term vision for facilities by combining both healthcare and facility planning, in an open and consultative process. A hospital Master Plan is not arrived at in isolation but is one of the interim processes between the strategic directions set by the Department of Health and the delivery of built assets through the Infrastructure Asset Management Plan. Therefore, it aligns with the Department's Strategic Plan and is in accordance with corporate objectives and policies, whilst sensibly addressing resourcing constraints.

The purpose of Master Planning of the hospital is to provide a logical development strategy, which supports the service delivery requirements of the hospital and should result in the identification of forward-looking, logical and cost-effective 'activity precincts' that take into account all engineering and environmental factors impacting upon a site. It also proposes a logical development sequence and should guide future site developments. A Master Planning exercise can act as a stimulus to the development of supportive non-asset solutions that may assist in community development over time.

Infrastructure asset management planning continuously reviews the balance between service delivery and the facilities, which exist to deliver the services. When an imbalance or the potential for over-provision or under-provision is identified, Facilities Planning has the responsibility to initiate action to rectify the situation thus conducting a Master Planning exercise ahead of potential problems; the Department of Health has the opportunity to carefully consider the issues and to plan solutions. The provision of professional technical advice and services results in opportunities to identify cost efficient solutions to provide and improve facilities. Options can be canvassed and further investigated before decisions are made to support a particular course of action. The schematic pictorial representation of the Master Plan provides an easy reference to which most participants can relate. The essential elements of the Plan are clarified and responsibilities to further the Plan are allocated.

While the creation of a Master Plan does not imply a financial commitment to progress projects, it can be a significant factor in establishing the support necessary to improve healthcare services thereby improving the burden of disease in communities.

The Master Planning Process must be an inclusive process based on wide-spread consultation to ensure that there is shared ownership of the outcomes. This includes the Departmental Programmes, the Facility management, District Offices, Hospital Board as well as contact with local authorities, applicable entities and Government agencies. An experienced facilitator should be identified with a strong grasp of the technical aspects of facility planning, as well as leadership capabilities and facilitation skills to manage the framework for the process.

It is important to ensure that stakeholders fully understand what is involved in a Master Plan, including the limitations, which may affect its implementation. This avoids unrealistic expectations being raised during and after the Master Planning process.

Provided the deliberations of the Master Planning Committee proceed with reference to Government policies and directions, the outcomes for the Master Plan should comply with current Government priorities. The effect of this is that the proposed solutions should be able to be included in the Infrastructure Asset Management Plan with minimum of further justification.

G.7.1. Scope of Work for Output 2: Master plan

The plan must prioritise the projects and provide Order-of-Magnitude estimates for all projects. Output 2: Master plan will have two (2) categories:

- Operational Master Plans – These are short-term plans linked to an immediate project or event and may not necessarily target the entire site. This will most likely include maintenance type projects and minor works.
- Long Term Master Plans – These plans are developed within a more strategic framework and will target the whole site. The process involves extensive consultation with a wide range of stakeholders, a comprehensive approach to factors impacting the site and possibly a staged approach to site development.

Works that are identified in a Master Plan are to be staged over a period of time to meet the expected growth and/or renewal pattern. Early identification of these works assists in their consideration as justified projects to be programmed in the Infrastructure Asset Management Plan. The expected number and nature of projects will most likely exceed the funds available; therefore projects must be subject to the application of province-wide priorities. The scope of the Master Plan is outlined below:

- Terms of Reference
- Method Statement
- Narrative on
 - Management, operations, and personnel considerations
 - Proposed service based zones or precincts, movement of vehicles, staff, visitors, patients, and so on through the facility
 - Overall feasibility and functionality of facility
 - Accessibility – externally, internally, universal, and so on
 - Results from any specialist studies
 - Known cultural or heritage issues affecting the site
 - Existing facilities audit including capacity by built asset as was determined in Output 1
 - Identification of any possible acquisition or divestment of land
 - Known site constraints or opportunities, such as street frontage, parking, access points and so on.
 - Known third party intentions for areas adjacent to, or within the site
 - Known proposals to share facilities with the local authority, community or other agencies
 - Constraints such as street frontage, site access points, sensitive environmental areas, etc.
 - Contour, geo-technical and traffic surveys
 - Caveats on the site, traffic flows in the vicinity of the site, environmental issues, legislative and departmental requirements including relationships between spaces, buildings, departments and so on.
- Development, scoping, prioritising and sequencing of the capital needs into integrated Operational (short term) Plan and Long Term (medium and long-term) Plan. Proposed projects need to be optimised to balance conflicting objectives and constraints
- Analysis of renovation / addition / replacement / adaptive re-use alternatives.
- Exploration of options and alternative scenarios
- Triggers for bulk services upgrading such as; IT (the vision for technology and its integration may have implications for future costs and upgrading), fire, electrical, security and so on.

- Redundancies, Contingencies and Decanting requirements/strategies
- Green, environmental-friendly or sustainable Initiatives and/or alternative solutions, such as:
 - Alternative energy sources
 - Waste management
 - Water management
 - Energy saving initiatives
 - Alternative construction
 - Other
- Budgets and life cycle costs with proposed solutions, benefits alternatives, priorities and scenarios
- High level cost estimates relating to Buildings costs, and impacting on Operational costs and HTS costs

G.7.2. Deliverable for Output 2: Master plan

The Master Plan must be Implementable, Cost Sensitive (financial, physical & human resource limitation (optimize available resources, ie capital & operating costs)) and Flexible (able to adapt to future/new development (political, social, economic, technology))

The Master Plan must include the following minimum information:

- i. Terms of Reference
- ii. Methodology
- iii. Overview of investigation

Below are the minimum requirements. Allowance should to be made for additional requirements that may be identified during Output 1 or through consultation.

- Data Collection
 - Workload data eg OPD attendances, delivery rate, surgery done per month and so on.
 - Utilization data – Approved beds, Usable beds, Bed Utilisation numbers per discipline, average length of stay, waiting time and so on.
 - Physical Space Inventory eg No of blocks, wards, delivery rooms and so on.
 - Previous Masterplan (verify with Departments of Health and Public Works)
 - Aerial and supporting photographs
 - As Built Drawings
- Conceptual Direction for Hospital Development
 - Identify trends & direction in public hospital development including Ideal Facilities and National Health Insurance
 - Established conceptual direction of the proposed hospital development
- Site Planning
 - Determine opportunities & constrains of site for future development
 - Identify site conditions requiring corrective action

- Determine the best use of the Hospital's land resources
- Potential sites:
 - Within the hospital site (on site) or outside the site – to be sufficient to support new development
 - Land search & procurement
 - Hospital site plan
- Service routes (including underground)
- Feasibility & Suitability – location, transportation, optimizing resources and so on.
- Existing Building Analysis
 - Condition assessment (refer to Output 1)
 - Assess the adequacy & appropriateness of the existing plant to accommodate current & future developments
 - Utilities (water, electricity, Generators, HVAC and so on.), Medical gases and so on.
- Master Zoning Analysis
 - Document & evaluate appropriateness of current space allocations
 - Evaluate current building zones & the improvements future development could provide
- Departmental Analysis
 - Conduct functional analysis for each department/unit
 - Determine adequacy of facilities in each department
 - Appropriateness of interdepartmental relationship
 - Adequacy of space to accommodate current workload
 - Physical condition & potential for expansion & conversion
- Department workload Projection
 - Basis for estimating future departmental space requirements
 - Workload / Utilization
 - Long term (5-10 years)
- Facility Requirement Projection
 - Project facility required to support anticipated departmental activity levels
 - Estimate the space requirements for each areas
- Facility Development Concept
 - Identify the best facility development concept
 - Invite user involvement as much as possible, eg departmental growth options, Centralization vs decentralization, Interdepartmental affinities & dependencies, Operating system & access, Material flow & handling system and so on.
- Alternative Development Strategies :
 - Alternative strategies to achieve the projected facility requirements
 - Strength & weakness of each strategies
 - Review strategies with Team & select a final course of action

- Hospital Master Plan
 - Operational Master Plan
 - Prioritised list and description of projects
 - Proposed an implementation Plan
 - Phased development & the proposed time schedule
 - Order of Magnitude estimates per project
- Long Term Master Plan
 - Prioritised list and description of projects
 - Proposed an implementation Plan
 - Phased development & the proposed time schedule
 - Order of Magnitude estimates per project
- Phased Block plans/Site plans showing priorities
- Demolition plan
- Decanting plan
- Redundancies list
- Conclusion

G.7.3. Services and level of skill required for Output 2: Masterplan

G.7.3.1. Roles and responsibility of Lead Consultant

- Client Liaison
 - Understanding and verification of client requirements,
 - Primary contact between consultant team and the client / representative of the consultant team
 - Stakeholder Management
- This includes the identification of stakeholders,
- Appropriate engagement with various parties, and
- Sufficient and intensive consultation

Communication Management

- Establish how communication and interactions are to take place
- Ensure participation and consultations
- Ensure Adequate communication
- Keep records of communication

Project planning and management

- Prepare the project methodology,
- Ensure effective time management through the preparation of an approved, detailed project programme / time management), managing and updating the timelines and activities to be carried out by the Employer or by others.
- Management of the project budget in line with the project timelines and deliverables.
- Effective quality assurance and coordination of project deliverables

- Resource management of the project team,
- Risk Management

Project Administration

- Documentation control, record keeping, preparation of minutes, agendas and attendance registers
- Meeting, consultation and site visit management and coordination.
- Project finalisation and Presentations

E.23. Qualifications, registrations and/or experience for the lead consultant

The lead consultant is a Registered Professional Project Manager or built environment professional who can demonstrate previous experience and successful execution in the tasks required.

E.24. The following minimum services and level of skills is required:

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
Facilitation	Facilitation of the project including: Stakeholders' Participation Consultations	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
Co-ordination	Over-all co-ordination including planning, execution and finalisation Administration Presentations	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
Consultations and Stakeholder engagement	Sufficient and intensive consultation and Stakeholder engagement is to take place. This will include (but not limited to) meetings, consultation and so on with: The Facility DOH District DOH Head Office Local authority Other Authorities Statutory bodies Other Departments Other parties	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
		Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills
		Civil Engineer	Professional Registered Engineer 6 years post registration experience
		Structural Engineer	Professional Registered Engineer 6 years post registration experience
		Mechanical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		Electrical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 6 years' experience
		Waste Management Specialist	Professional with 6 years' experience 6 years post registration experience as well as Health planning experience of 5 years
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
		Health Planner	Professional with 5 years' experience
Administrative			

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
Investigations and Assessments	All necessary investigations and assessments to be carried out	Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills Technologist/s with 3 years of experience
		Civil Engineer	Professional Registered Engineer with 6 years post registration experience Technologist/s with 3 years of experience
		Structural Engineer	Professional Registered Engineer 6 years' experience Technologist/s with 3 years of experience
		Mechanical Engineer	Professional Registered Engineer with 6 years post registration experience as well as Health planning experience of 5 years Technologist/s with 3 years of experience
		Electrical Engineer	Professional Registered Engineer with 6 years post registration experience as well as Health planning experience of 5 years Technologist/s with 3 years of experience
		IT Specialist	Professional with 5 years' experience
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 6 years' experience & Health planning experience
		Waste Management Specialist	Professional with 6 years' experience & Health planning experience
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
		Health Planner	Professional with 5 years' experience
		Administrative	
		Analysis, reporting and presentations	Analysis, interpretation and presentation of data collated and captured, including proposals and recommendations
Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills		
Land Surveyor	Registered Land Surveyor		
Civil Engineer	Professional Registered Engineer 6 years post registration experience		
Structural Engineer	Professional Registered Engineer 6 years post registration experience		
Mechanical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years		
Electrical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years		
IT Specialist	Professional with 5 years' experience		
Fire Specialist	Professional with 5 years' experience		
Wet Services Specialist	Professional with 5 years' experience		
Waste Management Specialist	Professional with 6 years' experience as well as Health planning experience of 5 years		
Environmental Specialist	Professional with 5 years' experience		
Sustainable Specialist	Professional with 5 years' experience		
Health Planner	Professional with 5 years' experience		
Administrative			

Service		Consultants	
Type	Minimum Requirements	Minimum Consultants required	Level of Skills
Cost control, Measuring and Estimating	Overall cost control of the two outcomes and the measurement and estimation of proposals and recommendations	Lead Consultant	Professional Registered Project Manager or Built Environment Professional with proven experience on similar projects
		Architect	Professional Registered Architect with 6 years post registration experience as well as Health planning experience of 5 years, project management and leadership skills
		Quantity Surveyor	Professional Quantity Surveyor with 6 years post registration experience
			Technologist/s with 3 years of experience
		Mechanical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		Electrical Engineer	Professional Registered Engineer 6 years post registration experience as well as Health planning experience of 5 years
		IT Specialist	Professional with 5 years' experience
		Fire Specialist	Professional with 5 years' experience
		Wet Services Specialist	Professional with 5 years' experience
		Waste Management Specialist	Professional with 6 years' experience as well as Health planning experience of 5 years
		Environmental Specialist	Professional with 5 years' experience
		Sustainable Specialist	Professional with 5 years' experience
Health Planner	Professional with 5 years' experience		
Administrative			
Administration	All required administrative duties	Administrative	

G.7.4. Planning and programming for Output 2: Masterplan

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, and so on including the activities to be carried out by the Employer or by others.

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

Deliverables	Department of Health Deliverables	Consultant Deliverables	Duration to produce deliverables from each stage (dates are not necessarily consecutive but can overlap)
Outcome 2: Master Plan		Terms of reference and methodology	1 week
		Consultations and Stakeholder engagement	Ongoing for duration
		Draft Analysis, reporting and presentations	1 month
		Report and present	1 week
	Evaluation		2 weeks
		Final Analysis, reporting and presentations	2 weeks
		Sign-off by Hospital	1 week
		Sign-off by District	1 week
		Presentation to Health Infrastructure Approval Committee (HIAC)	2 weeks
		Recommendation by HIAC	2 days
		Sign-off by HOD	1 week

In preparing timelines, the following Gates for the conditional assessment must be noted and planned for:

G.7.4.1. Proposed Master Plan

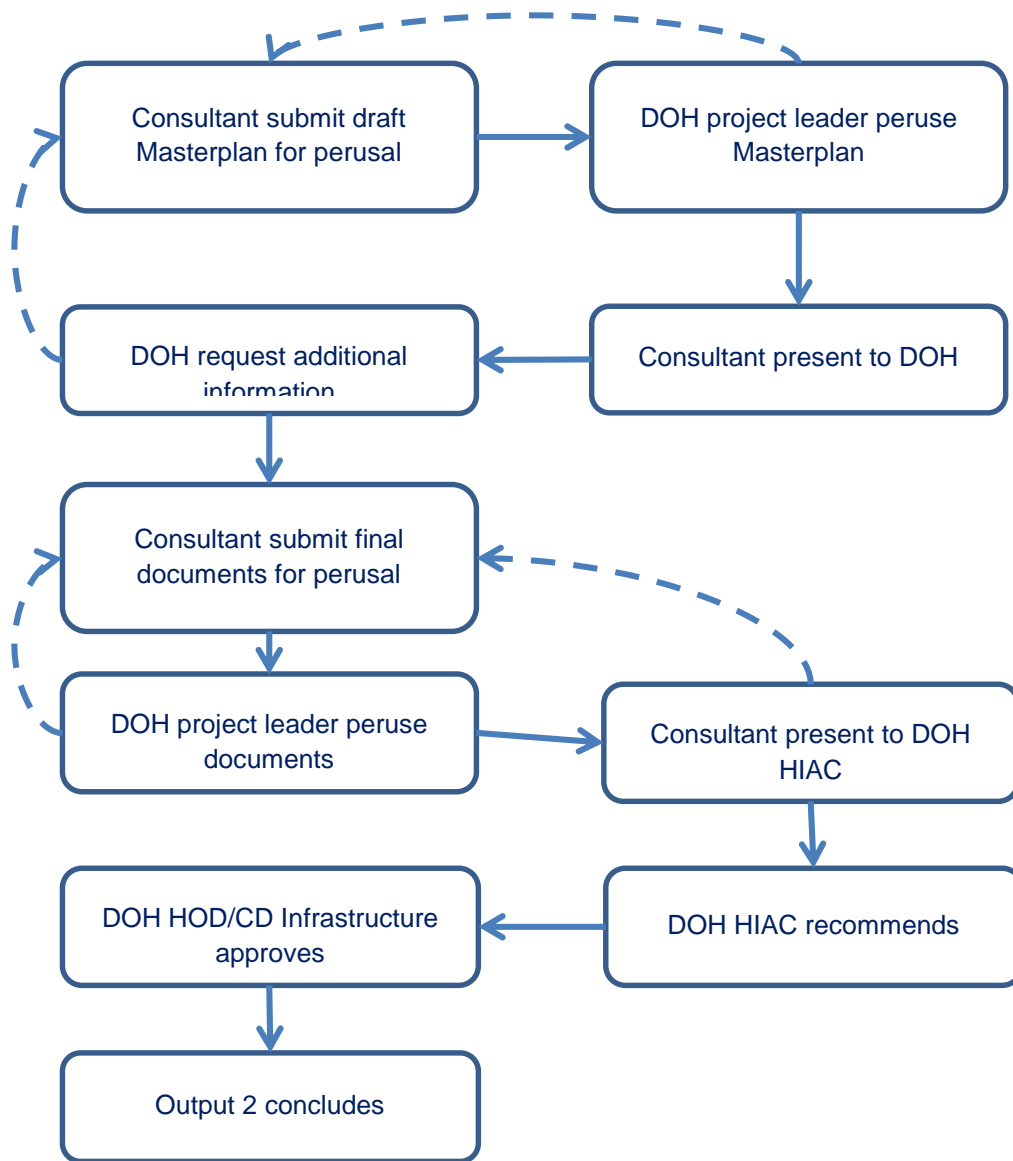
- i. Minimum of two development schemes with a rough order of magnitude estimate (ROM)
- ii. Must incorporate all appointed professional disciplines in an integrated manner
- iii. Outline constraints in meeting required performance standard or requirement
- iv. Presentations to client and stakeholders must be in user-friendly format including 3-D presentations

G.7.4.2. Detailed and costed masterplan of the agreed development scheme

- i. Final integrated report in original format and pdf
- ii. Summary report (max 20 pages)
- iii. Detailed report
- iv. List of all earlier reports and drawings

G.7.4.3. General Approval Process for Output 2: Masterplan

The approval process for Output 2 will follow the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the Health Infrastructure Approval procedures (HIAC).



G.8. General Notes and requirements

The following applies to both Outputs and refer to the original published document/s and all subsequent amendments or addendums.

G.8.1. 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 and R158 Ideal Facilities
Standards:	Infrastructure Unit Support Systems (IUSS) guidelines and R158; and all applicable standards, regulations and/or specifications of KZN Department of Health and National
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

G.8.2. Software Application for documents

- Programming software shall be the latest version of MS Projects
- Drawing program 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

G.8.3. 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.

G.8.4. 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.

G.8.5. Copyright

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

G.8.6. 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.

G.8.7. 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.

G.8.8. Format of Communications

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

G.8.9. Key Personnel

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

G.8.10. Management Meetings

Project Management meetings to monitor project progress will take place every 14 calendar days or when determined by the Department.

G.8.11. Forms for Contract Administration

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

G.8.12. 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 by the Employer. Time sheets are to clearly state work performed.

G.8.13. 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 Project Manager and may include but not be limited to the following documents:

- Financial control methodology - cost reports and cash flows
- Project programs

G.8.14. 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.

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

G.8.15. Project budget

The estimated project works value is R 3,000,000.00 (Inclusive of 15% VAT) and is of an investigatory, planning and reporting nature.

G.8.16. Cost and pricing of the project

Pricing of the work to be priced as per the two Outputs of the scope of works and must include:

- i. Complete and detailed breakdown of the cost per Output as no variations will be entertain unless specifically requested by the client
- ii. What informed the cost and/or how costing was derived at
- iii. Disbursements must be included

There are two Outputs and payment will be made at the completion and acceptance of each deliverable. The deliverables are:

- Output 1: Condition Assessment
- Output 2: Master Plan

G.8.17. Project Details

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

- Registered Professional Electrical Engineer
- Registered Professional Mechanical Engineer
- Registered Professional Civil/Structural engineer
- Registered Professional Quantity Surveyor
- Land Surveyor
- Sustainability Expert
- And any other specialist/s deemed necessary

The relevant Guidelines are as per the following:

Architect	South African Council for the Architectural Profession, Board Notice 122 of 2015, Government Gazette No. 38863, 12 June 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
Structural, Civil, Mechanical & Electrical Engineers	Engineering Council of South Africa, Board Notice 206 of 2011, Government Gazette No. 34875, 20 December 2011
Land Surveyor	National Department of Public Works, Rates for Reimbursable Expenses (Architect & Engineers to confirm detailed scope of work that will be required from Land Surveyor) category ii

- G.8.18.** Consultants will be expected to attend all necessary meetings with various stakeholders as reasonably required.
- G.8.19.** Consultants must submit all returnable documents as listed on Appendix B herein. Failure to submit all the requested documents will result in the quote not being considered.
- G.8.20.** The bid must include details of the Registered Lead Consultant with a full CV, who will be dedicated to this project and is based at the office address where the project is intended to be awarded. Approval must be received in writing from the Department for any replacement of the designated professional.

G.9. Conditions Of Appointment

- G.9.1.** The Entity must have within their employment or display their ability to have access to the professional consultants as listed in paragraph G.9.1 above and support staff required.
- G.9.2.** This must be submitted by way of an organogram with detailed curriculum vitae of the proposed professionals and other resources.
- G.9.3.** Consultants must submit all returnable documents as listed on Appendix B herein. Failure to submit all the requested documents will result in the quote not being considered.

G.10. 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 Annexure B)

PHASE 2: Quality Evaluation

Qualifying Bidders must meet the minimum qualifying evaluation score of 80% as per criteria below.

DO NOT USE GREY BLOCKS

Evaluation criteria	Points allocated	Deliverables	Sub points allocated	Sub-criteria	Sub-point scoring													
					Team member													
					Team	Lead Consultant	Architect	Civil Engineer	Structural Engineer	Mechanical Engineer	Electrical Engineer	Quantity Surveyor	Wet Services Engineer	IT Specialist	Fire Specialist	Waste Management Specialist	Environmental Specialist	Sustainable Specialist
1. Organogram and Roles of Resources Proposed for the Project. (total points 40)	40	Organogram that sets out the roles and responsibilities of each proposed team member and state the name and Professional Registration Number of the Resident Professional for the Project.	10	1. Organogram of proposed team and state the name of the Professional for the Project	Detailed information = Max points ; No or incomplete Information = 0 points													
			10	2. Professional Registration Number of the Professional for the Project	Detailed information = Max points ; No or incomplete Information = 0 points													
				3. Detailed Curriculum Vitae of each proposed team member	Total (total points ÷ 15)													

Evaluation criteria	Points allocated	Deliverables	Sub points allocated	Sub-criteria	Sub-point scoring																				
					Team member																				
					Team	Lead Consultant	Architect	Civil Engineer	Structural Engineer	Mechanical Engineer	Electrical Engineer	Quantity Surveyor	Wet Services Engineer	IT Specialist	Fire Specialist	Waste Management Specialist	Environmental Specialist	Sustainable Specialist	Health Planner	Other professionals	Total				
			10	4. Roles and responsibilities of each proposed team member																					
2. Bidder to demonstrate their technical competency, human resource capacity and relevant experience in similar projects. (total points 50)	50	1. Detailed schedule of resources at all levels (shared [indicate how] or per team member)	30		Detailed information and meeting minimum requirement = 1 point ; No or incomplete Information = 0 points																				
				Project management and leadership skills																					
				Minimum required post registration experience																					
				Minimum required experience in health planning																					
				Minimum required experience in in relevant field																					
					Detailed information = 0.25 point ; No or incomplete Information = 0 points																				
				Proof of Professional Body Registration																					
Proof of relevant qualification																									

Evaluation criteria	Points allocated	Deliverables	Sub points allocated	Sub-criteria	Sub-point scoring															
					Team member															
					Team	Lead Consultant	Architect	Civil Engineer	Structural Engineer	Mechanical Engineer	Electrical Engineer	Quantity Surveyor	Wet Services Engineer	IT Specialist	Fire Specialist	Waste Management Specialist	Environmental Specialist	Sustainable Specialist	Health Planner	Other professionals
					Detailed information = 2 point ; No or incomplete Information = 0 points Total (total points ÷ 15)															
		2. Quality Management Plan	2	Quality Management Plan																
		3. Mentorship plan	2	Mentorship plan																

PHASE 3: Price and Preference

- Discount offered 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.

G.11. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for Specific Goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

G.11.1. General conditions

G.11.1.1. The following preference point system are applicable to this bid:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included)

G.11.2. Points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:

- Price; and
- Specific Goals

G.11.3. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

G.11.4. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

G.11.5. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

G.11.6. Definitions

- i. "bid" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- ii. "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- iii. "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- iv. "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- v. "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

G.11.7. Formulae for Procurement of Goods and Services

G.11.7.1. 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

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

G.11.7.2. Points Awarded for Specific Goals

- In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this

tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of —
 - an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

G.11.7.3. Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated 80/20 system	Number of points claimed 80/20 system (To be completed by the tenderer)
Companies who are at least 51% Owned by Black People	7	
Number of Youth Employed (18 to 35 yrs)	5	
Number of Women Employed	5	
Number of People with Disabilities Employed (Including Men, Women & Youth)	3	

G.12. Bid Declaration with regard to Company/Firm

Name of company/firm: _____

Company registration number: _____

Type Of Company/ Firm

<input type="checkbox"/>	Partnership/Joint Venture / Consortium
<input type="checkbox"/>	One-person business/sole propriety
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	Public Company
<input type="checkbox"/>	Personal Liability Company
<input type="checkbox"/>	(Pty) Limited
<input type="checkbox"/>	Non-Profit Company
<input type="checkbox"/>	State Owned Company

(Tick applicable box)

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - a) disqualify the person from the tendering process;
 - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining

business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

- e) forward the matter for criminal prosecution, if deemed necessary.

Signature/s of Bidder/s
Surname and Name
Date
Address:

SECTION H

OFFICIAL BRIEFING SESSION CERTIFICATE

Bid No:	ZNB 5097/2023 - H
Service:	THE APPOINTMENT OF A MULTIDISCIPLINARY TEAM LED BY AN ARCHITECT AS LEAD CONSULTANT, TO PROVIDE PROFESSIONAL SERVICES FOR A CONDITION ASSESSMENT AND DEVELOPMENT OF A MASTER PLAN AT RICHMOND HOSPITAL
Date:	5 th September, 2023
Time:	10:00
Venue:	Boardroom 2, Block 1, Townhill Office Park, Townhill hospital, 35 Hyslop Street, Pietermaritzburg

NOTE: Briefing to be attended by Director, Partner or Proprietor of the Architectural Consultant

This is to certify that _____ (name)

On behalf of _____

Attended the Official Briefing Session 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.
- 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.
- 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

J.1. 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.

J.2. 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

J.3. Partnership

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

Full name of partner	Residential address	Signature

We, the undersigned partners in the business trading as

(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:

(print name)

Signature of signatory:

Date:

(print name)

Signature of signatory:

Date:

(print name)

Signature of signatory:

Date:

J.4. 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.

J.5. 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.

J.6. 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)

(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:

(print name)

Signature of signatory:

Date:

SECTION K

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(To be completed by Bidder.)

- 1) This Standard Bidding Document must form part of all bids invited.
- 2) It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3) The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a) abused the institution's supply chain management system;
 - b) committed fraud or any other improper conduct in relation to such system; or
 - c) failed to perform on any previous contract.
- 4) In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
Tick applicable			
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>		
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>		
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
Tick applicable			
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4.1	If so, furnish particulars:		

Certification

I, the undersigned

(print name)

Certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signature

Date

Position

Name of bidder

SECTION L

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1) This Standard Bidding Document (SBD) must form part of all bids³ invited.
- 2) Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁴ Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3) Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4) This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5) In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

³ Includes price bids, advertised competitive bids, limited bids and proposals.

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. has been requested to submit a bid in response to this bid invitation;
 - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium⁵ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. geographical area where product or service will be rendered (market allocation)

⁵ 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

- c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit or not to submit, a bid;
 - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

Signature

Date

Position

Name of Bidder

APPENDICES

APPENDIX A - BID PROFORMA

(To be completed by the Lead Consultant)

General Notes –

Consultants are requested to complete Table 1 of Appendix A. The total fees from Table 1 must be carried to the form of offer.

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

Disbursements are to be included in the document.

Table below is NOT to be modified by Consultant (please add additional pages as required)

OUTPUT 1: CONDITION ASSESSMENT

	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Lead consultant			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Administrative staff			R	R	R		
Disbursements			R	R	R		
Sub-Total carried over			R	R	R		

The appointment of a Multidisciplinary Team led by an Architect as Lead Consultant, to provide professional services for a Condition Assessment and Development of a Master Plan at Richmond Hospital

	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Sub-Total carried over			R	R	R		
Consultant			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Administrative staff			R	R	R		
Disbursements			R	R	R		
Consultant			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Administrative staff			R	R	R		
Disbursements			R	R	R		

	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Sub-Total carried over			R	R	R		
Sub-Total carried over				R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Total			R	R	R		
Please add as many pages as required							

Table below is NOT to be modified by Consultant (please add additional pages as required)

OUTPUT 2: Master Plan

	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Lead consultant			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Administrative staff			R	R	R		
Disbursements			R	R	R		
Sub-Total carried over			R	R	R		

	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Sub-Total carried over			R	R	R		
Consultant			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Administrative staff			R	R	R		
Disbursements			R	R	R		
Consultant			R	R	R		
Support staff			R	R	R		
Support staff			R	R	R		
Administrative staff			R	R	R		
Disbursements			R	R	R		

	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Sub-Total carried over			R	R	R		
Sub-Total carried over				R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Other			R	R	R		
Total			R	R	R		
Please add as many pages as required							

Table below is NOT to be modified by Consultant (please add additional pages as required)

TOTALS	Less discount offered %	No. Of hours (hrs)	Fee breakdown	Add: 15% vat	Total offered fee	Consultant full name (authorised person)	Consultant signature
Outcome 1: Condition Assessment			R	R	R		
Outcome 2: Master plan			R	R	R		
Disbursements			R	R	R		
Total			R	R	R		

COMPANY STAMP:

DATE:

APPENDIX B – RETURNABLE DOCUMENTS

CHECKLIST OF RETURNABLE DOCUMENTS			
Item No.	Required Document	Tick	
		Yes	No
1.	Valid SARS Tax Clearance Pin Number, Tax number or original tax Clearance certificate		
2.	Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number)		
3.	Proof of Registration with Council / Professional Body (Attach Certified current membership certificate and Letter of Good standing with the relevant council if applicable dated during the year of Bid)		
4.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month)		
5.	Declaration of interest by Consultant – SBD 4		
6.	Declaration of bidders Past Supply Chain Management practice – SBD 8		
7.	Certificate of Independent Bid Determination – SBD 9		
8.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councillor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid)		
9.	Proof of the relevant professional Indemnity Insurance – Geotechnical, Civil and Structural Engineering: R 5,0 million Electrical ,Mechanical Engineering: R 3,0 million Architectural: R 5,0 million Other: R 3,0 million		
10.	Bid from the Consultant (Attach Appendix A – Stamped and dated)		
11.	Company Profile / Quality Evaluation information (including provided all information requested for PHASE 2 of the evaluation criteria)		
12.	Programme, milestones and deliverables		
13.	Name of each Team member, Company and role and responsibility		
14.	Organogram for each team member		

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.

All returnable documents (with the exception of the bid letter) must be certified by the commissioner of oath and must not be older than 3 (three) months old from the date of request for bid.

APPENDIX C - CONTRACT DATA

1. Contract Data

1.1. Standard Professional Services Contract

The conditions applicable to this Contract are the Standard Professional Services Contract (September 2005) Second Edition of CIDB document 1014, published by the Construction Industry Development Board.

1.2. Data provided by the Employer

Clause		
	<p>The General Conditions of Contract in the Standard Professional Services Contract (September 2005) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <p>Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.</p>	
1	The Employer is the Department of Health.	
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 Project is for the provision of Consultancy (including Lead Consultancy) Services for the Project.	
3.4 and 4.3.2	The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in the Notice and Invitation to Tender.	
3.4.1	Communication by e-mail is not permitted.	
3.5	The Services shall be executed in the Service Provider's own office and on the Project site 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 ...”.	
3.11.1	<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 7 hereof.</p> <p>A Penalty amount of R500.00 per day will be applicable per target date, to a maximum equal to R15,000.00, after which the contract may be terminated.</p>	

Clause		
3.14	<p>For fees stipulated as “time based” in C2.1 Pricing Instructions, C2.1.1.1:</p> <p>Project Execution Plan (PEP):</p> <p>A PEP for the performance of the Service shall be submitted by the Service Provider, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.</p> <p>In the event of the Employer not being satisfied with the submitted PEP, the Parties will negotiate in good faith towards a PEP that will be agreeable to both. Such an agreed-upon PEP will form the basis for the management of the appointment and remuneration purposes. Should circumstance change from the initial briefing, the Service Provider and the Employer will negotiate a revised PEP to satisfy such change(s). Should the Parties fail to reach agreement on the PEP or revised PEP, the matter will be dealt with in terms of clause 12.1.2 of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer.</p>	
4.1.1	<p>Briefing meeting:</p> <p>The departmental project manager shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional team or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the departmental project manager, together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Providers, all documentation relevant to the execution of the Service.</p>	
5.4.1	<p>Minimum professional insurance cover of the relevant professional Indemnity Insurance –</p> <p>Architectural: R 5,0 million Engineers: R 5,0 million Other: R 3,0 million</p> <p>with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability.</p>	
5.5	<p>The Service Provider is required to obtain the Employer’s prior approval in writing before taking any of the following actions:</p> <p>Travelling for which payment will be claimed, as defined in C2.1.6 Travelling and subsistence arrangements and tariffs of charges;</p> <ol style="list-style-type: none"> a) Deviate from the final programme as per the programme in clause 3.14 above; b) Deviate from the programme (delayed or earlier); c) Deviate from or change the Scope of Services; d) Change Key Personnel on the Service. 	
8.1	<p>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 in SECTION G above.</p>	

Clause		
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.	
12.1.2	Interim settlement of disputes is to be by mediation.	
12.2.1	In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa).	
12.2.4 / 12.3.4	Final settlement is by litigation.	
13.1.3	All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.	
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Contract.	
13.5	The amount of compensation is unlimited.	
13.6	The provisions of 13.6 do not apply to the Contract.	
14.4	In the first sentence, change "... period of twenty four months after ..." to "... period of thirty six months after ...".	
15	In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No 1 of 1999).	

1.3. Data provided by the Service Provider

Clause	
	Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person or partnership named in Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the person named in the resolution PA-15.1 by the tendering 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	<div data-bbox="379 237 1369 282" style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <p data-bbox="395 293 687 320">tendering on the project:</p> <p data-bbox="395 483 1050 510">(Name of project as per Form of Offer and Acceptance)</p> <p data-bbox="339 566 1382 875">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 data-bbox="371 913 1374 1155" style="list-style-type: none"> <li data-bbox="371 913 1374 981">i. accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and <li data-bbox="371 987 1374 1155">ii. hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract. <p data-bbox="339 1200 1361 1330">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 data-bbox="339 1375 1374 1473">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 data-bbox="339 1518 1366 1617">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> <div data-bbox="379 1630 1369 1899" style="border: 1px solid black; padding: 5px;"> <p data-bbox="379 1630 459 1657">Name:</p> <p data-bbox="379 1742 501 1769">Signature:</p> <p data-bbox="379 1854 491 1881">Capacity:</p> </div>

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

2. PRICING DATA

- 2.1. Members of the team are to be appointed according to the gazetted fee guidelines of each profession.
- 2.2. The team is to provide services to achieve deliverables.
- 2.3. The team is to fulfil duties as per the National Building Regulations and Building Standards Act (Act 103 of 1977) and the Health and Safety Act (85 of 1993).
- 2.4. Time based fees are calculated at an hourly rate for professional services. The fees shall be in accordance with the prevailing tariffs laid down by the National Department of Public Works as published in the yearly "Rates for Reimbursable Expenses" document obtainable on the National Public Works Website: <http://www.publicworks.gov.za/> under "Documents; Consultant Guidelines; Item 1 Tables 8".
- 2.5. Time charges are reimbursable at rates applicable at the time of the actual execution of the specific services adjustable utilizing the discount for the time based fee offered within the tender document.
- 2.6. 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) in the DPW reimbursable rates document.
- 2.7. Deliverables are to be as per SECTION G above.
- 2.8. For this quote, payment will be made at the completion and acceptance of each deliverable.
- 2.9. Reimbursement cost are to be included in the total quote.
- 2.10. The site must be visited as often as the works require for the execution of all duties on the Project.
- 2.11. All fee accounts must be accompanied by an original invoice and cost breakdown signed by the Lead consultant.
- 2.12. 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.
- 2.13. 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.
- 2.14. 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.
- 2.15. Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with clause 14.3 of the General Conditions of Contract.