



**ENGINEERING UNIT
Architecture Department**

166 K.E. Masinga Road, Durban 4001
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www.durban.gov.za

Allan Shazi, MIArch. Pr.Arch B.A.S – M.ARCH (UKZN) P&PM (WITS)

Deputy Head: Architecture

Reference:	CSA3200PS: Augmented Professional Services Panel for the Architecture Department	Date:	6 September 2021
To:	All Tenderers	Enquiries:	N. Masengeni
Attention	BSC	Telephone:	031 3227150
Fax	0313117111	E-mail	Ncamsile.Masengeni@durban.gov.za

PUBLIC NOTICE

**TENDER REFERENCE: CSA 3200PS EXPRESSION OF INTEREST – AUGMENTED
PROFESSIONAL SERVICES PANEL FOR THE ARCHITECTURE DEPARTMENT**

TENDER CLOSING EXTENDED

Please be advised that the closing date for the Expression of Interest - CSA3200PS – AUGMENTED PROFESSIONAL SERVICES PANEL FOR THE ARCHITECTURE DEPARTMENT has being extended from the 10th of September 2021 to 11h00 on Thursday the 23rd of September 2021.

For enquiries contact:

N. Masengeni


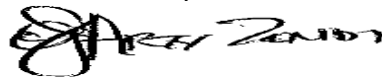
031 3227150

Ncamsile.Masengeni@durban.gov.za

ETHEKWINI MUNICIPALITY
Occupational Health & Safety Unit



COVID 19 Health and Safety Specification

Document Title	COVID 19 Health & Safety Specification
Client	eThekwini Municipality – Architectural Unit
Project Name	Expression of Interest for Augmented Professional Services for Architecture Department for 36 months.
Contract Number	CSA – 3200 PS
Revision	01
Date	26/07/2021
Internal Reference no.	COVID 19/132 /07/2021
Compiled by (Client Construction Health and Safety Agent)	Name and surname: Siya Nkosi Signature:  Date: 26 July 2021
Reviewed by (Manager: Safety & Risk)	Name and surname: Arty Zondi Signature:  Date: 26 July 2021



ETHEKWINI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY UNIT

COVID 19 HEALTH AND SAFETY SPECIFICATION

Background:

Corona viruses are a large family of viruses that are found both in humans and animals. Some of these viruses are known to cause illnesses ranging from common cold to severe respiratory diseases. Corona virus (COVID-19) was identified in December 2019 in China. COVID-19 infections have spread to other countries in the world. Exposure to Covid-19 may cause flue like symptoms such as coughing, sneezing, headaches, fever, sore throat and at times affect the lungs and airways of employees. Symptoms can be mild, moderate, severe or fatal.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza outbreaks involving many staff members, planning for COVID-19 may involve updating plans to address the specific sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e. compared to influenza virus outbreaks).

Introduction

The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents

Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to Personal Protective Equipment (PPE). However, in the case of COVID-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-cov-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore Construction Management should develop Standard Operating Procedures as there may be unique circumstances and make a necessary call in the interest of the health and safety of employees

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore management should develop SOP's as there may be unique circumstances and make a necessary call in the interest of the health and safety of Contractor employees

Definitions

“BCEA” means the Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)

“COVID-19” means Coronavirus Disease 2019

“Disaster Management Act” means the Disaster Management Act, 2002 (Act No.57 of 2002)

“OHS” means the Occupational Health and Safety Act, 1993 (Act No.85 of 1993)

“PPE” means personal protective equipment

“virus” means SARS-Cov-2 virus

“Worker” means any person who works in an employer's workplace including an employee of the employer or contractor, a self-employed person or volunteer

“workplace” means any premises or place where a person performs work

“NICD” means National Institute for Communicable Diseases

“OMP” means Occupational Medical Practitioner

Hand Hygiene:

- The Contractor/Service Provider must provide 70% alcohol-based hand sanitizers to his/her employees.

Social Distancing:

- The Contractor/Service Provider must ensure social distancing when supplying and delivering of the equipment between workers and as far as practicable that there is a minimum of 1,5meter distance between workers.

Personal Protective Equipment (PPE)

- The Contractor/Service Provider must ensure that every worker is provided with cloth masks to be worn when in workplace or public.

Point of entry screening

- The Contractor/Service Provider must ensure that the daily point of entry screening is completed when entering eThekweni Municipality premises.

Symptomatic employees

- The Contractor/Service Provider must ensure that employees who are sick with continuous cough, sore throat, difficulty breathing, or a high temperature in the workplace will be encouraged to stay home.

Emergency Numbers

- Corona virus (COVID-19) 24-Hour Hotline number:0800 029 999
- Corona virus (COVID-19) WhatsApp Number: 0600 12 3456
- COVID-19 National Crisis Helpline - 0861 322 322
- NICD (National Institute of Communicable Diseases) 24-Hour toll-free hotline number: 0800 029 999 or 0800 111 132
- SAPS gender-based violence service complaints (SAPS) - 0800 333 177
- GBV (Gender Based Violence) Command Centre -0800 428 428/ *120*7867# (free from any cell phone)/ SMS Line: 32312
- Women Abuse Helpline - 0800 150 150
- People Opposing Women Abuse (POWA) - Tel: 011 642 4345/ Afterhours cellphone: 0837651235
- Child Line - 0800 055 555
- Lifeline South Africa - 0800 012 322 (free on mobile networks including landlines)
- FAMSA - Advice on family relationships - 011 975 7107
- Human trafficking - Report cases of human trafficking - hotline operated by the Salvation Army and Be Heard - 08007 37283 (0 8000-rescue)
- National Human Trafficking Helpline - 0800 222 777
- Persons with Disabilities - SMS 'help' to 31531
- National AIDS Helpline - 0800 012 322
- Suicide Helpline - 0800 567 567
- Stop Gender Violence - 0800 150 15
- Substance Abuse Helpline - 0800 12 13 14

References

- COVID-19 Disaster Management Act
- Occupational Health & Safety Act 85 of 1993
- The Department of Employment and Labour: Workplace Preparedness: COVID-19 (SARS-CoV-19 virus)
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020
- Hazardous Biological Agents Regulations
- National Institute for Occupational Health (NIOH)

COMPANY LOGO

Covid-19 access into construction site or eThekweni Municipality premises, point of entry screening questionnaire

eThekweni Municipality / Construction Site: _____

Name and Surname: _____ Co No: _____

Line Manager Name: _____

Question:	Yes	No
1. Have you had flu or symptoms of flu in the last few weeks?		
2. Do you have a persistent cough that has started in the last few days?		
3. Do you have symptoms of fever? (red, tearing or burning eyes, sweats, clammy hands)?		
4. Do you have any signs of a respiratory infection, shortness of breath, difficulty breathing? (<i>Self-test: Hold in your breath for 10 seconds</i>)		
5. In the last 14 to 21 days, have you travelled outside the borders of South Africa?		
6. In the last 14 to 21 days, have had contact with anybody that has travelled outside the Provincial or South African borders?		
7. Have you been near or in contact with anyone who has symptoms or tested positive for COVID-19?		
If you have answered yes to any of the above questions, please inform your supervisor immediately. Brief description of events (When, where and who else were you with: _____ _____ _____		
Personal Commitment		
✓ I further undertake to immediately report any change in my medical condition to my supervisor/manager!		
✓ I will always maintain excellent personal and company hygiene standards!		
✓ I will maintain and keep the minimum social distance of 1m between myself and other employees!		
✓ I will utilize PPE and sanitizers provided to me to prevent the spread of the virus!		
✓ I will ensure all equipment / materials handed over to another person has been cleaned and sanitized!		
✓ I will not abuse, misuse, share or lose the PPE and related materials / equipment issued to me!		
Employee Signature		
Date		

Temperature: _____ °C. (if temperature is at 38°C or higher refer to Process Flow Annexure 1 document then deny entry, isolate and start reporting process)


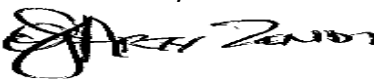
Entry Cleared Yes No

Construction Manager/Supervisor: _____ Signature: _____ Date: _____

Comments: _____

**37.2 Agreement in terms of Occupational
Health and Safety Act No. 85 of 1993**



Document Title	37.2 Agreement in terms of OHS Act of 1993
Client	eThekwini Municipality – Architectural Dept.
Project Name	Expression of Interest for Augmented Professional Services for the Architecture Department for 36 months
Contract Number	CSA – 3200 PS
Revision	01
Date	26/07/2021
Internal Reference no.	37.2 AGM/132/07/2021
Compiled by (Safety officer)	Name and surname: Siya Nkosi Signature:  Date: 26 July 2021
Reviewed by (Manager: Safety & Risk)	Name and surname: Arty Zondi Signature:  Date: 26 July 2021



ETHEKWINI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY ACT 1993, (ACT NO. 85 OF 1993) MANDATORY AGREEMENT – 37.2

Contractor Acknowledgement of Responsibility in terms of the Occupational Health and Safety Act

Written agreement between ETHEKWINI Municipality (the “employer”)

And

(the “mandatary”)

as provided for in terms of Section 37 (2) of the Occupational Health and Safety Act No.85 of 1993 as amended by Act 181 of 1993.

I hereby declare that I,, am authorised to represent the “mandatary” and acknowledge that the “mandatary” is an employer in its own right with all duties and responsibilities as prescribed in the Occupational Health and Safety Act no. 85 of 1993.

I agree to ensure that all work performed, or machinery and plant used by the “mandatary” on any ETHEKWINI Municipality premises shall be in accordance with the provisions of the said Act.

Furthermore, I agree the “mandatary” shall comply with all ETHEKWINI Municipality site rules and safety, health, and environmental requirements as may be communicated or stipulated by ETHEKWINI Municipality prior to and during the course of any Contract awarded to the “mandatary” by ETHEKWINI Municipality.

Furthermore, I undertake to ensure that ETHEKWINI Municipality is timeously informed should the “mandatary”, for whatever reason, be unable to perform in terms of this agreement.

The Contractor/Service Provider must compile a health and safety file that would be approved by Occupational Health and Safety Unit.

The Contractor/Service Provider must conduct activity risk assessments, develop written safe working procedures and train all its employees on risk assessment and safe working procedure.

The Contractor’s/Service Provider driver must obey the traffic signs and speed limit within eThekwini Municipality premises.

The Contractor/Service Provider shall ensure his/her vehicles/trucks are in good working condition and safe for use, and that they are used in accordance with their design and intended use. The vehicles shall be operated by a competent driver who have a medical certificate of fitness.

The Contractor/Service Provider must ensure that all his or her employees have a valid medical certificate of fitness.

The Contractor/Service Provider shall ensure that all employees under his control are always wearing the appropriate Personal Protective Equipment.

The Contractor/Service Provider vehicle must be provided a fully equipped first aid box with a trained employee to administer first aid treatment.

The Contractor/Service Provider shall ensure a high level of housekeeping on site, adequate care must be taken by the contractor to ensure that storage and stacking is correctly and safely carried out, on completion the work.

The Contractor/Service Provider must be registered and in good standing with the Compensation for Occupational Injuries and Diseases Commissioner.

The Contractor/Service Provider is expected to complete the daily COVID 19 entry questionnaire form when entering eThekweni Municipality premises.

The Contractors/Service Provider must ensure that appropriate safety symbolic signs are displayed when working.

Signed thisday of20.....

On behalf of the “mandatary” (print).....

(sign)

On behalf of the “employer” (print).....

(sign)



HUMAN SETTLEMENTS INFRASTRUCTURE & TRANSPORT

ENGINEERING UNIT

ARCHITECTURE DEPARTMENT

PROCUREMENT DOCUMENT
CALL FOR EXPRESSION OF INTEREST

CONTRACT No: CSA 3200PS

**TITLE: Augmented Professional Services Panel for the
Architecture Department**

Issued by: **ENGINEERING UNIT**

Date of Issue: **August 2021**

Document Version : 01/04/2021

Please indicate the PROFESSIONAL SERVICE / S for which you have submitted an EOI		✓
A	Architecture	
F	Assets and Facilities Management	
C	Construction / Project Management	
D	Development Management	
E	Electrical Building Services	
G	Graphic Design	
L	Landscape Architecture	
M	Mechanical Building Services	
Q	Quantity Surveying	
S	Structural Engineering (Buildings)	
U	Urban Design	
W	Works Mentor	
Please indicate the SPECIALIST PROFESSIONAL SERVICE / S for which you have submitted an EOI		✓
FE	Fire Engineering Services	
GT	Geotechnical Services	
GB	Greenbuilding Services	
GC	Government Certified Competency in Electrical & Mechanical Services	
HA	Heritage Architecture	
ID	Interior Design	
TP	Townplanning	
TE	Traffic Engineering Services	

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PART E1 : SUBMISSION PROCEDURES

E1.1 : NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

eThekwini Municipality ENGINEERING UNIT : ARCHITECTURE DEPARTMENT invites expressions of interest (Eol) for the establishment of a panel of professional service providers in the following service areas / disciplines including, inter alia,

- (1) Architecture
- (2) Assets and Facilities Management
- (3) Construction / Project Management
- (4) Development Management
- (5) Electrical Building Services
- (6) Graphic Design,
- (7) Landscape Architecture,
- (8) Mechanical Building Services,
- (9) Quantity Surveying,
- (10) Structural Engineering,
- (11) Urban Design
- (12) Works Mentor,
- and specialized allied built environment services including,**
- (13) Fire Engineering Services,
- (14) Geotechnical Services,
- (15) Greenbuilding Services,
- (16) Government Certified Competency in Electrical & Mechanical Services,
- (17) Heritage Architecture
- (18) Interior Design and
- (19) Townplanning
- (20) Traffic Engineering Services

Applicants will be required to state their areas of expertise, and their capabilities and capacity will be assessed in terms of a set down criteria. This Eol also supports radical economic transformation (RET) and encourages black women, youth, persons with disabilities and military veterans who are registered professionals active in the built environment sector to participate on this EOI.

The objectives of this EOI is to develop a fast easily accessible panel of professionals that can be utilised on a rotational basis to augment the imited internal resources and specialisation, whilst at the same time ensuring cost effectiveness by linking remuneration equivalent to Municipal staff costs. The period of performance of the panel is 36 months from the date of awarding a task.

A CIDB Grading is not applicable for this
Expression of Interest :

Professional Services N/A

Only respondents who comply with the following:

- (1) legal requirements stated in the Employers procurement policy (as amended by Council in 2018),
- 2) satisfies the statutory professional registration

requirements for the associated discipline's /
services and specialised services
as outlined in the EoI,
(3) meets the minimum academic or level of
experience requirements in the various disciplines
and specialised services as stipulated in the EoI,
(4) and having a professional indemnity of a
minimum of 5 million Rand,

are eligible to have their submissions evaluated

(H.1.4) Queries relating to these documents, up to
3 days prior to the close of tenders, may be
addressed to the Employer's agent whose contact
details are:

Ncamsile Masengeni
031 311 7098 (t)
031 311 7111 (f)
Ncamsile.masengeni@durban.gov.za

(H.2.5) There will be no clarification Meeting.
Bidders are requested to submit email
queries related to the bid. All email queries
are to be submitted by 2021-08-27 Email
questions and answers will be consolidated
and posted on Tenders/Municipal website for
the benefit of all tenderers by 2021-09-02

NO

(H.2.7) Tender offers shall be delivered to:

Municipal Building, 166 K.E. Masinga Road
(formerly Old Fort Road)
**and placed in the tender box located in the
ground floor foyer**

(H.2.9) Tender offers shall be delivered:

on or before Friday, 10 September 2021
at or before 11:00

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data

PART E1 : SUBMISSION PROCEDURES

E1.2: SUBMISSION DATA

E1.2.1 STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST

The conditions applicable to this call for expressions of interest of tender are the Standard Conditions for the calling for Expressions of Interest as contained in Annex H of the CIDB Standard for Uniformity in Construction Procurement (July 2015) (See www.cidb.org.za).

The Standard Conditions for the calling for Expressions of Interest make several references to the Submission Data for details that apply specifically to this submission. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions for the calling for Expressions of Interest.

E1.2.2 SUBMISSION DATA

Each item of data given below is cross-referenced to the clause in the Standard Conditions for the calling for Expressions of Interest.

H.1.1 The employer : The Employer is the eThekweni Municipality as represented by the Deputy Head : [ARCHITECTURE DEPARTMENT](#) .

H.1.2 Tender documents

1) The documents associated with the calling for expressions of interest issued by the employer comprise:

E1 SUBMISSION PROCEDURES

E1.1 Notice and invitation to submit an expression of interest

E1.2 Submission Data

E2 RETURNABLE DOCUMENTS

E2.1 List of Returnable Documents

E2.2 Submission Schedules

E3 EXPRESSION OF INTEREST

E4 SCOPE OF WORK

E5 CONTRACT DATA

2) In addition Respondents are advised, in their own interest, to obtain their own copies of the following acts, regulations, and standards referred to in the this document as they are essential for the Tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.

- The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, and the Construction Regulations 2014.
- The Preferential Procurement Policy Framework Act No 5 of 2000, and the Preferential Procurement Policy Framework Act Regulations (2017).
- The Construction Industry Development Board Act No 38 of 2000 and the Regulations of July 2015.
- SANS 1921:2004 – Construction and Management Requirements for Works Contract, Parts 1 to 3.
- SANS 1914:2003 - Targeted Construction Procurement, Parts 1 to 6.

Submissions must be submitted on official submission documentation issued (either in hard copy or in electronic format) by the eThekweni Municipality:

- Electronically downloaded documentation is obtainable from the National Treasury's **eTenders** website OR the eThekweni Municipality's **Vendor Portal**. The entire document should be printed and suitably bound by the tenderer.

H.1.4 The employer's agent : The Employer's agent is: [Ncamsile Masengeni](#), Tel: 031 311 7098 (t) , Email: Ncamsile.masengeni@durban.gov.za

H.2.1 Eligibility : A Respondent **will not** be eligible to make a submission if:

- (a) The Respondent does not comply with the legal requirements stated in the Employer's current SCM Policy;
- (b) The Respondent cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract.
- (c) The Respondent is not registered at the appropriate level as per the EoI Section 5.3 in the associated discipline / service with the relevant statutory registration body, or does not satisfy the minimum academic or experience requirements.
- (d) The Respondent does not have relevant experience as required for each level of service (Table 1).
- (e) Respondents are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Respondents not so registered, at time of closing of submissions, will not be eligible to submit tenders.

H.2.5 Clarification meeting : There will be no clarification Meeting. Bidders are requested to submit email queries related to the bid to Ncamsile.masengeni@durban.gov.za. All email queries are to be submitted by **2021-08-27** Email questions and answers will be consolidated and posted on eTenders/Municipal website for the benefit of all tenderers by **2021-09-02**. Respondants must refer to Page 11 for the format to follow for clarifications via email to the above address.

H.2.7 Making a submission : The Employer's address for delivery of submissions is contained in the **Notice and invitation to submit an expression of interest**.

Identification details to be shown on each submission package are:

Contract No. : [CSA 3200PS](#)

Contract Title : [Augmented Professional Services Panel for the Architecture Department](#)

Name of Entity as registered on CIPC & SARS:

H.2.9 Closing time : The closing date and time for submissions is: **on or before Friday, 10 September 2021 at or before 11:00**.

Telephonic, telegraphic, telex, facsimile or e-mailed submissions will not be accepted.

H.3.9 Evaluation of responsive submissions: All respondents who submit responsive submissions and:

- 1)
 - a) are registered at the time of closing of submissions on the National Treasury Central Supplier Database (CSD) as a service provider. (in the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture).
 - b) submit a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Services, or has made arrangements to meet outstanding tax obligations;
 - c) have submitted proof of professional indemnity cover (PI) to a minimum value of R5 million Rands.
 - d) do not have any of their directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
 - e) have not abused the Employer's Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect;
 - f) have completed the Compulsory Enterprise Questionnaire and who are considered by the Employer not to have any conflicts of interest which may impact on their ability to perform the proposed contract in the best interests of the Employer or potentially compromise the tender process and are free of persons in the state who are not permitted to submit tenders or to participate in the contract; and
 - g) are registered and in good standing with the compensation fund or with a licensed compensation insurer; and
 - h) is professionally registered with the relevant statutory body for the different disciplines and specialised service areas.
 - i) have the appropriate academic qualifications for the different discipline levels and specialised service areas.
 - j) have the appropriate level of experience in the different levels in each discipline and specialised service areas.
- 2) in the opinion of the Employer as per the EoI Section 5.3 (Table 1) can as necessary demonstrate that they possess the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel to perform the contract; will be invited to submit tender offers.

The additional conditions of submission are:

H.2.4 Acknowledge addenda

Add the following paragraphs to the clause:

“Acknowledgement of receipt will be by the return of the relevant completed and signed portion of the addenda, to the address / fax number / email address as specified on the addenda. Failure of the tenderer to comply with the requirements of the addenda may result in the tender submission being made non-responsive.”

H.3.11 Prohibition on awards to persons in the service of the state : Clause 44 of the Supply Chain Management Regulations states that the Municipality or Municipal Entity may not make any award to a person:

- (a) Who is in the service of the State;
- (b) If that person is not a natural person, of which a director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) Who is an advisor or consultant contracted with the municipality or a municipal entity.

Should a contract be awarded, and it is subsequently established that Clause 44 has been breached, the Employer shall have the right to terminate the contract with immediate effect.

H.3.12 Appeals

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the Municipality, may lodge an appeal within 14 days of the decision or action, in writing to the Municipality. All appeals (clearly setting out the reasons for the appeal) and queries with regard to the decision of award are to be directed to:

The City Manager
Attention Ms S. Pillay eMail: Simone.Pillay@durban.gov.za
P O Box 1394
DURBAN
4000

PART E2 : RETURNABLE DOCUMENTS

E2.1 : LIST OF RETURNABLE DOCUMENTS

E2.1.1 General

The submission document must be submitted as a whole. All forms must be properly completed as required, and the document shall not be taken apart or altered in any way whatsoever.

The respondent is required to complete each and every Schedule and Form listed below to the best of his / her ability as the evaluation of submissions will be based on the information provided by the respondent. Failure to complete the Schedules and Forms to the satisfaction of the Employer will inevitably prejudice the tender and may lead to rejection on the grounds that the submission is not responsive

E2.1.2 Returnable Schedules, Forms and Certificates

Certificate of Authority
Declaration of Municipal Fees
Record of Addenda to Tender Documents
RET: Sworn Affidavit (% ownership of designated groups Women, Youth, Persons with Disabilities, MK Veterans)
Women or Youth Declaration Affidavit (If Applicable)

CONSOLIDATED MUNICIPAL BIDDING DOCUMENTS
MBD 2 : Tax Clearance Certificate Requirements
MBD 4 : Declaration of Interest
MBD 5 : Declaration For Procurement Above R10 Million [N/A]
MBD 6.1 : Preference Points
MBD 6.2 : Declaration Certificate for Local Production and Content for Designated [N/A]
MBD 8 : Declaration of Bidder's Past SCM Practices
MBD 9 : Certificate of Independent Bid Determination
Covid 19 Health & Safety Specification
Joint Venture Agreements (if applicable)

E2.1.3 Preferential Procurement Schedules and Affidavits

In the event of the Tenderer not being registered with the eThekweni Municipality the following documents, available from **Room 614, 6th Floor, 166 KE Masinga Road, Durban** or on the internet, must be completed and submitted prior to the submission of tenders:

- Application for Registration on the eThekweni Municipality Procurement Directory.
- Application for Targeted Enterprise Status.
- Women Equity Declaration Affidavit.
- Declaration for Black Business Enterprise / Woman Business Enterprise / SMME Status.

PART E2 : RETURNABLE DOCUMENTS

E2.2 : SUBMISSION SCHEDULES

The submission schedules as listed in E2.1.2 can be found on pages [12](#) To 89

FORMAT FOR CLARIFICATION SUBMISSION VIA EMAIL

(tenderer name)

of (address)

.....

Particulars of person(s) representing the above entity.

Name :

Name :

Signature :

Signature :

Capacity :

Capacity :

Nature of the Clarification / Query (Keep Queries Concise):

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Query / Clarification is confirmed by the Employer's Agent's Representative, namely:

Name :

Signature :

Date :

CERTIFICATE OF AUTHORITY

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY	<input type="checkbox"/>	CLOSE CORPORATION	<input type="checkbox"/>	PARTNERSHIP	<input type="checkbox"/>	JOINT VENTURE	<input type="checkbox"/>	SOLE PROPRIETOR	<input type="checkbox"/>
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms

.....

acting in the capacity of

.....

to sign all documents in connection with the tender for **Contract No. CSA 3200PS** and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Notes

The following documents must be attached to the back inside cover to this procurement document:

If a Company : a "Resolution of the Board" in this regard.

If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

DECLARATION OF MUNICIPAL FEES

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)
 (hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
JSB Levies	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<u>Other</u>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<u>Other</u>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears. ATTACHED, to the back inside cover of this document, please find copies of the above account's and or agreements signed with the municipality.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:

(of person authorised to sign on behalf of the Tenderer)

RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

ADD.No	DATE	TITLE OR DETAILS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	(Director of Company)
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

CONSOLIDATED MUNICIPAL BIDDING DOCUMENTS

The following SECTIONS are required to be completed as part of this procurement document

<u>Section</u>	<u>Description</u>	<u>Required?</u>
A	General Enterprise Information	Yes
B	MBD2 (Revised) : Tax Clearance Certificate Requirements	Yes
C	MBD4 : Declaration of Interest.....	Yes
D	MBD5 : Declaration For Procurement Above R10 Million.....	No
E	MBD6.1 : Preference Points Claim Form ITO the Preferential Regulations	Yes
F	MBD6.2 : Declaration Certificate for Local Production and Content for Designated Sectors	No
G	MBD8 : Declaration of Bidder’s Past SCM Practices.....	Yes
H	MBD9 : Certificate of Independent Bid Determination.....	Yes
I	Confirmations, Authorities, Certifications, Acknowledgements and Signatures	Yes

NOTES

- MBD4. MSCM Regulations: “**in the service of the state**” means to be:
- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal enterprise;
 - (c) an official of any municipality or municipal enterprise;
 - (d) an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public enterprise; or
 - (f) an employee of Parliament or a provincial legislature.
- “**Shareholder**” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
- MBD9. 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.

Ref	Description	Complete or Circle Applicable
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SECTION A : GENERAL ENTERPRISE INFORMATION

1.0	Full Name of bidder or his or her representative	
1.1	ID Number of bidder or his or her representative	
1.2	Position occupied in the enterprise	
2.0	Name of enterprise:	
2.1	Tax Reference number, if any:	
2.2	VAT registration number, if any:	
2.3	CIDB registration number, if any:	
2.4	Company registration number, if applicable:	
2.5	Close corporation number, if applicable:	
2.6	Municipal Supplier reference number (PR), if any:	
2.7	South African Revenue Service Tax Compliance Status PIN :	
2.8	National Treasury Central Supplier Database registration number	

3.0 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

Full Name	Identity No.	State Employee No.	Personal income tax No. *

Use additional pages if necessary

Ref	Description	Complete or Circle Applicable
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SECTION B : MBD 2 : TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1.0 In order to meet this requirement bidders are required to complete the TCC 001 : "Application for a Tax Clearance Certificate" form and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2.0 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3.0 The original Tax Clearance Certificate must be submitted together with the bid (attached to the inside back cover of this procurement document). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4.0 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5.0 Copies of the TCC 001 : "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za .
- 6.0 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za .
- 7.0 Notwithstanding Clauses 1.0 to 6.0 above: Since 18 April 2016, SARS has introduced a new Tax Compliance Status System (TCS). As part of this enhanced system, tenderers can now submit a Tax Compliance Status PIN instead of an original Tax Clearance Certificate (TCC). This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status. This number, if available, is to be entered in Item 2.7 of Section A of these consolidated Municipal Bidding Documents.
For further particulars please contact your nearest SARS branch, or call the SARS Contact Centre on 0800 00 7277, or log onto SARS eFiling.

Attach a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Service, to the inside back cover of this procurement document

SECTION C : MBD 4 : DECLARATION OF INTEREST

No bid will be accepted from persons "in the service of the state". Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1.0	Are you presently in the service of the state? If yes, furnish particulars :	YES	NO
2.0	Have you been in the service of the state for the past twelve months? If yes, furnish particulars :	YES	NO
3.0	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars :	YES	NO
4.0	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars :	YES	NO
5.0	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars :	YES	NO
6.0	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars :	YES	NO
7.0	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? If yes, furnish particulars :	YES	NO
8.0	The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers are indicated in SECTION A of these Consolidated Municipal Bidding documents .		

Ref	Description	Complete or Circle Applicable
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SECTION D : MBD 5 : DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

1.0	Are you by law required to prepare annual financial statements for auditing? If YES, you will be required to submit audited annual financial statements (on request during the tender evaluation period) for the past three years or since the date of establishment if established during the past three years.	YES	NO
2.0	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).	YES	NO
3.0	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).	YES	NO
4.0	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).	YES	NO

SECTION E : MBD 6.1 : PREFERENCE POINTS CLAIM ITO THE PREFERENTIAL REGULATIONS

Preference points for this tender shall be awarded as per the Tender Data and the Preferential Procurement Regulations (2017). Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. The Employer reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Employer.

1.0	B-BBEE Status Level of Contribution claimed: Will any portion of the contract be sub-contracted? If YES, indicate: (i) what percentage of the contract will be subcontracted? (ii) the name of the sub-contractor? Name : (iii) the B-BBEE status level of the sub-contractor?		
		YES	NO
2.0	(iv) whether the sub-contractor is an EME?	YES	NO

The undersigned, certify that the B-BBEE status level of contribution indicated in paragraph 1.0 above qualifies the company / firm for preference points and acknowledges that the remedies as per Clause 13 of the Preferential Procurement Regulations (2017) shall apply.

Attach a B-BBEE Verification Certificate to the inside back cover of this procurement document

SECTION F : MBD 6.2 : DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably). Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

- 1.0 General Conditions
- 1.1 Preferential Procurement Regulations, 2017 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2 Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3 Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

Ref	Description	Complete or Circle Applicable								
1.5	<p>The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:</p> $LC = [1 - x / y] * 100$ <p>Where : x is the imported content in Rand y is the bid price in Rand excluding value added tax (VAT).</p> <p>Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.</p> <p>The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial-development/ip.jsp at no cost.</p>									
1.6	<p>A bid may be disqualified if –</p> <p>(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and</p> <p>(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.</p>									
2.0	Definitions									
2.1	“bid” includes written price quotations, advertised competitive bids or proposals;									
2.2	“bid price” price offered by the bidder, excluding value added tax (VAT);									
2.3	“contract” means the agreement that results from the acceptance of a bid by an organ of state;									
2.4	“designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;									
2.5	“duly sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).									
2.6	“imported content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;									
2.7	“local content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;									
2.8	“stipulated minimum threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and									
2.9	“sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.									
3.0	<p>The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description of services, works or goods</u></th> <th style="text-align: right;"><u>Stipulated minimum threshold</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td style="text-align: right;">..... %</td> </tr> <tr> <td>.....</td> <td style="text-align: right;">..... %</td> </tr> <tr> <td>.....</td> <td style="text-align: right;">..... %</td> </tr> </tbody> </table>	<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u> % % %	
<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>									
..... %									
..... %									
..... %									
4.0	Does any portion of the services, works or goods offered have any imported content?	<table border="1" style="display: inline-table;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO						
YES	NO									
4.1	<p>If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.</p> <p>The relevant rates of exchange information is accessible on www.reservebank.co.za.</p> <p>Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):</p> <p style="text-align: center;">US Dollar : <input style="width: 50px;" type="text"/> Pound Sterling : <input style="width: 50px;" type="text"/> Euro : <input style="width: 50px;" type="text"/> Yen : <input style="width: 50px;" type="text"/> Other : <input style="width: 50px;" type="text"/></p> <p>NB: Bidders must submit proof of the SARB rate (s) of exchange used.</p>									
5.0	Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?	<table border="1" style="display: inline-table;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO						
YES	NO									
5.1	<p>If yes, provide the following particulars:</p> <p>(a) Full name of auditor:</p> <p>(b) Practice number: (c) Telephone number: Cell number:</p> <p>(d) Email address:</p> <p>(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)</p>									
6.0	Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.									

Ref	Description	Complete or Circle Applicable
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**LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)**

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (Close Corporation, Partnership or Individual)

.....
IN RESPECT OF BID No:

.....
ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity)

NB 1 - The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

NB 2 - Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned in Section H of these Consolidated MBD returnable questionnaires (comprising 8 pages), do hereby declare the following:

- (a) The facts contained herein fall within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

• Bid price, excluding VAT (y)	R
• Imported content (x), as calculated in terms of SATS 1286:2011	R
• Stipulated minimum threshold for local content (paragraph 3 above)	%
• Local content %, as calculated in terms of SATS 1286:2011	%

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SECTION G : MBD8 : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited. It serves as a declaration to be used by municipalities and municipal entities 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.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- a) abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- b) been convicted for fraud or corruption during the past five years;
- c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

In order to give effect to the above, the following questions must be answered.

<p>1.0 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. 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> <p>If yes, furnish particulars :</p>	YES	NO
--	-----	----

Ref	Description	Complete or Circle Applicable	
2.0	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)? 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. If yes, furnish particulars :	YES	NO
3.0	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? If yes, furnish particulars :	YES	NO
4.0	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? If yes, furnish particulars :	YES	NO
5.0	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If yes, furnish particulars :	YES	NO

SECTION H : MBD9 : CERTIFICATE OF INDEPENDENT BID DETERMINATION

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).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- (a) take all reasonable steps to prevent such abuse;
- (b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- (c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

The following MBD 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.

In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid. The undersigned, in submitting the accompanying bid, in response to the invitation for the bid do hereby make the following statements that I certify to be true and complete in every respect:

- 1.0 I have read and I understand the contents of this Certificate;
- 2.0 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3.0 I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4.0 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;
- 5.0 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.
- 6.0 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding. (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.
- 7.0 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);
 - 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;
 - f) bidding with the intention not to win the bid.
- 8.0 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.
- 9.0 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.
- 10.0 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.

<u>Ref</u>	<u>Description</u>	<u>Complete or Circle Applicable</u>
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SECTION I : CONFIRMATIONS, AUTHORITIES, CERTIFICATIONS, ACKNOWLEDGEMENTS and SIGNATURES

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

- 1.0 Confirms that the contents of these Consolidated MBD returnable questionnaires (comprising 8 pages) fall within my personal knowledge and are to the best of my Knowledge and belief, both true and correct;
- 2.0 Confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercise, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- 3.0 Confirms that no partner, member, director or other person, who wholly or partly exercise control over the enterprise, has within the last five years been convicted of fraud or corruption;
- 4.0 Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- 5.0 Certify that the B-BBEE status level of contribution indicated in Section E.1 : Item 1.0 qualifies the enterprise for preference points and acknowledges that the remedies as per Clause 13 of the Preferential Procurement Regulations (2011) shall apply. In the event of a contract being awarded as a result of points claimed, the enterprise may be required to furnish documentary proof to the satisfaction of the employer that the claims are correct;
- 6.0 Certify that the Tax Compliance Status PIN entered in Section A (2.7) of these consolidated Municipal Bidding Documents can be used to certify the enterprise’s real-time compliance status.
- 7.0 Accept that, in addition to cancellation of a contract, action may be taken against me should these declarations prove to be false.

Signed..... Date

Name Position

JOINT VENTURES AGREEMENTS

Joint Venture agreement and Power of Attorney Agreements to be attached here.



ETHEKWINI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY ACT 1993, (ACT NO. 85 OF 1993) MANDATORY
AGREEMENT – 37.2

Contractor Acknowledgement of Responsibility in terms of the Occupational Health and Safety Act

Written agreement between ETHEKWINI Municipality (the “employer”)

And

(the “mandatary”)

as provided for in terms of Section 37 (2) of the Occupational Health and Safety Act No.85 of 1993 as amended by Act 181 of 1993.

I hereby declare that I,, am authorised to represent the “mandatary” and acknowledge that the “mandatary” is an employer in its own right with all duties and responsibilities as prescribed in the Occupational Health and Safety Act no. 85 of 1993.

I agree to ensure that all work performed, or machinery and plant used by the “mandatary” on any ETHEKWINI Municipality premises shall be in accordance with the provisions of the said Act.

Furthermore, I agree the “mandatary” shall comply with all ETHEKWINI Municipality site rules and safety, health, and environmental requirements as may be communicated or stipulated by ETHEKWINI Municipality prior to and during the course of any Contract awarded to the “mandatary” by ETHEKWINI Municipality.

Furthermore, I undertake to ensure that ETHEKWINI Municipality is timeously informed should the “mandatary”, for whatever reason, be unable to perform in terms of this agreement.

The Contractor/Service Provider must compile a health and safety file that would be approved by Occupational Health and Safety Unit.

The Contractor/Service Provider must conduct activity risk assessments, develop written safe working procedures and train all its employees on risk assessment and safe working procedure.

The Contractor’s/Service Provider driver must obey the traffic signs and speed limit within eThekwini Municipality premises.

The Contractor/Service Provider shall ensure his/her vehicles/trucks are in good working condition and safe for use, and that they are used in accordance with their design and intended use. The vehicles shall be operated by a competent driver who have a medical certificate of fitness.

The Contractor/Service Provider must ensure that all his or her employees have a valid medical certificate of fitness.

The Contractor/Service Provider shall ensure that all employees under his control are always wearing the appropriate Personal Protective Equipment.

The Contractor/Service Provider vehicle must be provided a fully equipped first aid box with a trained employee to administer first aid treatment.

The Contractor/Service Provider shall ensure a high level of housekeeping on site, adequate care must be taken by the contractor to ensure that storage and stacking is correctly and safely carried out, on completion the work.

The Contractor/Service Provider must be registered and in good standing with the Compensation for Occupational Injuries and Diseases Commissioner.

The Contractor/Service Provider is expected to complete the daily COVID 19 entry questionnaire form when entering eThekweni Municipality premises.

The Contractors/Service Provider must ensure that appropriate safety symbolic signs are displayed when working.

Signed thisday of20.....

On behalf of the “mandatary” (print).....

(sign)

On behalf of the “employer” (print).....

(sign)

Annexure 1 – Covid 19 Health & Safety Specification



ETHEKWINI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY UNIT

COVID 19 HEALTH AND SAFETY SPECIFICATION

Background:

Corona viruses are a large family of viruses that are found both in humans and animals.

Some of these viruses are known to cause illnesses ranging from common cold to severe respiratory diseases.

Corona virus (COVID-19) was identified in December 2019 in China. COVID-19 infections have spread to other countries in the world. Exposure to Covid-19 may cause flue like symptoms such as coughing, sneezing, headaches, fever, sore throat and at times affect the lungs and airways of employees. Symptoms can be mild, moderate, severe or fatal.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza outbreaks involving many staff members, planning for COVID-19 may involve updating plans to address the specific sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e. compared to influenza virus outbreaks).

Introduction

The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to Personal Protective Equipment (PPE). However, in the case of COVID-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-cov-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore Construction Management should develop Standard Operating Procedures as there may be unique circumstances and make a necessary call in the interest of the health and safety of employees

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely

to cover all scenarios therefore management should develop SOP's as there may be unique circumstances and make a necessary call in the interest of the health and safety of Contractor employees

Definitions

“**BCEA**” means the Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)

“**COVID-19**” means Coronavirus Disease 2019

“**Disaster Management Act**” means the Disaster Management Act, 2002 (Act No.57 of 2002)

“**OHSA**” means the Occupational Health and Safety Act, 1993 (Act No.85 of 1993)

“**PPE**” means personal protective equipment

“**virus**” means SARS-Cov-2 virus

“**Worker**” means any person who works in an employer’s workplace including an employee of the employer or contractor, a self-employed person or volunteer

“**workplace**” means any premises or place where a person performs work

“**NICD**” means National Institute for Communicable Diseases

“**OMP**” means Occupational Medical Practitioner

Hand Hygiene:

- The Contractor/Service Provider must provide 70% alcohol-based hand sanitizers to his/her employees.

Social Distancing:

- The Contractor/Service Provider must ensure social distancing when supplying and delivering of the equipment between workers and as far as practicable that there is a minimum of 1,5meter distance between workers.

Personal Protective Equipment (PPE)

- The Contractor/Service Provider must ensure that every worker is provided with cloth masks to be worn when in workplace or public.

Point of entry screening

- The Contractor/Service Provider must ensure that the daily point of entry screening is completed when entering eThekweni Municipality premises.

Symptomatic employees

- The Contractor/Service Provider must ensure that employees who are sick with continuous cough, sore throat, difficulty breathing, or a high temperature in the workplace will be encouraged to stay home.

Emergency Numbers

- Corona virus (COVID-19) 24-Hour Hotline number:0800 029 999
- Corona virus (COVID-19) WhatsApp Number: 0600 12 3456
- COVID-19 National Crisis Helpline - 0861 322 322
- NICD (National Institute of Communicable Diseases) 24-Hour toll-free hotline number:
0800 029 999 or 0800 111 132
- SAPS gender-based violence service complaints (SAPS) - 0800 333 177
- GBV (Gender Based Violence) Command Centre -0800 428 428/ *120*7867# (free from
any cell phone)/ SMS Line: 32312
- Women Abuse Helpline - 0800 150 150
- People Opposing Women Abuse (POWA) - Tel: 011 642 4345/ Afterhours cellphone:
0837651235
- Child Line - 0800 055 555
- Lifeline South Africa - 0800 012 322 (free on mobile networks including landlines)
- FAMSA - Advice on family relationships - 011 975 7107
- Human trafficking - Report cases of human trafficking - hotline operated by the Salvation
Army and Be Heard - 08007 37283 (0 8000-rescue)
- National Human Trafficking Helpline - 0800 222 777
- Persons with Disabilities - SMS 'help' to 31531
- National AIDS Helpline - 0800 012 322
- Suicide Helpline - 0800 567 567
- Stop Gender Violence - 0800 150 15
- Substance Abuse Helpline - 0800 12 13 14

References

- COVID-19 Disaster Management Act
- Occupational Health & Safety Act 85 of 1993
- The Department of Employment and Labour: Workplace Preparedness: COVID-19
(SARS-CoV-19 virus)
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19
OHS), 2020
- Hazardous Biological Agents Regulations
- National Institute for Occupational Health (NIOH)

COMPANY LOGO

Covid-19 access into construction site or eThekweni Municipality premises, point of entry screening questionnaire
eThekweni Municipality / Construction Site: _____

Name and Surname: _____ Co No: _____

Line Manager Name: _____

Question:	Yes	No
1. Have you had flu or symptoms of flu in the last few weeks?		
2. Do you have a persistent cough that has started in the last few days?		
3. Do you have symptoms of fever? (red, tearing or burning eyes, sweats, clammy hands)?		
4. Do you have any signs of a respiratory infection, shortness of breath, difficulty breathing? (<i>Self-test: Hold in your breath for 10 seconds</i>)		
5. In the last 14 to 21 days, have you travelled outside the borders of South Africa?		
6. In the last 14 to 21 days, have had contact with anybody that has travelled outside the Provincial or South African borders?		
7. Have you been near or in contact with anyone who has symptoms or tested positive for COVID-19?		
If you have answered yes to any of the above questions, please inform your supervisor immediately. Brief description of events (When, where and who else were you with: _____ _____ _____		
Personal Commitment		
✓ I further undertake to immediately report any change in my medical condition to my supervisor/manager!		
✓ I will always maintain excellent personal and company hygiene standards!		
✓ I will maintain and keep the minimum social distance of 1m between myself and other employees!		
✓ I will utilize PPE and sanitizers provided to me to prevent the spread of the virus!		
✓ I will ensure all equipment / materials handed over to another person has been cleaned and sanitized!		
✓ I will not abuse, misuse, share or lose the PPE and related materials / equipment issued to me!		
Employee Signature		
Date		

Temperature: _____ °C. (if temperature is at 38°C or higher refer to Process Flow Annexure 1 document then deny entry, isolate and start reporting process)

Entry Cleared Yes No

Construction Manager/Supervisor: _____ Signature: _____ Date: _____

Comments: _____

PART E3 : EXPRESSION OF INTEREST

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E3 EXPRESSION OF INTEREST

E3.1 FORM OF OFFER

The Employer has solicited expressions of interest to enter into a contract in respect of the following works:

Contract No: CSA3200PS

Contract Title: Augmented Professional Services for the Architecture Department

The Respondent, identified in the signature block below, has examined the documents listed in the Submission Data and addenda thereto as listed in the Submission Schedules, and by submitting this form has accepted the Conditions of Invitation.

By the representative of the Respondent, deemed to be duly authorised, signing this form, the Respondent agrees to be admitted to the panel of service providers for the above contract, and comply with the terms of the panel in accordance with the conditions identified in the Expression of Interest Data.

The Respondent acknowledges that Individual appointments will be made on a project by project basis by the Employer entering into project specific contracts which will contain the project specific terms and conditions.

For the Respondent:

Signature *(of person authorised to sign the submission)* :.....

Name *(of signatory in capitals)* :.....

Capacity *(of signatory)* :.....

Name of Respondent *(organisation)* :.....

Address :.....

.....

.....

Witness:

Signature :.....

Name *(in capitals)* :

Date :.....

NOTE: FAILURE OF A RESPONDENT TO COMPLETE AND SIGN THIS FORM WILL INVALIDATE THE SUBMISSION

3.2 INDICATION OF SERVICE AREA SUBMISSION

The Respondent is to indicate the Service Area(s) for which they are making a submission. Indicate by providing the names of the Key Persons (to be evaluated in terms of E3.3.2 / 5.3) and making an “X” in right hand column, in the table below.

SA #	Service Area Description	Names of Key Persons	X?
1	Architecture	#1:	
		#2:	
2	Asset & Facilities Management	#1:	
		#2:	
3	Construction & Project Management	#1:	
		#2:	
4	Development Management	#1:	
		#2:	
5	Electrical Building Services	#1:	
		#2:	
6	Graphic Design	#1:	
		#2:	
7	Landscape Architecture	#1:	
		#2:	
8	Mechanical Building Services	#1:	
		#2:	
9	Quantity Surveying	#1:	
		#2:	
10	Structural Engineering	#1:	
		#2:	

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Name : _____ (in block capitals)

Signature : _____ Date : _____
(of person authorised to sign on behalf of the Responding Entity)

SA #	Service Area Description	Names of Key Persons	X?
11	Urban Design	#1:	
		#2:	
12	Works Mentor	#1:	
		#2:	
13	Fire Engineering	#1:	
		#2:	
14	Geotechnical Services	#1:	
		#2:	
15	Green Buildings	#1:	
		#2:	
16	Heritage Architecture	#1:	
		#2:	
17	Interior Design	#1:	
		#2:	
18	Government Certified Competency (GCC) in Electrical or Mechanical Services	#1:	
		#2:	
19	Townplanning	#1:	
		#2:	
20	Traffic Engineering	#1:	
		#2:	

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Name : _____ (in block capitals)

Signature : _____ Date : _____
(of person authorised to sign on behalf of the Responding Entity)

NOTE: FAILURE OF A RESPONDENT TO COMPLETE AND SIGN THIS FORM WILL INVALIDATE THE SUBMISSION

E3.3 EXPRESSION OF INTEREST DATA

The Condition governing the Expression of Interest are the Standard Professional Services Contract (July 2009) published by the Construction Industry Development Board. It must be noted that the Expression of Interest does not constitute an appointment or guarantee of any quantum of work. Each assignment arising from the Expression of Interest will be governed by its own specific contract based on the Standard Professional Services Contract.

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

E3.3.1 DATA PROVIDED BY THE EMPLOYER

Clause

The Employer is the eThekweni Municipality Architecture Department

3.4 and 4.3.2 The authorised and designated representative of the employer is:

Name: Vaneshree Munsami

The address for receipt of communication is:

Telephone: 031 322 7098

Facsimile: 031 311 7111

E-mail: Ncamsile.Masengeni@durban.gov.za

Address: 166 KE Masinga Road (Old Fort Road)
Durban
4001

1. The Expression of Interest is for: Contract CSA3200: Augmented Professional Services for the Architecture Department for a period of performance for 36 months.
1. The Period of Performance for any assignment made under this Expression of Interest will be stated in the project specific contract and will not exceed 36 months.
- 3.4.1 Communication by email is permitted.
- 3.6 The Service Provider may not under any circumstances publicise, disclose to others or make media or public statements or publish material related to the services or any assignment arising from the Expression of Interest.
- 3.9.2 Fees will be determined per assignment, and will be payable on the basis of proven hours. An administrative limit of a maximum of 75% of the gazetted tariff fee is applicable. Hourly rates for assignments will be in accordance with the rates specified in this document at the time of appointment, and are inclusive of transport costs. Hours claimed shall not include home (or office) to work travel.
- 3.16 The time based rates shall be adjusted annually at the discretion of the Employer taking into account the annual increases awarded to Municipal staff.
- 5.4.1 The Service Provider for each discipline / service **will** be required to provide professional indemnity insurance (PI) to a minimum value of 5 million Rands. The employer **will not** be remunerating service providers for Professional Indemnity.
- 7.1.5 The Service Provider shall as a minimum provide his/her own transport, mobile phone and computer with suitable software.
- 7.2.1 The Employer reserves the right at any time to audit qualifications/experience claimed by the Service Provider. Should it be discovered that there has been any misrepresentation, the

Employer shall have the right to remove the Service Provider from the panel, and should any contract have been awarded, the employer shall have the right to terminate the contract with immediate effect.

- 8.1 No agreement is concluded until such time there is a signed contract, (**notwithstanding any other information provided**). The Service Provider shall be required to commence the performance of the Service within **5 working days** of the date of a completely signed CIDB contract.
- 8.1.1 The Employer shall have the right to remove from the panel any Service Provider refusing to accept an assignment without an acceptable reason, **in the opinion of the Employer**. All refusals shall be submitted in writing to Deputy Head: Architecture Department or his delegated official.
- 8.4.1 The Employer may terminate the contract:
 - a) where the services are no longer required.
 - b) where the funding of the services is no longer available.
 - c) if the service provider does not remedy a failure in the performance of his obligations under the contract within 14 days after being notified thereof or within any period as the employer may have subsequently approved in writing.
 - d) If the service provider becomes insolvent or liquidated or
 - e) Non-compliant in terms of the SCM policy or conditions stipulated in the contract.
 - f) Should the Service Provider fail to perform in respect of any assignments issued in terms of the set down Key Performance Indicators in the opinion of the Employer, the Employer shall have the right to terminate the services and / or remove the Service Provider from the panel.
- 9.1 The service provider will be required to submit drawings and all documentation in editable and non-editable formats. Copyright of all CAD Formats, documents, drawings, presentations and related material of work prepared as part of this Expression of Interest **shall be vested with the Employer**. All documentation shall bear the name and logos of eThekwiini Municipality and Architecture Department **only** and not the service provider.
- 11.1 A Service Provider **shall not** subcontract any work.
- 12.1/12.2 Interim settlement of disputes shall be by adjudication in accordance with the CIDB Adjudication Procedure, which can be found at the following URL www.cidb.org.za
- 12.3/12.4 Final settlement shall be by arbitration
- 12.4.1 In the event that the parties fail to agree on an arbitrator, the arbitrator shall be nominated by the Association of Arbitrators.

The following officials are the currently authorised and designated persons of the Employer in the disciplines / services as indicated

DISCIPLINE/SERVICE	DESIGNATED REPRESENTATIVE	OFFICIAL
All Services / Disciplines	Deputy Head: Architecture	A. Shazi
Architecture	Manager: Architecture and Project Management	L. Buthelezi
Construction & Project Management	Manager: Architecture and Project Management	L. Buthelezi
Development Management	Senior Manager: Strat. Projects	L. Buthelezi
Electrical Building Services	Manager: Electrical Building Services	M. Govuzela
Assets and Facilities Management	Manager: Asset & Facilities Management	C. Cebekhulu
Graphic Design	Manager: Architecture and Project Management	L. Buthelezi

Landscape Architecture	Manager: Urban Design and Landscape Architecture	M.B. Haq
Mechanical Building Services	Manager: Mechanical Building Services	M. Khader
Quantity Surveying	Manager : Quantity Surveying	N. Msomi
Structural Engineering (Buildings)	Manager: Structural Engineering	K. Govender
Urban Design	Manager: Urban Design and Landscape Architecture	MB. Haq
Works Mentor	Manager: Architecture and Project Management	L. Buthelezi
Fire Engineering Services	Manager: Mechanical Building Services	M. Khader
Geotechnical Services	Manager: GeoTechnical Services	G.Evans / D. Abel
Greenbuilding Services	Manager: Architecture & Project Management	L.Buthelezi
Government Certified Competency in Electrical or Mechanical Services	Manager: EBS or MBS	M. Govuzela/ M Khader / N. Mbhata
Heritage Architecture	Manager: Architecture & Project Management	L.Buthelezi
Interior Design	Manager: Architecture & Project Management	L. Buthelezi
Townplanning	Manager: Planning	L. Phewa/ Sandile Sokhela H. Epstein
Traffic Engineering Services	Manager: Traffic & Transport	E. Naidoo / R. Dookhi

In accordance with National Treasury Guidelines for Accounting Officers / authorities (refer NT SCM Guide for AO / “5.5 Conflict of Interest”), “a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm’s earlier consulting services) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor’s obligations under a turnkey or design-and-build contract.”

E3.3.2 EXPRESSION OF INTEREST DATA PROVIDER BY THE SERVICE PROVIDER

Clause

1. The Service Provider is:

Address.....
 Telephone:.....
 Facsimile:.....
 e-mail:.....

5.3 The authorised and designated representative of the Service Provider is:

Name:

The address for receipt of communication is:

Address:.....
 Telephone:.....
 Facsimile:.....
 e-mail:

1. The Period of Performance shall be separately indicated for each Task Award / Assignment

5.3 The Key Persons and their experience in relation to Professional services are as below.

1. The CV's of **two** key persons to be provided for evaluation.
2. The key persons are to be professionally registered with the relevant statutory body in the relevant discipline. Non-Compliance will result in the submission being non-responsive.
3. In a multidisciplinary company:

CV's for the Key persons for Professional Services (Category A) in the specified discipline/s must be submitted.

CV's for Specialist Services (Category B) in the specified discipline/s must be submitted.

Non-Compliance to the above will result in the submission being non-responsive.
4. Key persons identified in CV submissions **must be in the permanent employ of the company at date of tender closure**. Should it be discovered that there has been any misrepresentation, the respondent will be removed from the panel, and should any contract have been awarded, the employer shall have the right to terminate the contract with immediate effect.
5. Identified experience must be no older than 10 years. Maximum claimable experience per category is 10 years.
6. Employee task level of performance must be indicated as identified in section E4.
7. Experience must be indicated per category. Building types per category can be identified as per table1

TABLE 1

CATEGORY	BUILDING TYPES	A7 - A5	A4 -A1
Agriculture	Barns, Sheds, Stables	X	X
	Animal breeding units	X	X
Commercial	Speculative Shops	X	
	Surface car parks		X
	Multi-storey/underground car parks	X	
	Supermarkets	X	
	Banks	X	
	Purpose built shops	X	
	Office developments	X	
	Retail warehouses		X
	Garages/Showrooms	X	
	Department Stores	X	
	Shopping centres	X	
	Food processing units	X	
	Breweries	X	
	Telecommunications/ computer buildings	X	
	Restaurants	X	
	High Risk research/production	X	
	Research development labs	X	
Radio/TV/recording studios	X		
Community	Community Halls		X
	Community Centres	X	

	Branch Library	X	
	Fire Stations/ Ambulance	X	
	Bus stations	X	
	Railway stations	X	
	Airports	X	
	Police Stations	X	
	Prisons	X	
	Postal Buildings	X	
	Broadcasting	X	
	Civic Centres	X	
	Religious and crematoria	X	
	Specialist Libraries	X	
	Museums and Art Galleries	X	
	Sheriff courts	X	
	Court of session	X	
	Theatres	X	
	Opera Houses	X	
	Concert Halls	X	
	High Courts	X	
Education	Nursery/first schools	X	x
	Primary Schools	X	x
	Secondary schools	X	
	University complexes	X	
	University Laboratories	X	
Industrial	Speculative factories and warehouses	X	x
	Assembly/machine workshops	X	
	Transport garages/depots		x
	Purpose built factories	X	
	Low risk industrial		x
Medical & Social Services	Clinics	X	
	Medical Centres	X	
	General Hospitals	X	
	Nursing Homes (frail care)	X	
	Surgeries (doctors consulting rooms)	X	
	Teaching Hospitals	X	
	Hospitals	X	
	Laboratories	X	
	Dental surgeries (Dentists consulting rooms)	X	x
Recreational	Sports Halls	X	
	Squash Courts	X	x
	Public Swimming pools	X	x
	Leisure complexes	X	
	Specialised complexes	X	
Residential	Dormitory/hostels	X	
	State-Aided Housing	X	
	Barracks	X	
	Student Housing	X	
	Private Apartment Blocks	X	
	Hotels	X	

	Hospitality, B+B, guesthouses, and self catering units	X	x
	Special Needs housing	X	x
	Housing for the frail and elderly	X	
	Single dwelling unit - Simple single storey	X	x
	Single dwelling unit - Simple double storey	X	x
	Single dwelling unit - Complex Design Criteria and complex context	X	x
Infrastructure	Civils	X	
	Structural	X	
	Mechanical	X	
	Electrical	X	
	Transport	X	
Other	Facility Management	X	

E3.3.3 CV AND EXPERIENCE OF KEY PERSONS

The evaluation of the respondent's Key Persons will be as follows:

- The respondent's Key Persons are to be registered with the statutory body as specified in the relevant Service Area indicated in tables in E4. Non-compliance will result in the Service Area submission being made non-responsive.
- The evaluation will be based on the demonstrated education, training, skills, and experience with respect to the requirements of the employer in E4.

A CV of each of the Key Persons (for each Service Area for which a submission is made) is to be included after this schedule. Each CV should contain the "CV Summary" form (on the next page) as a cover page to the CV.

The CV of the Key Persons should be structured under the following headings:

- Personal particulars (name, date and place of birth);
- Place(s) of tertiary education and dates associated therewith;
- Qualifications (degrees, diplomas etc)
- Grade(s) of professional registrations and membership of professional societies;
- Name of current employer and position in enterprise;
- Overview of post professional registration experience (year, organization and position);
- Outline of projects / assignments / experience that has a bearing on the required Service Area;
- Papers and publications;
- Professional awards etc.

Submission evaluation documentation should be limited to that documentation requested. The submission of "general" entity brochures is discouraged.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this submission are within my personal knowledge and are to the best of my belief both true and correct.

Name : _____ (in block capitals)

Signature : _____ Date : _____
(of person authorised to sign on behalf of the Responding Entity)

Service Area #

CV SUMMARY OF KEY PERSON 1 / 2
(Please Print Information using BLOCK CAPITALS)

Personal Particulars														
Name of Key Person (in full)														
ID Number														
Date of Birth	D	D	M	M	Y	Y	Y	Y						
Place of Birth														
Contact Details														
Telephone (w)	0			-				-						
Cell Phone	0			-				-						
eMail Address														
Current Employment														
Current Employer								Employee Number						
Position in Entity														
Date of Engagement	D	D	M	M	Y	Y	Y	Y						
Tertiary Education Summary														
1) Educational Institution					Qualification					Year Graduated				
2) Educational Institution					Qualification					Year Graduated				
3) Educational Institution					Qualification					Year Graduated				
4) Educational Institution					Qualification					Year Graduated				
Professional Registration with respect to Service Area Requirement (see note 1)														
Registration Body														
Web Address of Registration Body														
Registration Category														
Registration #														
Registration Date	D	D	M	M	Y	Y	Y	Y						
Proof of Registration	Proof of Registration is to be included in Key Person's CV submission													

- Notes**
- 1) Professional registration as per the statutory regulatory body for the relevant service areas as indicated in E4.
 - 2) This page is to be completed and used as a cover page for the CV for each Service Area for Key Persons.
 - 3) Duplicate this table for Key Person 2.
 - 4) Table 2 - Experience Summary for Key Persons to be completed and submitted.

Service Area		TABLE 2 - EXPERIENCE SUMMARY OF KEY PERSON 1 /2				
Category	Project Name	Location	Person responsible	Year Started	Completion date (Month/Year)	% of work directly involved in related to total project scope within discipline.
Agriculture						
0 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Commercial						
0 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Community						
0 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					

Service Area		TABLE 2 - EXPERIENCE SUMMARY OF KEY PERSON 1 /2				
Category	Project Name	Location	Person responsible	Year Started	Completion date (Month/Year)	% of work directly involved in related to total project scope within discipline.
Educational						
1 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Industrial						
1 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Medical and Social Services						
2 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					

Service Area		TABLE 2 - EXPERIENCE SUMMARY OF KEY PERSON 1 /2				
Category	Project Name	Location	Person responsible	Year Started	Completion date (Month/Year)	% of work directly involved in related to total project scope within discipline.
Recreational						
0 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Residential						
0 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Infrastructure						
0 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					

Service Area		TABLE 2 - EXPERIENCE SUMMARY OF KEY PERSON 1 /2				
Category	Project Name	Location	Person responsible	Year Started	Completion date (Month/Year)	% of work directly involved in related to total project scope within discipline.
Facilities Management						
1 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					
Other						
1 - R2m	1.					
	2.					
R2m - R10m	1.					
	2.					
R10m - R50m	1.					
	2.					

E4 SCOPE OF WORK

E4.1 INDICATIVE SCOPE OF WORK AND SCHEDULE OF HOURLY RATES

4.1.1 Employer's Objectives

The Architecture Department intends to augment internal professional capacity by engaging the services of built environment professional service providers on fixed hourly rates, subject to a total cost ceiling of 75% of the applicable gazette tariff where applicable.

Professional service providers engaged on hourly rate contracts will fulfill roles on a variety of projects as and when required, and will be reimbursed in accordance with time-based rates that have been aligned with Council remuneration packages (on comparative TASK grades). Project specific assignments will be issued, each with their own contract, whereupon performance in terms of that contract will be required.

The project specific contracts will be based on the CIDB Standard Professional Services Contract (2015).

Specific requirements may include, but are not limited to, total cost, timelines, milestones and deliverables.

4.1.2 Scope of Work

Professional service providers will be expected to provide some or all of the full range of services normally expected of full time permanent staff employed by the Municipality, as stipulated in the Assignments. The scope of work reflects the Job Purpose for each level and more detailed Job Descriptions can be provided on written request

4.1.3 Schedule of Hourly Rates

The Schedule of Hourly Rates forms part of the Expression of Interest conditions, and will be incorporated into project specific conditions of contract.

Fees will be determined per assignment, and will be payable on the basis of proven hours, limited to a maximum of 75% of the gazetted tariff fee, where applicable. Hourly rates for assignments will be in accordance with the rates specified in this document at time of appointment, and are inclusive of transport costs. Hours claimed shall not include home (or office) to work travel.

4.1.4 Performance

The Employer reserves the right to remove from the panel Service Providers who:

1. Fail to perform in terms of the project specific contracts
2. Refuse to accept an assignment, without acceptable reasons
3. Becomes non-compliant for any reasons that differs with the original EOI.

TASK
SERVICE
AREA

A

ARCHITECTURE

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
A1	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	Applies technical Architectural procedures and applications to facilitate the provision of information, formulation and development and/ or draughting of plans, proposals and designs for simple projects with low impact on its environs, preparing contractual documentation referring to standard guidelines and monitoring the implementation and execution of minor contracts with limitations in variations ensuring through creative and specialized applications, accurate specifications can be established to support professionals in the discussion and decision making processes.	Higher Certificate – NQF 5	Registered with the South African Council for the Architectural Profession as a Professional Architectural Draughtsperson	R 489.74
A2	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	Applies technical Architectural procedures and applications to facilitate the provision of information, formulation and development and/ or draughting of plans, proposals and designs for simple to average projects with low to medium impact on its environs, preparing contractual documentation referring to a range of guidelines and monitoring the implementation and execution of minor contracts with variations ensuring through creative and specialized applications, accurate specifications can be established to support professionals in the discussion and decision making processes.	Diploma – NQF 6	Registered with the South African Council for the Architectural Profession as a Professional Architectural Technologist	R 578.20
A3	SENIOR PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	Co-ordinates and controls key technical Architectural procedures and applications associated with the provision of support, advice and guidance, formulation and development and/or draughting of plans, proposals and designs for average to complex projects, preparing contractual documentation and monitoring implementation and execution phases and disseminating technical project/ contract information internally and/ or externally ensuring through creative and specialized applications, accurate specifications can be established to support professionals with project planning, evaluation and execution discussions and decision making processes.	Honours Degree - NQF 8 B Tech – NQF 7	Registered with the South African Council for the Architectural Profession as a Senior Professional Architectural Technologist	R 651.00

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
A4	ARCHITECT	Provides a professional Architectural service through the management of the process of investigating, assessing, defining, conceptualizing and designing average physical built interventions in the environment and preparing and preparing contractual documentation / terms and conditions to direct outcomes of the construction process, ensuring delivery of an architectural product that responds to client requirements and is adaptable to environmental, social and legislative changes and demands.	Master's Degree - NQF 9 B.Arch. – NQF 8 1 year experience	Registered with the South African Council for the Architectural Profession as a Candidate Architect	R 750.57
A5	PROFESSIONAL ARCHITECT	Provides a professional Architectural service through the management of the process of analyzing, investigating, assessing, defining, conceptualizing and designing major physical built interventions in the environment and preparing and defending contractual terms and conditions or, resolving disputes, and providing information and advice on best practices to guide, enable and ensure delivery of architectural products that responds to client requirements and is adaptable to environmental, social and legislative changes and demands.	Master's Degree - NQF 9 B.Arch. – NQF 8 2-5 years experience	Registered with the South African Council for the Architectural Profession as a Professional Architect	R 886.01
A6	PROFESSIONAL SENIOR ARCHITECT	Provides input into departmental objectives and controls the delivery of a professional Architectural service through the management of the process of analyzing, investigating, assessing, defining, conceptualizing and designing major complex physical built interventions in the environment and, preparing and defending contractual terms or, resolving disputes and providing information and advice on best practices to guide, enable and ensure delivery of architectural products that responds to diverse end user requirements and is adaptable to environmental, social and legislative changes and demands.	Master's Degree - NQF 9 B.Arch. – NQF 8 5 years experience	Registered with the South African Council for the Architectural Profession as a Professional Architect	R 1020.07

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
A7	PROFESSIONAL ARCHITECTURAL DEVELOPMENT MANAGER	Manages the provision of an Architectural development and project management service through formulation of short to medium term objectives and input into the strategic intent; determination and control of the process of analyzing, investigating, assessing, defining, conceptualizing, designing and project management of major complex and high risk physical built interventions; overseeing contractual compliance with professional practice principles and the process of dispute resolution and providing information, advice and recommendations on best practices to guide delivery of a diverse, complex and integrated range of architectural products that responds to end user needs, is economically sustainable, adaptable to the future, and conforms with environmental, social and legislative prescripts regulating development within a major metropolitan area.	Master's Degree - NQF 9 B.Arch. – NQF 8 6+ years experience	Registered with the SACAP as a Professional Architect And Mandatory Registered with the SA Council for Project and Construction Management Profession as a Professional Construction Project Manager or Equally Approved	R 1 233.20

TASK
SERVICE
AREA

G

**GRAPHIC
DESIGN**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
G1	GRAPHIC DESIGNER	Applies graphic design principles, procedures and applications to create illustrations and presentation material of architectural concepts, depicting through creative techniques and various forms the final product to enable the Client to acquire an accurate and realistic impression.			R 414.86

TASK
SERVICE
AREA

W

WORKS MENTOR

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
W1	WORKS MENTOR	Co-ordinates activities / tasks associated with the provision of guidance and support to contractors through planning, scheduling and executing training and skills development programs, monitoring and reporting on the adequacy of interventions to improve capabilities and attending to the administrative reporting and record keeping requirements, making available information and investigational reports.	NQF Level 5 or appropriate Trade tested Artisan qualification		R 414.86

TASK
SERVICE
AREA

C

CONSTRUCTION &
PROJECT
MANAGEMENT

NOTE *Hourly rates excluding VAT are indicated for the period 2020-07-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
C2	PROFESSIONAL CONSTRUCTION PROJECT MANAGER	Provides a professional project management service with respect to the execution and implementation of simple to high complexity type Architectural projects through the management of the process of analyzing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with client objectives and budgeted capital budgeted frameworks.	Relevant tertiary qualification recognized by the Council for the Built Environment	Registered as a Professional with an appropriate Built Environment Professional Statutory Body Registered with the South African Council for Construction Project Management Profession as a Professional Construction Project Manager	R 731.09

TASK
SERVICE
AREA

E

**ELECTRICAL
BUILDING
SERVICES (EBS)**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
E1	EBS TECHNICIAN	Applies technical Electrical Engineering procedures and applications associated with the provision of information, formulation and development and/ or draughting of plans, proposals and designs at an elementary level, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of projects.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent)	Candidate Professional Electrical Technician with Engineering Council of South Africa	R 532.14
E2	EBS SENIOR TECHNICIAN	Applies key technical Electrical Engineering procedures and applications associated with the provision of information and guidance, formulation and development and/ or draughting of plans, proposals and designs, preparing contractual documentation and monitoring the implementation and execution of average scale contracts and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution and evaluation.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent)	Professional Electrical Technician with Engineering Council of South Africa	R 635.60
E3	EBS TECHNOLOGIST	Co-ordinates and controls key technical Electrical Engineering Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex forms of electrical systems , preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	B.Tech. or equivalent	Candidate Professional Electrical Technologist with the Engineering Council of South Africa	R 715.45

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
E4	EBS PROFESSIONAL TECHNOLOGIST	Controls professional and technical processes associated with the Electrical Building Services Engineering requirements of internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts and, contract and project management of basic and average complexity type of broadly defined electrical building services engineering works with moderate levels of impact in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BTech or equivalent	Registered as a Professional Electrical Technologist with the Engineering Council of South Africa	R 805.31
E5	EBS PROFESSIONAL ENGINEER	Controls the professional and technical processes associated with the Electrical Building Services Engineering requirements of internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts and, contract and project management of basic, average and high complexity of broadly defined electrical building service engineering works with high impact in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BSc or equivalent	Registered as a Professional Electrical Engineer with the Engineering Council of South Africa	R 916.09

TASK
SERVICE
AREA

FM

**ASSETS &
FACILITIES
MANAGEMENT**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-07-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

Service Level		Work Description	Academic Qualification	Professional Registration	Hourly Rate
F4	FACILITIES MANAGEMENT	Co-ordinates applications associated with the provision of a service to the Department in respect of the management of strategic and other related architectural assets through the implementation of an Asset Management Plan/Programme aimed at asset sustainability and lifecycle costing by maintaining and/or increasing the level of service provided and, decreasing short and long term capital and/or operational expenditure through improved governance of assets within the ambit of control of the Department.	NQF7 (Relevant 3 year tertiary qualification ie Degree or Diploma) 4 years relevant experience	No Registration Requirement	R 715.45
F5	ASSETS MANAGEMENT	Administration and Control of Facilities Projects for the Department. Contract management and appointment of professionals. New technical development, project management, financial support/control and risk evaluation. This includes strategic partnerships and relationship management, project communication and conflict resolution in order to ensure key new technical development projects are scoped, planned and implemented in accordance with broader growth objectives of the city. The quality and professionalism of the new technical development and facilitation has to have a positive impact on more sustainable development. This all done in order to ensure strategic initiatives of eThekweni Municipality are met. To assist the Senior Manager: Assets by undertaking tasks for the Asset Management Branch.	NQF7 (Relevant 3 year tertiary qualification ie Degree or Diploma) 4 years relevant experience	No Registration Requirement	R 805.31

TASK
SERVICE
AREA



LANDSCAPE
ARCHITECTURE

NOTE *Hourly rates excluding VAT are indicated for the period 2020-07-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
L1	LANDSCAPE TECHNICIAN	Applies technical Landscape Design procedures and applications to facilitate the provision of information, formulation and development and/ or draughting of plans, proposals and designs at a basic level, preparing contract documentation and monitoring the implementation and execution of minor contracts ensuring through creative and specialized applications accurate specifications can be established to support discussions and decision making processes with respect to landscape design proposals at a local/ site scale.	National Higher Diploma or equivalent		R 489.74
L2	SENIOR LANDSCAPE TECHNICIAN	Applies technical Landscape Design procedures and applications to facilitate the provision of information and guidance, formulation and development and/ or draughting of plans, proposals and designs, preparing contract documentation and monitoring the implementation and execution phases of minor contracts and, disseminating technical project/ contract information internally and/ or externally ensuring through creative and specialized applications accurate specifications can be established to support project planning, evaluation and execution discussions and decision making processes.	National Higher Diploma or equivalent		R 578.19
L3	PRINCIPAL LANDSCAPE TECHNICIAN	Co-ordinates and controls key technical Landscape Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs, preparing contract documentation and monitoring implementation and execution phases and, disseminating technical project/ contract information internally and/ or externally ensuring through creative and specialized applications accurate specifications can be established to support project planning, evaluation and execution discussions and decision making processes	National Higher Diploma or equivalent		R 651.00

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
L4	LANDSCAPE ARCHITECT	Co-ordinates Landscape Architectural projects and programs through formulation of proposals and designs, conducting investigative studies of the urban/ landscape context, developing and monitoring and reporting on the implementation, deliverable and outcome phases of the projects/ contracts against original design intentions or agreed scope of work.	NQF Level 7 (B. Landscape Arch or equivalent qualification)	Eligible for registration with the South African Council for the Landscape Architectural Profession as a Candidate Professional Landscape Architect	R 732.94
L5	PROFESSIONAL LANDSCAPE ARCHITECT	Co-ordinates strategic landscape planning and design through, the provision of professional guidance and support, conducting of investigative studies, developing proposals inclusive of programs, financial measures and technical specifications for approval and, monitoring and reporting on the implementation, deliverable and outcome phases against the original design intentions and/ or agreed scope of work	NQF Level 7 (B. Landscape Arch or equivalent qualification)	Registered with the South African Council for the Landscape Architectural Profession as a Professional Landscape Architect	R 845.03
L6	PROFESSIONAL SENIOR LANDSCAPE ARCHITECT	Co-ordinates and aligns the Division's key performance areas against critical Landscape Architecture priorities through the provision of professional guidance and support, defining and designing program methodologies, approaches and concepts, analyzing and evaluating the adequacy of proposals to meet objectives, managing project outcomes and, communicating and/ or providing explanations/ recommendations based on best practices associated with the arrangement, design and details that support the creation of a sustainable urban landscape to foster economic and social growth..	NQF Level 7 (B. Landscape Arch or equivalent qualification)	Registered with the South African Council for the Landscape Architectural Profession as a Professional Landscape Architect	R 951.42

TASK
SERVICE
AREA

M

**MECHANICAL
BUILDING
SERVICES (MBS)**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-07-01 to 2023-06-30 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
M1	MBS TECHNICIAN	Applies technical Mechanical Engineering procedures and applications associated with the provision of information, formulation and development and/ or draughting of plans, proposals and designs at an elementary level, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of projects.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent)		R 489.74
M2	SENIOR MBS TECHNICIAN	Applies key technical Mechanical Engineering procedures and applications associated with the provision of information and guidance, formulation and development and/ or draughting of plans, proposals and designs, preparing contractual documentation and monitoring the implementation and execution of average scale contracts and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution and evaluation.	1 year experience		R 578.19
M3	PRINCIPAL MBS TECHNICIAN	Co-ordinates and controls key technical Mechanical Engineering Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex mechanical structures and systems , preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent)	Registration as a Professional Technician (Mechanical Engineering) with the Engineering Council of South Africa	R 651.00

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
M4	MBS TECHNOLOGIST	Co-ordinates and controls key technical Mechanical Engineering Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex mechanical structures and systems , preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	3 years' experience	Eligible for registration as a Candidate Professional Technologist (Mechanical Engineering) with the Engineering Council of South Africa	R 651.00
M5	PROFESSIONAL MBS TECHNOLOGIST	Controls professional and technical processes associated with provision of a Mechanical Engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and high complexity mechanical type structures in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent)	Registered as a Professional Technologist (Mechanical Engineering) with the Engineering Council of South Africa	R 732.94
M6	PROFESSIONAL MECHANICAL ENGINEER	Controls professional and technical processes associated with provision of a Mechanical Engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and high complexity mechanical type structures in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	5 years' post registration experience.	Registered as a Professional Engineer (Mechanical Engineering) with the Engineering Council of South Africa	R 845.03

TASK
SERVICE
AREA



QUANTITY
SURVEYING

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-07-01 to 2023-06-30 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
Q1	QUANTITY SURVEYING TECHNICIAN	Applies technical Quantity Surveying procedures and application to support effective and reliable cost management valuation and estimating at a basic level, preparing contract documentation and monitoring costs and cash flows on minor projects.	National Higher Diploma or equivalent	No Registration Requirement. (Less than 3 years' work experience)	R 489.74
Q2	SENIOR QUANTITY SURVEYING TECHNICIAN	Applies technical Quantity Surveying procedures and applications to facilitate effective and reliable cost management valuation and estimating, preparing contract documentation and monitoring costs and cash flows on minor and less complex projects.	National Higher Diploma or equivalent	No Registration Requirement. (3 to 5 years' experience)	R 587.65
Q3	PRINCIPAL QUANTITY SURVEYING TECHNICIAN	Co-ordinates and controls key technical Quantity Surveying procedures and applications to facilitate effective and reliable cost management valuation and estimating, preparing contract documentation and monitoring costs and cash flows on complex projects.	National Higher Diploma or equivalent	No Registration Requirement. (More than 5 years' experience)	R 651.00

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
Q4	QUANTITY SURVEYOR	Co-ordinates Quantity Surveying projects and programs through the provision of guidance and support, defining and designing program methodologies, approaches and concepts, analyzing and evaluating the adequacy of proposals to meet objectives, managing project outcomes and communicating and/or providing explanations / recommendations based on best practices associated with the provision of a professional Quantity Surveying consultancy service	NQF Level 7 (BSc (QS) or equivalent qualification)	Eligible for registration with the South African Council for the Quantity Surveying Profession as a Candidate Professional Quantity Surveyor	R 732.94
Q5	PROFESSIONAL QUANTITY SURVEYOR	Co-ordinates strategic Quantity Surveying projects and programs through the provision of professional guidance and support, defining and designing program methodologies, approaches and concepts, analysing and evaluating the adequacy of proposals to meet objectives, managing project outcomes and, communicating and/or providing explanations/recommendations based on best practices associated with the provision of a professional Quantity Surveying consultancy service.	NQF Level 7 (BSc (QS) or equivalent qualification. (More than 5 years' experience)	Registration with the South African Council for the Quantity Surveying Profession as a Professional Quantity Surveyor	R 922.20

TASK
SERVICE
AREA

S

**STRUCTURAL
ENGINEERING**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-07-01 to 2023-06-30 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
S1	CIVIL ENGINEERING TECHNICIAN	Applies technical Civil/ Structural Engineering procedures and applications associated with the provision of information, formulation and development and/ or draughting of plans, proposals and designs at an elementary level, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of projects.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent). 1 year relevant experience		R 489.74
S2	SENIOR CIVIL ENGINEERING TECHNICIAN	Applies key technical Civil/ Structural Engineering procedures and applications associated with the provision of information and guidance, formulation and development and/ or draughting of plans, proposals and designs, preparing contractual documentation and monitoring the implementation and execution of average scale contracts and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution and evaluation.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent). 2 years' relevant experience.		R 578.19
S3	PRINCIPAL CIVIL ENGINEERING TECHNICIAN	Co-ordinates and controls key technical Civil/ Structural Engineering Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex civil/ structural structures and systems , preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent) 5 years' relevant experience	Registration as a Professional Technician (Civil Engineering) with the Engineering Council of South Africa	R 651.00

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
S4	CIVIL ENGINEERING TECHNOLOGIST	Co-ordinates and controls key technical Civil/ Structural Engineering Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex civil/ structural structures and systems , preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	BTech or equivalent 2 years' relevant experience	Eligible for registration as a Candidate Professional Technologist (Civil Engineering) with the Engineering Council of South Africa	R 651.00
S5	PROFESSIONAL STRUCTURAL ENGINEERING TECHNOLOGIST	Controls professional and technical processes associated with provision of a Structural Engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and high complexity mechanical type structures in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BTech or equivalent and 3 years' post registration relevant experience 3 years post registration		R 838.25
S6	PROFESSIONAL STRUCTURAL ENGINEER	Controls professional and technical processes associated with provision of a Structural Engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and high complexity mechanical type structures in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BSc or equivalent and 3 years' post registration relevant experience	Registered as a Professional Engineer (Structural Engineering) with the Engineering Council of South Africa	R 960.80

TASK
SERVICE
AREA

U

URBAN DESIGN

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-07-01 to 2023-06-30 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
U1	PROFESSIONAL URBAN DESIGN DRAUGHTS-PERSON	Applies technical Urban Design procedures and applications to facilitate the provision of information, formulation and development and/ or draughting of plans, proposals and designs for simple projects with low impact on its environs, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring through creative and specialised applications, accurate specifications can be established to support professionals in the discussions and decision making processes.	National Diploma in Architectural Technology or equivalent	Registered with the South African Council for the Architectural Profession as a Professional Architectural Draughtsperson	R 489.74
U2	PROFESSIONAL URBAN DESIGN TECHNOLOGIST	Applies technical Urban Design procedures and applications to facilitate the provision of information, formulation and development and/ or draughting of plans, proposals and designs for simple to average projects with low to medium impact on its environs, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring through creative and specialized applications, accurate specifications can be established to support professionals in the discussions and decision making processes.	National Diploma in Architectural Technology or equivalent	Registered with the South African Council for the Architectural Profession as a Professional Architectural Technologist	R 578.19
U3	PROFESSIONAL SENIOR URBAN DESIGN TECHNOLOGIST	Co-ordinates and controls key technical Urban Design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for average to complex projects, preparing contractual documentation and monitoring implementation and execution phases and, disseminating technical project/ contract information internally and/ or externally ensuring through creative and specialized applications, accurate specifications can be established to support professionals with project planning, evaluation and execution discussions and decision making processes.	BTech in Architectural Technology or equivalent	Registered with the South African Council for the Architectural Profession as a Professional Senior Architectural Technologist	R 651.00

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
U4	URBAN DESIGNER	Provides a professional Urban Design service through the management of the process of investigating, assessing, defining, conceptualizing and designing average physical built interventions in the environment and, preparing contractual documentation/ terms and conditions to direct outcomes of the construction process, ensuring delivery of an architectural product that responds to client requirements and is adaptable to environmental, social and legislative changes and demands..	NQF Level 8 (MArch or equivalent qualification)	Eligible for registration with the South African Council for the Architectural Profession as a Candidate to be advised. Professional Architect	R 732.94
U5	PROFESSIONAL URBAN DESIGNER	Provides a professional Urban Design service through the management of the process of analyzing, investigating, assessing, defining, conceptualizing and designing major physical built interventions in the environment and, preparing and defending contractual terms and conditions or, resolving disputes, and providing information and advice on best practices to guide, enable and ensure delivery of architectural products that responds to client requirements and is adaptable to environmental, social and legislative changes and demands	NQF Level 8 (MArch or equivalent qualification)	Registered with the South African Council for the Architectural Profession as a Professional Architect	R 845.03
U6	PROFESSIONAL SENIOR URBAN DESIGNER	Provides input into departmental objectives and controls the delivery of a professional Urban Design service through the management of the process of analyzing, investigating, assessing, defining, conceptualizing and designing major complex physical built interventions in the environment and, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure delivery of architectural products that responds to diverse end user requirements and is adaptable to environmental, social and legislative changes and demands.	NQF Level 8 (MArch or equivalent qualification)	Registered with the South African Council for the Architectural Profession as a Professional Architect	R 951.42

TASK
SERVICE
AREA

FE

**FIRE
ENGINEERING**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
FE6	FIRE ENGINEER	<p>Application of scientific and engineering principles, rules, codes, and expert judgement, based on an understanding of the phenomena and effects of fire and the reaction and behaviour of people to fire – to protect people, property, production and the environment from the destructive effects of fire.</p> <p>These objectives are achieved by a variety of means including such activities as:</p> <ul style="list-style-type: none"> • the assessment of the hazards and risks of fire and its effects; • the mitigation of potential fire damage by proper design, construction, arrangement, and use of buildings, materials, structures, industrial processes, transportation systems and similar; • the appropriate level of evaluation for the optimum preventive and protective measures necessary to limit the consequences of fire; • the design, installation, maintenance and/or development of fire detection, fire suppression, fire control and fire related communication systems and equipment; • the direction and control of appropriate equipment and manpower in the strategy and function of firefighting and rescue operations; • post-fire investigation and analysis, evaluation and feedback. 	BSc or equivalent and 3 years' post registration & Proven Relevant experience in Fire Engineering	<p>Registered as a Professional Engineer with the Engineering Council of South Africa with relevant experience in Fire Engineering.</p> <p>Registration with the Institution of Fire Engineers of South Africa in one of the following Grades:</p> <ul style="list-style-type: none"> • Member, • Fellow • Affiliate Individual • Affiliate Organisation <p>or,</p> <p>equally approved Professional Registration.</p>	R 916.09

TASK
SERVICE
AREA

GT

**GEO-
TECHNICAL
SERVICES**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
GT5	ENGINEERING GEOLOGIST	Geotechnical engineers apply latest scientific methodologies and tools to research and study soil conditions in order to evaluate its suitability for foundations. The scope of work involves but is not limited to the investigation and assessment of construction sites, to conduct lab tests, to create designs for structures based on in-depth research, to supervise construction where required, and to write and present reports.	Degree in engineering / or environmental geology or geology recognized by the South African Council for Natural Scientific Professions and must be employed full-time in the field of engineering and / or environmental geology for not less than 10 years..	Must be Professionally registered with the South African Institute for Engineering and the South African Council for Natural Scientific Professions.	R 886.01
GT6	SENIOR ENGINEERING GEOLOGIST	Geotechnical engineers apply latest scientific methodologies and tools to research and study soil conditions in order to evaluate its suitability for foundations. The scope of work involves but is not limited to the investigation and assessment of construction sites, to conduct lab tests, to create designs for structures based on in-depth research, to supervise construction where required, and to write and present reports.	Degree in engineering / or environmental geology or geology recognized by the South African Council for Natural Scientific Professions and must be employed full-time in the field of engineering and / or environmental geology for 10+ years..	Must be Professionally registered with the South African Institute for Engineering and the South African Council for Natural Scientific Professions.	R 1020.07

GT7	PROFESSIONAL ENGINEERING GEOLOGIST	Geotechnical engineers apply latest scientific methodologies and tools to research and study soil conditions in order to evaluate its suitability for foundations. The scope of work involves but is not limited to the investigation and assessment of construction sites, to conduct lab tests, to create designs for structures based on in-depth research, to supervise construction where required, and to write and present reports.	Degree in engineering / or environmental geology or geology recognized by the South African Council for Natural Scientific Professions and must be employed full-time in the field of engineering and / or environmental geology for 10+ years..	Must be Professionally registered with the South African Institute for Engineering and the South African Council for Natural Scientific Professions.	R1 233,20
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TASK
SERVICE
AREA

GB

**GREEN BUILDING
SERVICES**

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
GB6	RELEVANT BUILT ENVIRONMENT PROFESSIONAL	Application of appropriate scientific and engineering tools and methods in order to create green buildings that, in its design, construction or operation, reduces or eliminates negative impacts, and can create positive impacts, on our climate and natural environment. Application of Architectural design, electrical, mechanical, structural, landscaping and green technologies in buildings to preserve precious natural resources and improve the quality of life of occupants in design, construction and operation. Inputting into design that enables adaptation to a changing environment.	Relevant built environment qualification with proven experience in green buildings.	Relevant Professional registration in the built environment combined with a registration with the Green Buildings Council of South Africa or equally approved Professional Registration.	R 916.09

TASK
SERVICE
AREA

GC
[EE]

Government
Certificate
Competency in
Electrical Eng.

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
GC5 E.E	EBS TECHNICIAN	Controls the professional and technical processes associated with the Electrical Building Services Engineering requirements of internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts and, contract and project management of high complexity broadly defined electrical building service engineering works with high impact and where electrical consumption exceeds a certain limit, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BSc or equivalent	Registered as a Professional Electrical Engineer with the Engineering Council of South Africa <u>And mandatory to be in possession of a Government Certificate of Competency in Electrical Engineering</u>	R 916.09
	EBS PROFESSIONAL TECHNOLOGIST				
	EBS PROFESSIONAL ENGINEER				

TASK
SERVICE
AREA

GC
[ME]

Government Certificate Competency in
Mechanical Eng.

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-01-01. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned with municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
GC5 M.E	MBS TECHNOLOGIST	Controls the professional and technical processes associated with the Mechanical Engineering Services requirements of internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts and, contract and project management of high complexity broadly defined electrical building service engineering works with high impact and where electrical consumption exceeds a certain limit, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BSc or equivalent	Registered as a Professional Mechanical Engineer with the Engineering Council of South Africa <u>And mandatory to be in possession of a Government Certificate of Competency in Mechanical Engineering</u>	R 916.09
	PROFESSIONAL MBS TECHNOLOGIST				
	PROFESSIONAL MECHANICAL ENGINEER				

TASK
SERVICE
AREA

HA HERITAGE ARCHITECTURE

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
HA6	PROFESSIONAL ARCHITECT	Provides input supporting departmental objectives and controls in the delivery of a professional Architectural service related to Heritage Architecture through the management of processes of designing, analyzing, investigating, assessing, defining, conceptualizing and developing major Heritage City Assets. Preparing and defending contractual terms or, resolving disputes and providing information and advice on best practices to guide, enable and ensure delivery of Heritage Architectural products in compliance with AMAFA statutory requirements, legislation and policies in meeting diverse end user requirement including adaptable environmental, social and legislative changes and demands.	Master's Degree - NQF 9 B.Arch. – NQF 8 5+ more years proven experience	Registered with the South African Council for the Architectural Profession as a Professional Architect & Mandatory Proven Experience in Heritage Architectural Projects.	R 1020.07
	PROFESSIONAL SENIOR ARCHITECT				

TASK
SERVICE
AREA

ID INTERIOR DESIGN

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
ID1	PROFESSIONAL INTERIOR DECORATOR	Provides interior design input into city projects of a low complexity taking into account the objectives, spatial form and user demands from concept development to detail design, contract documentation, implementation, monitoring and final completion.	1 year full time qualification from an accredited educational institution, A minimum of 5 years practical experience, or Practising for a minimum of 6 years	Registration with the African Institute of the Interior Design Profession or equally approved.	R489.74
ID2	PROFESSIONAL INTERIOR DESIGNER	Provides interior design input into city projects of a medium complexity taking into account the objectives, spatial form and user demands from concept development to detail design, contract documentation, implementation, monitoring and final completion.	3 year diploma or degree from accredited institution Minimum 3 years practical experience	Registration with the African Institute of the Interior Design Profession or equally approved.	R578.19

			Practising for a minimum of 6 years.		
ID3	PROFESSIONAL SENIOR INTERIOR DESIGNER	Provides interior design input into city projects of a high complexity taking into account the objectives, spatial form and user demands from concept development to detail design, contract documentation, implementation, monitoring and final completion.	4 year diploma or degree with Honours from an accredited institution. Minimum 3 years experience	Registration with the African Institute of the Interior Design Profession or equally approved.	R651.00
ID4	PROFESSIONAL INTERIOR ARCHITECT	Provides interior design input into city projects of an advanced complexity taking into account the objectives, spatial form and user demands from concept development to detail design, contract documentation, implementation, monitoring and final completion.	5 year full time degree from an accredited institution affiliated to a faculty of Architecture at a University 5+ years of experience	Registration with the African Institute of the Interior Design Profession or equally approved.	R750.57

TASK
SERVICE
AREA

TP TOWNPLANNING

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-01-01 to 2023-06-31 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
TP4	TECHNICAL PLANNER	Technical Planner provides basic input into low to medium complexity of urban and regional planning projects as per project requirements in term of the scope from inception to completion. Possess technical skills across the range of activities related to Functional Competencies as per SACPLAN requirements.	Relevant tertiary qualification from an accredited educational institution as per SACPLAN, and A minimum of 3 years post registration experience	Registration in the relevant category with the South African Council for Planners.	R 750.57

<p>TP5</p>	<p>SENIOR TECHNICAL PLANNER</p>	<p>A senior technical planner that provides medium level of input into low to medium urban and regional planning processes, projects as per the project requirements in terms of the scope from inception to completion as per the Planning Professions Act.</p>	<p>Relevant tertiary qualification from an accredited educational institution as per SACPLAN, and</p> <p>A minimum of 5 years post registration experience</p>	<p>Registration in the relevant category with the South African Council for Planners.</p>	<p>R886.01</p>
<p>TP6</p>	<p>SENIOR PROFESSIONAL PLANNER</p>	<p>A professional planner that provides low, medium to high level of input into complex urban and regional planning processes, projects as per the project requirements in terms of the scope from inception to completion as per the Planning Professions Act. Must have the Ability to assess a situation which requires planning intervention and formulate appropriate responses.</p> <p>Provide leadership to fellow professional planners, professionals in related fields, communities and other stakeholders in the planning processes.</p> <p>Is able to apply or engage with the area of competency with increasing degree of mastery and sophistication.</p>	<p>Relevant tertiary qualification from an accredited educational institution as per SACPLAN, and</p> <p>A minimum of 6-10 years post registration experience</p>	<p>Registration in the relevant category with the South African Council for Planners.</p>	<p>R1,020.07</p>

TASK
SERVICE
AREA

TE

TRAFFIC
ENGINEERING

NOTE *Hourly rates excluding VAT are indicated for the period 2020-12-01 to 2021-06-30. Hourly rates for the period 2021-07-01 to 2023-06-30 will be advised. Revised hourly rates will be aligned to increases awarded to municipal staff.*

	Service Level	Work Description	Academic Qualification	Professional Registration	Hourly Rate
TE1	[TRAFFIC] ENGINEERING TECHNICIAN	Applies technical traffic engineering procedures and applications associated with the provision of information, formulation and development and/ or draughting of traffic engineering solutions at an elementary level, inputting into or / preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of projects.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent). 1 year relevant experience in traffic engineering		R 489.74

TE2	SENIOR [TRAFFIC] ENGINEERING TECHNICIAN	Applies key technical traffic engineering procedures and applications associated with the provision of information and guidance, formulation and development of plans, proposals and designs, preparing contractual documentation and monitoring the implementation and execution of average scale contracts and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution and evaluation.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent). 2 years' relevant experience in traffic engineering	Registration as a Candidate / Professional in the relevant category with the Engineering Council of South Africa with relevant experience in traffic engineering.	R 578.19
TE3	CHIEF [TRAFFIC] ENGINEERING TECHNICIAN	Co-ordinates and controls key technical traffic engineering design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex traffic engineering solutions, preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	NQF Level 6 (National Higher Diploma T4/ S4 or equivalent) 5 years' relevant experience in traffic engineering	Registration as a Professional in the relevant category with the Engineering Council of South Africa with relevant experience in traffic engineering.	R 651.00
TE4	[TRAFFIC] ENGINEERING TECHNOLOGIST	Co-ordinates and controls key technical traffic engineering design procedures and applications associated with the provision of support, advice and guidance, formulation and development and/ or draughting of plans, proposals and designs for complex traffic engineering solutions / systems , preparing contractual documentation and monitoring the implementation and execution and, disseminating technical project/ contract information internally and/ or externally ensuring accurate specifications are made available to support project scoping, planning, execution, evaluation and/ or dispute resolution sequences.	BTech or equivalent 2 years' relevant experience in traffic engineering	Eligible for registration as a Candidate Professional Technologist with the Engineering Council of South Africa with relevant experience in traffic engineering.	R 651.00

TE5	SENIOR [TRAFFIC] ENGINEERING TECHNOLOGIST	Controls professional and technical processes associated with provision of a traffic engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and highly complex traffic related contexts in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, cost, standards and quality.	BTech or equivalent and 3 years' post registration relevant experience 3 years post registration in traffic engineering	Registration as a Professional in the relevant category with the Engineering Council of South Africa with relevant experience in traffic engineering.	R 838.25
TE6	CHIEF [TRAFFIC] ENGINEER	Controls professional and technical processes associated with provision of a traffic engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and highly complex traffic engineering contexts in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.	BSc or equivalent and 5+ years' post registration relevant experience in traffic engineering	Registered as a Professional Engineer with the Engineering Council of South Africa with relevant experience in traffic engineering.	R 960.80

E4.2 PROPOSED ASSIGNMENT PROCESS (CSA 3200PS)

4.2.1 SERVICES / DISCIPLINES REPRESENTED ON THE ROSTER

The following services / disciplines are represented on the roster to augment Architecture Department resources:

PROFESSIONAL SERVICES CATEGORY A

- Architecture
- Assets and Facilities Management
- Construction / Project Management
- Development Management
- Electrical Building Services
- Graphic Design
- Landscape Architecture
- Mechanical Building Services
- Quantity Surveying
- Structural Engineering (Buildings)
- Urban Design
- Works Mentor

SPECIALIST PROFESSIONAL SERVICES CATEGORY B

- Fire Engineering Services
- Geotechnical Services
- Greenbuilding Services
- Government Certified Competency in Electrical & Mechanical Services
- Heritage Architecture
- Interior Design
- Townplanning
- Traffic Engineering Services

4.2.2 SPECIALIST PROFESSIONAL SERVICES

- a) Movements in legislation in the built environment (NBR-SANS10400 and C) in response to climate change and commitments for net zero carbon emissions in city buildings and infrastructure has necessitated input from a wide range of specialists.
- b) These specialist professionals ensure that products delivered by the Architecture Department complies with internationally accepted Green Building technologies in reducing energy demands thereby limiting its environmental impacts.
- c) The department has increasingly required the services described in category B on a project to project basis to ensure that products delivered by Architecture meet changing legislation ensuring buildings are compliant and the city is protected against liabilities.
- d) Professional Services such as Geo-Technical , Townplanning and Traffic Engineering are services outside off Architecture.However Architecture has engaged with these various line-functions and have gained their support in including these professional services as part of CSA 3200PS.
- e) These line functions will be active participants when such professional services are engaged via the panel to ensure that the terms of references, fees for work completed, professional services and project deliverables are in line with their respective departmental standards and requirements.
- f) Line Departments will also be able to access the panel of professionals in their respective disciplines to undertake Task Orders as and when they may require and will assume responsibility for the performance and processing of payments of such professionals for work specified and completed.

4.2.3 CONTINUATION OF PROFESSIONAL SERVICES FROM CSA 3003PS TO CSA 3200 PS

- a) Empirical and historical evidence over the years suggest that the nature of construction projects extends beyond the three year prescribed period of performance.
- b) Therefore service providers engaged on projects in latter workstages 3-6 are still in progress on CSA 3003 PS (Old Panel) and will need to continue till completion which is beyond the expiry date of CSA 3003.
- c) Appointing new service providers to continue tasks undertaken by others is a financial risk resulting in a 20% surcharge in fees as per the industry norm triggering liability issues.
- d) To mitigate against liability concerns, wasteful expenditure and for continuity, those service providers in (b above) may to the discretion of the employer be directly appointed via new CIDB contracts and TASK ORDERS as finishing contracts provided that they are responsive participants on CSA 3200PS.
- e) In the event that (b) service providers are non-responsive on the new panel (CSA 3200PS) the employer reserves the right to terminate the contract or to its discretion consider other procurement mechanisms to ensure continuity to mitigate against any risks.
- f) Direct appointments on the panel CSA 3200PS will be reported to BAC when establishing the new panel and every quarter as PoP is reached.

4.2.4 DIRECT APPOINTMENTS ON CSA 3200 PS

- a) As per (a) and (b) above, TASK ORDERS awarded to Service Providers on CSA 3200PS that reach their PoP will be directly appointed to continue on the project via new CIDB Contracts to mitigate against any (c) liability and wasteful expenditure.
- b) Direct appointments on CSA 3200 PS will be reported to BAC every quarter.

4.2.4 ROSTER SORT CRITERIA

Respondents are placed on a single roster using the following sort criteria:

- a) Values of work for direct appointed service providers on CSA 3200 PS will be ranked from lowest to highest. Service providers will not be eligible for new tasks.
- b) New service providers will be ranked in terms of their BBEEE score (highest first) and will be eligible to receive work first in line until reaching a threshold of 300K.
- c) Service providers meeting the set down criteria for Radical Economic Transformation (RET) will be prioritised to receive work based on the following conditions:
 - For every 5 TASK allocations, 2 will be made to service providers satisfying RET requirements.
 - RET compliant service providers will rotate on a lower threshold of 200K in comparison so as to promote RET.

4.2.5 PROFESSIONAL SERVICES APPOINTMENT COMMITTEE

- a) Professional Services Appointment Committee (PSAC) established by D/H Architecture to manage roster appointment process
- b) A quorum for a meeting constitutes the chair and two discipline managers or their delegated representatives.
- c) Representatives from each branch in the Department are required at the meeting and a representative from Supply Chain Management (SCM) is invited to attend. Meetings will proceed in the absence of an SCM representative.
- d) Project Leaders submit Resource Allocation Forms (1/2/3/) to PSAC
- e) PSAC agenda is set based on submissions and weekly meetings are convened.

4.2.6 ROSTER OPERATION

For Routine Projects:

- a) Resource Allocation Form 1 or 2 are submitted to PSAC
- b) All Resource Allocation Forms are collated per discipline for allocation
- c) The company that is highest placed on the roster in the discipline is nominated for the first Task Award, and the proposal /nomination recorded as
- d) **Inception Stage Award /Nomination**
- e) The “notional value” of the work awarded is added to the value of work recorded on the roster
- f) The Discipline Managers or his delegated representative undertakes checking of resources, expertise for compliance.
- g) On confirmation of the above from the Discipline Manager or designated representative, the Task Award is confirmed.

For Specialist Experience

- a) Due to complexity of certain projects there may be instances where specialist experience is required to carry out task orders.
- b) In such instances a resource Allocation Form 3 is submitted to PSAC
- c) For specialist experience tasks, 3 (or more) companies highest placed on the roster meeting experience requirements in the discipline required, will be requested to confirm their information and submit relevant experience related to the task.
- d) Scoring is based on criteria established in submission of Form 3 and includes required compliance checks
- e) The assignment will be recommended to the company scoring highest in relation to established criteria
- f) The recommendation is forwarded to PSAC to confirm the nomination and record on the roster.
- g) The “notional value” of the work awarded will be added to the value of work recorded on the roster

Roster Resorting and Company Detail Updates

- a) Once all firms on the roster have been awarded tasks, the roster is resorted
- b) Companies may be requested to confirm their information and/or update their experience at time of the enquiry, prior to the assignment, and notify the discipline manager providing proof of qualification.
- c) Resources utilised and any changes are required to be submitted by service providers and confirmed by the employer before the allocation of any new task orders.
- d) Companies may update their information as and when changes take place.

Penalties for Declined Work & Poor Performance

- a) If a company declines work, the notional value of the work declined will be added to the value of the work recorded on the roster. i.e. they will drop in ranking as though they had accepted the work.
- b) All service providers will be monitored for performance. Companies performing poorly will be placed on terms. If poor performance persists the awarded task will be terminated and accrued against the company. Any further work allocation to poor performing companies will be at the discretion of the employer.

4.2.7 CIDB CONTRACT & AGREEMENTS MODULE

- a) Letters of Award and CIDB contracts are compiled by the Discipline Managers or their delegated representative for each award and signed by all contracting parties
- b) The Award is noted on the Departmental Schedule outlining:
 - Project CSA and Title
 - Discipline, Project Leader and Manager
 - Consultants
 - RET Level

- BBEEE Level
 - Task Value
 - Task Inception Date and Task Expiry Date
- c) The schedule of awards is submitted to BAC for noting on a quarterly basis
- d) The CIDB contract together with the Client Requisition are forwarded to SCM to register the Task and Service Provider on the **Agreements Module** for professional fee payments.

4.2.8 PROJECT GATEWAY REVIEWS

- a) Project progress and costs are monitored through a series of gateways following Project Inception through to Project Implementation as follows:
 Gateway 1: Reviewed after Architectural **Workstage 2**
 Gateway 2: Reviewed after Architectural **Workstage 4**
 Gateway 3: Contract Value as per awarded tender
- b) As the scope of project is undefined at project inception, allowance has to be made for an Evolving Fee Ceiling over the course of a project
- c) The Fee Ceiling changes at each Gateway is recorded in the Quarterly Reports to BAC and once noted forms the basis of any changes required to Fee Ceiling values as captured on the Agreements Module.

d) Notional Value

The notional value of assignments for purposes of determining positions on the roster shall be as follows:

For assignments less than R1m

Notional Value = Actual Value x (120 – Number of B-BBEE points (80/20 system))/100

For assignments greater than or equal to R1m

Notional Value = Actual Value x (110 – Number of B-BBEE points (90/10 system))/100

Where B-BBEE points are as follows:

B-BEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

e) Project Specific Contracts

Each assignment shall be issued with its own contract based on the CIDB Professional Services Contract (2009). The project specific contract will include inter alia the following:

- Project value
- Project scope of work
- Project resource requirements
- Project deliverables
- Project timelines
- Payment criteria (Eg linked to milestones/stages)

E5. CONTRACT DATA

C1: CONTRACT DATA FOR TASK XXX

The Condition of Contracts are the Standard Professional Services Contract (July 2009) published by the Construction Industry Development Board.

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

Where Clauses are written below in the Contract Data, these Clauses will serve to supplement the equivalent Clauses contained in the General Conditions of Contract. Where the interpretation of the Clauses below are in conflict with the equivalent Clauses contained in the General Conditions of Contract, the interpretation of the Clauses, or parts thereof, reflected in the Contract Data will prevail.

The clauses and / or interpretations contained herein will prevail over any equivalent clause or interpretation contained in the parent Expression of Interest Document.

Part 1: Data provided by the Employer

Clause

The Employer is the eThekweni Municipality, Architecture Department, represented by the Deputy Head of the Architecture Department.

3.4 And The authorised and designated representative of the employer is:

4.3.2 **Vaneshree Munsami**

The address for receipt of communication is:

Telephone: 031 311 7098

Faxsimile: 031 311 7111

E-mail: Ncamsile.masengeni@durban.gov.za or

Vaneshree.Munsami@durban.gov.za

Address: 166 KE Masinga Road (Old Fort Road)

Durban

4001

1 Project

The Project is: **TASK CSA3200PS-XXX: CSA XXX: Ward: XX: Project Title goes here**

This Task is issued under Contract CSA 3003PS: Augmented Professional Services for the Architecture Department

1 Contract Data & Contract Documents

The Contract Data relative to Task **ARXXX** comprises the ffg-:

- The General Conditions of Contract
- Part C1: Contract Data contained herein, with Contract Agreement signed off by the Parties

- The covering letter of Task Award related to Task ARXXXX, Personnel schedule, and any schedules referred to in the Letter of Task Award
- Parts C2 (Pricing Data) and C3 (Scope of work) of the Contract Data represented in FORM 2A/B attached and any related documents referred to therein
- Any Task Reviews officially endorsed by the Employer on FORM 2A/B during the currency of the Task Duration

1 Period of Performance

The Period of Performance is 36 Months from the agreed start date for the Task. The Task will expire in finality 36 months after the Task Start Date, unless extended in writing by the Employer. Any extension will be conditional upon Municipal Procedural, Procurement and Legislative Compliance Processes being fully complied with. Where non-compliance with any material Procedural, Procurement or Legislative Compliance Processes is found to have occurred after communicated extension, the Task may be terminated by the Employer forthwith.

1 Start date

The start date for the Task is _____
[Date on which a completed signed CIDB contract is issued to a Service Provider]

1 (new) Task Award

A Task or Assignment awarded to the Service Provider under CSA3200PS: Augmented Professional Services for the Architecture Department, for which the Service Provider shall be remunerated on a Time Charge Basis for approved defined services rendered, based on Set Hourly Rates determined by the Employer, in accordance with the Part C2 (Pricing Data).

1 (new) Gateway 1 Review

This is a Review Process for the awarded Task at the end of the Feasibility Workstage/s. The Progressive Task Value is reviewed and finalised up to the end of the Feasibility Workstages, by the Employer. Upon communication of the approval of Gateway 1 Review to the Service Provider, the Service Provider is to forward their final invoice for the Feasibility Workstage/s based on the reviewed Task Value, within 30 days. No further invoicing relative to the Feasibility Workstages will be permitted. All invoicing must further be undertaken prior to 30 June of the Financial Year for which budget has been allocated per FORM 2A/B

1 (new) Gateway 2 Review

This is a Review Process for the awarded Task at the end of the Design Workstage/s (Pre-Tender). The Progressive Task Value is reviewed and finalised up to the end of the Design Workstages, by the Employer. Upon communication of the approval of Gateway 2 Review to the Service Provider, the Service Provider is to forward their final invoice for the Design Workstage/s based on the reviewed Task Value, within 30 days. No further invoicing relative to the Design Workstage/s will be permitted. All invoicing must further be undertaken prior to 30th June of the Financial Year for which budget has been allocated per FORM 2A/B. Approved Additional Services may be rendered to the indicated limit.

1 (new) Gateway 3 Review

This is a Review Process for the awarded Task once the Construction Contract is made (Post-Tender). The Progressive Task Value is reviewed by the Employer, and will remain Fixed for the remaining Workstages. Upon communication of the approval of Gateway 3 Review to the Service Provider, the Service Provider may invoice to the reviewed Task Value, commensurate with progress of the remaining workstages. All invoicing must be undertaken prior to 30th June of the Financial Year for which budget has been allocated per **FORM 2B**. Approved Additional Services may be rendered to the indicated limit.

3.4.1 Communication by email / facsimile of contractual content must be followed up by either hand delivery of the original letter/s, suitably acknowledged, or post office registered mail sent to the Employer's address, for such communication to be recognised as official communication.

3.5 The Location for the performance of the Project is **Ward: XX – Project Title goes here**.

3.6 The Service Provider may not make public to others or media statements or publish material related to the Task or the Project under any circumstances.

3.8.2 The cost of any variation to the Scope of Work will be taken into account at Gateway Review 1, Gateway Review 2 or Gateway Review 3, as applicable

3.9 All changes to the Task Value/ Contract Price shall be effected via Gateway Review 1, 2 or 3 to take effect.

3.9.2 The Task Award is made wholly on a Time Charge basis, capped in relation to a proportion of Tariff Fees where applicable, and subject to provisional Task Value/s , which shall be reviewed progressively in accordance with the schedule, Part C2, referred to as **Form 2A/B**, based on Set Hourly Rates for the approved Personnel in defined Service Areas

3.9.3 Where a service provider is appointed to continue services on a TASK, there will be **no** remunerated review of the work completed by others. The service provider will be briefed by the employer. In circumstances where a review is required the value and the work to be reviewed shall be determined by the employer.

3.12 The penalty payable is R XX per Day.

3.15.1 Programmes relative the Task shall be submitted within **5** working days Of the Award of each Task Award.

3.15.2 The service provider shall update the programme following each Gateway review Process and at any other time when so instructed by the Employer.

3.16 The time based fees shall not be automatically adjusted for inflation at any anniversary or other date. The Employer may communicate appropriate adjustments to rates from time to time, in accordance with the intent of the contract provisions. Adjusted rates may be adopted following written communication of adjusted rates from

the Employer.

4.3.1 (d) The Service Provider is not required to assist in the obtaining of approvals, licences and permits from the state, regional or municipal authorities having jurisdiction over the Project, unless this is specifically included in the Scope of Service.

4.7 The employer shall pay the service provider in accordance with the employers current procurement policy of within 30 days of receipt of invoice provided that:

1. The service provider is compliant in all respects in terms of Tax clearances, registration on CSD and Vendor Portal as per the EOI
2. Invoices submitted are completed correctly and submitted monthly.

5.1.2 If the service provider is a joint venture, the service provider must designate one person to act as leader binding the joint venture. Neither the composition nor the constitution of the joint venture shall be altered without the prior consent of the employer.

5.4.1 The Service Provider is required to provide professional indemnity Cover as set out in the Professional Indemnity Schedule below.

The Service Provider is required to provide the following insurance:

1. Professional Indemnity Cover that covers each and every instance of claim to the minimum claim cover value of **R5M** is required to be provided. Cover shall remain valid and in effect for a minimum period of 5 years after the Project is rendered complete, when all services on the Scope of Work have been fully discharged. Professional Liability claims against the Service Provider iro the tasked service shall further be limited to two times the authorised value of fees payable under task commission.

5.5 The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:

1. Any deviations from the scope of work.
2. Any work that impacts on the budgetary allowances for the project.

7.2 The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel/ Resource Schedule and have each of the proposed salaried Personnel expressly approved by the Employer before such Personnel may be engaged on the Task for remuneration.

8.1 The Service Provider is to commence the performance of the Service within 5 Days of the Contract Start Date.

8.2.1 The Contract is concluded when all deliverables have been rendered in accordance with the Scope of Work. Where Completion is expected to occur after the stated Task Expiry Date, noting a prescription on the maximum Period of Performance of 36 months, the Service Provider shall notify the Employer of the extent of any impending extension beyond Task Expiry as soon as he becomes aware of this, and communicated in writing no later than 2 months before the Task Expiry Date. The Period of Performance may be suitably extended by the Employer in writing following

Municipal Compliance Protocols, failing which the Task will be deemed to have expired on the stated Task Expiry Date.

8.4 Termination

8.4.1 The Employer may terminate the contract:

- a) where the services are no longer required.
- b) where the funding of the services is no longer available.
- c) if the service provider does not remedy a failure in the performance of his obligations under the contract within 14 days after being notified thereof or within any period as the employer may have subsequently approved in writing.
- d) If the service provider becomes insolvent or liquidated or
- e) Non-compliant in terms of the SCM policy or conditions stipulated in the contract.
- f) Should the Service Provider in the opinion of the Employer, fail to perform in respect of any assignments issued in terms of the set down Key Performance Indicators (Time-Frame & Quality of work) the Employer shall have the right to terminate the services and / or remove the Service Provider from the panel.

8.4.3 (c) The period of suspension under clause 8.5 shall not exceed **12 months**.

9.1 Copyright of documents prepared for the Project, and all intellectual property developed in the course of undertaking the Task shall be fully vested with the Employer. The Employer may re-use such documents or intellectual property at the Employer's sole discretion without further fees or royalties payable to the Service Provider. All documents, presentations and drawings shall bear the eThekweni Municipality logo and Architecture Department name only and not the service provider's details.

11 A Service Provider **may not** under any circumstances subcontract any aspect of the Task.

12.1 Interim settlement of deutes is to be by mediation.

12.2/12.3 Final settlement is by arbitration

12.2.1 In event that the parties fail to agree on a mediator, the mediator is Nominated by the Professional Body for the affected Professional Discipline, which in this case is **SACAP/SACLAP/ECSA/UDISA/SACQSP**.

12.4.1 In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by the Professional Body for the affected Professional Discipline, which in this case is **SACAP/SACLAP/ECSA/UDISA/SACQSP**.

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 **36 months** from the date of termination or completion of the Contract.

13.5.1 The maximum amount of compensation payable by either Party to the other in respect of liability under the contact shall be determined via a Damages Claim, subject to the provisions of the contract (wherein the Employer's liability shall be expressly limited to remuneration for approved services received), the maximum

amount of which shall be further subject to a limit of two times the authorised amount of fees payable under task commission.

13.6 The provision of 13.6 does not apply to the Contact.

14 The Task Value/s in Part C2, reflected on FORM 2A/B is deemed to be inclusive of 5% of the Task Value for any required printing or related costs. Print disbursements will be reimbursed in accordance with a Schedule of Print Disbursement Rates, or based on actual costs supported by invoices from print suppliers. Travel within Municipal boundaries is deemed to be included in the Fixed Hourly Rates for Personnel.

15 The interest rate, where it is agreed that interest payment is applicable, will be prime interest rate of the Employer’s bank at the time that the amount is due.

16 Where B-BBEE preference impacts on any Task or award process, in terms of the contract, the latest legislative provisions in this regard shall be adopted.

Part 2: Data provided by the Service Provider

Clause

1. The Service Provider is

Address:.....
Telephone:.....
Faxsimile:.....

5.3 The authorised and designated representative of the Service Provider is:
Name: **Project Leaders Name**

The address for receipt of communication is:
Address: 166 KE Masinga Road, Architecture Department
Telephone: 031-311 XXX
Faxsimile : 031-3117111

1. The Period of Performance is as stated in Part 1 of Part C1: Contract Data

5.4 The Key Persons and their jobs / functions in relation to the services are (these persons must be on the pre-approved Personnel Schedule):

Name	Specific duties

Contract Agreement

Task Acceptance

The Employer, identified in the Acknowledgement signature block, has set a Task Value to enter into a contract for the procurement of:

TASK CSA3200PS-ARXXX: CSAXXX: Ward: XX – The name of the project & location

The Service Provider, identified in the Acceptance signature block, has examined the documents listed in the Contract Data relative to this Task, and addenda thereto, as listed in the applicable documents, and by submitting this Acceptance, the conditions contained in the Contract Data, and the Inception Expression of Interest (amended in the Contract Data relative to this Task).

By the representative of the Service Provider, deemed to be duly authorized, signing this part of this Contract Agreement, the Service Providers Task Acceptance to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its term and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contracts identified in the Contract Data.

The Accepted total of the Prices exclusive of Value Added tax is:

In full accordance with Part C2: Pricing Data, Form 2A/B, which represents a Progressive Task Value reviewed by the Employer at key Review Gateways in accordance with the Contract Data.

- **The Inception Task Value is R XXX XXX.XX (Amount in words).**
- **This Inception Task Value is expected to be reviewed at Gateway 1, Gateway 2 and Gateway 3 in accordance with the Contract.**
- **The final Task Contract Limit will be fixed at Gateway 3.**

This Task Acceptance may be Acknowledged by the Employer by signing the Acknowledgement part of this Contract Agreement and returning one copy of this document to the Service Provider within 10 working days of the date of Task Acceptance, whereupon the proposed Service Provider becomes the party named as the contractual Service Provider in the conditions of contract identified in the Contract Data.

Signature (s) -----

Name (s) -----

Capacity -----

For the -----

Service Provider-----
(Name and address of organization)

Name and Signature of Witness ----- Date -----

Acknowledgement

By signing this part of this Contract Agreement, the employer identified below acknowledges the Service Provider’s Acceptance of the Task. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract, on a Time Charge basis for approved Completed Work at agreed Set Hourly Rates, for Invoices levied commensurate with Workstage progress and substantiated by detailed Timesheets, all in accordance with the Contract Data. Acknowledgement of the Service Provider’s Task Acceptance shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Contract Data and Contract Agreement, (this agreement)

Part C2 Pricing data, represented in FORM 2A/B

Part C3 Scope of work, represented in FORM 2A/B

And drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviation from and amendments to the document listed in the Contract Data and any addenda thereto as listed in the Schedule of Deviations, as well as any changes to the terms of the proposed Task and Contract made by the Service Provider, and agreed to by Employer during this process of Contract Agreement, are contained in the schedule of deviations attached to and forming part of this agreement.

The Service Provider 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 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 on the date when the Service Provider receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Service Provider, within five working days of the date of such receipt, notifies the Employers in writing of any reason why he cannot proceed with the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature (s)

Name (s)

Capacity
For the
Employer

(Name and address of organization)

Name and
Signature of
Witness

As an alternative the following wording may be used:

Notwithstanding, anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / door-to-counter delivery/ door-to-door delivery/ courier service (delete that which is not applicable), provided that the employer notifies the Service Provider of the tracking number within 24 hours of such submission. Unless the Service Provider, within seven working days of the date of such submission, notifies the Employer in writing of any reason why he cannot proceed with the content/s of this agreement, this agreement shall constitute a binding contract between the parties.

Schedule of Deviations

Notes:

1. The extent of deviations from the Proposed Contract Document issued by the employer before the conclusion of this Contract Agreement limited to those permitted in terms of the conditions of the Proposed Contract Document.
2. A Service Providers covering letter shall not be considered as part of the Contract Document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of Contract Agreement, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of Contract Agreement, either as a confirmation, clarification or change to the Proposed Contract Document and which is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the Proposed Contract Document arising from the above agreements and recorded here shall also be incorporated as supporting documents into the Final Contract.

1 Subject

Details

2 Subject

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance. It is expressly agreed that no other matter whether in writing , oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.