

## TENDER SPECIFICATIONS

<b>DESCRIPTION:</b>	<b>PROFESSIONAL CONSULTING AND TECHNICAL RESOURCES INCLUDING PROJECT MANAGEMENT FOR TSHWANE SOUTH TVET COLLEGE</b>
<b>REFERENCE NUMBER:</b>	<b>TSTVETC-2024/03</b>
<b>DURATION:</b>	<b>36 MONTHS</b>
<b>CLOSING DATE:</b>	<b>TUESDAY 30 APRIL 2024 NOT LATER THAN 11:00</b>

**DELIVERY ADDRESS FOR TENDER DOCUMENTS / APPLICATIONS:  
TSHWANE SOUTH TVET COLLEGE  
HEAD OFFICE  
85 FRANCIS BAARD STREET  
PRETORIA**

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## 1. Background

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Tshwane South TVET College seeks to procure service providers for Professional Consulting and Technical Resources including Project Management.

Tshwane South TVET College invites suitably qualified, appropriately accredited, and interested bidders who have, and can demonstrate, the necessary capacity, to submit proposals and or quotations for Professional Services.

The services of the professional consultants should be those registered with the relevant Built Environment Council for the planning, budgeting and executive of infrastructure and maintenance projects within the five sites of the college. The prospective consultants will work under the planning structures of the college.

The college seeks to appoint professional services to act as the lead consultant/Principal Agent for the planning and execution of various projects that fall within the stipulated period. The prospective service provider will appoint and manage internally all the required Professional Service Providers (PSP) that may be required for the execution of the said projects.

**Please Note:** There will be no **briefing session.**

## 2. Scope of Work

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The college seeks to establish experts of consultants to supplement and assist the college with planning, design, implementation and close out infrastructure and built college maintenance projects.

The college requires services of experienced and registered professionals with experience to lead projects from inception to close out. The selected teams will provide services under the supervision and guidance of the college Supply Chain Management.

### 3. Scope of Services

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The lead prospective consultant is expected to provide the minimum following services:-

- a. Project Management and Principal Agent Services
- b. Architecture Consulting
- c. Civil and Structural Engineers
- d. Electrical and Mechanical Engineers
- e. Quantity Surveyor
- f. Occupational Health and Safety Consultants

Additional services that may be required by the college, and or that are not part of the original consultant's resources will be appointed on an ad-hoc basis with the consent of Tshwane South TVET College and according to the tendered rates.

The college reserves the right to negotiate rates based on the project value and time frames.

### 4. Delivery of Goods and or Service(s)

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The winning bidder will be expected among others to fulfil the following minimum project deliverables:-

		<b>Scope of Work</b>	<b>Deliverables</b>
<b>Stage 1</b>	Inception	Project brief and Layout analysis Methods of contracting Compile information on bulk services Site restriction and rights Budget estimation Project program Contracting options	Site analysis report Detailed scope of works Detailed brief Required consultant's recommendation

<b>Stage 2</b>	Concept and Viability	<p>Prepare an initial design concept in board outline showing space provisions, intended materials and services</p> <p>Define technical and functional characteristics of the design</p> <p>Estimation of cost</p> <p>Review the anticipated time</p>	<p>Concept Layout</p> <p>Conceptual views</p> <p>Cost estimation</p> <p>Project time lines</p> <p>Conceptual views</p>
<b>Stage 3</b>	Design and Development	<p>Confirm the scope and complexity of the project</p> <p>Develop the concept design to define the construction of the building</p> <p>Spatially coordinate the work designed by consultants and incorporate services</p> <p>Review the design with relevant authorities</p> <p>Review costing and timeframes</p>	<p>Technical Drawings and plans, floor plans, sections and elevations</p> <p>3D perspective views</p> <p>Budget and program update</p>
<b>Stage 4</b>	4.1 Documentation	<p>Prepare documentation for Local Authority submission</p> <p>Primary coordination with consultants</p> <p>Prepare specification of work</p> <p>Review costing and program</p> <p>Obtain client's approval and submit documents for approval</p>	<p>Building Council submission drawing and documentation</p> <p>Statutory submission and approvals</p> <p>Coordination drawings</p> <p>Budget and program updates</p>

	4.2 Procurement	<p>Prepare construction documentation and coordinate with consultant's designs</p> <p>Obtain clients authority to procure offers for the execution of works</p> <p>Obtain offers to execute works</p> <p>Evaluate offers and recommend on awarding the buildings contract</p> <p>Review the estimate cost of the works</p>	<p>Construction documentation and layouts</p> <p>Finishing Schedules</p> <p>Construction details</p> <p>Construction specification</p> <p>Tender awards recommendation</p>
<b>Stage 5</b>	Construction	<p>Administer the building contract</p> <p>Site hand over to contractor</p> <p>Issues construction documentation</p> <p>Check subcontractors design</p> <p>Inspect works regularly to check conformity with designs</p> <p>Administer and perform the duties of the Principal Agent</p> <p>Issue practical completion</p> <p>Assist the client in obtaining the occupation certificate</p>	<p>Site minutes</p> <p>Contract administration</p> <p>Payment Certificates</p>
<b>Stage 6</b>	Close Out	<p>Project closeout report,</p> <p>Compile documentation to facilitate completion, hand over and operation</p> <p>Certification of completion</p> <p>Final account</p> <p>Final completion certificate</p>	<p>Guarantees</p> <p>As built drawings</p> <p>Occupation certificates</p> <p>Completion Certificates</p>

## 5. Profile of The Service Provider

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The Service Provider must clearly demonstrate the capacity to deliver in the field of Built Environment Professional Services. The Colleges reserve the right to ask for documentation to prove financial capacity of the bidder(s).

The successful bidder, together with a highly experienced, multi-disciplinary team, will ensure the main objective of this project is accomplished by identifying specific objectives for the unique project area and requirements and implementing the best solution to best manage the projects.

## 6. Evaluation Criteria

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TSHWANE SOUTH TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be 70 points and bids that fail to achieve the minimum qualifying score will be disqualified.
- Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

**The evaluation criteria for functionality will be as below:**

<b>No</b>	<b>Requirements</b>	<b>Weight</b>
1.	<p>Your response must demonstrate the capability and experience required to provide projects and programme advisory, facilitation and implementation services in relation to the scope of services.</p> <p>Your response must demonstrate experience on related projects and include the following reference information:</p> <ul style="list-style-type: none"> <li>• Client Name</li> <li>• Sector Type (Public/Private)</li> <li>• Period when work was performed</li> <li>• Scope of work</li> <li>• Value of each scope</li> <li>• Three (3) contactable references</li> </ul> <p>Points to be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Projects worth R10 million or more = 25 points</li> <li>• Projects worth between R5 million and R10 million = 15 points</li> <li>• Projects worth less than R5 million = 5 points</li> </ul>	25 points
2.	<p>Your response must demonstrate the number of years of experience in the construction industry.</p> <p>Points to be allocated as follows:</p> <ul style="list-style-type: none"> <li>• 10 years experience or more = 25 points</li> <li>• Between 5 years and 10 years experience = 15 points</li> <li>• Less than 5 years experience = 5 points</li> </ul>	25 points
3.	<p>Your response must demonstrate the qualifications, skills and expertise of the management team in the following fields:</p> <ul style="list-style-type: none"> <li>• Architecture</li> <li>• Quantity Surveyor</li> <li>• Structural Engineering</li> <li>• Civil engineering</li> <li>• Electrical Engineers</li> <li>• Occupational Health and Safety</li> </ul> <p>Please attach CV's and certified copies/proof of qualifications.</p> <p>Points to be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Have 5 skill sets = 25 points</li> <li>• Have 4 skill sets = 20 points</li> <li>• Have 3 skill sets = 15 points</li> <li>• Have 2 skill sets = 10 points</li> <li>• Have 1 skill set = 5 points</li> </ul>	25 points



4.	<p>A project methodology outlining how the project will be executed.</p> <p>The project plan must be in line with the set timelines proposed for the 3 years.</p> <p>Points to be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Detailed projects methodology = 25 points</li> <li>• Basic project methodology = 15 points</li> <li>• No project methodology = 0 points</li> </ul>	25 points
<b>TOTAL</b>		<b>100 POINTS</b>

**NB: Foreign qualifications must be evaluated by SAQA. Certification of documents must be dated and the date must not be older than six months.**

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.

The 80/20 preference point system shall be applicable as follows:

- Price **80**
- B-BBEE status level of contributor **20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Tshwane South TVET College will adhere to its policy on the appointment of service providers.

## 7. Financial Proposal

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The required proposal(s) and or quotation(s) is to provide project resources on a monthly basis for an initial 36 months' term. The fees are based on the Guidelines Scope of services and Tariff of fees for Persons Registered in terms of the Architectural Profession Act No 44 of 2000" published in Government Gazette no 38863, 12 June 2015; the Engineering Profession Act, 2000. (Act No 46 of 2000) Published 4 December 2015; and the Quantity Surveying Professional Act 49 of 2000

The professional fees are calculated on a percentage of the total construction cost or alternatively on a time basis that is directly proportional to the annual cost of employment as directed by the above-mentioned Legislative Acts

	Proposed Resources	Resource Role	Qualifications	Years of Experience	Relevant Skills	Professional Registration	Hourly Rate (Excl Vat)
<b>Architecture</b>						SACAP	
<b>Health and Safety</b>						SACPCMP	
<b>Engineering</b>	<b>Structural Engineer</b>					ECSA	
	<b>Civil Engineer</b>					ECSA	
	<b>Electrical Engineer</b>					ECSA	
	<b>Mechanical Engineer</b>					ECSA	
<b>Quantity Surveyor</b>						SACQSP	
<b>Construction Project Manager</b>						SACPCMP	
<b>Health and Safety Consultants</b>						SACPCMP	

**Please Note: The bidder's rate(s) should include percentage (%) increments over a period of three (3) years**

## 8. Bid Conditions

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The Tshwane South TVET College Supply Chain Management Policy will apply.

1. Tshwane South TVET College does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
2. Bids that are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Bidders must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) in order to be eligible for empowerment points.
4. Companies with annual turnover less than R5million, Exempted Micro Enterprises (EME) must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or an affidavit in order to be eligible for empowerment points.
5. Bids submitted are to hold good for a period of 90 days. *Bidders must factor exchange rate fluctuations in their bids as no adjustment to the quoted price will be accepted once the bid has been submitted.*
6. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
7. Counter offers by service providers shall not be considered and shall therefore nullify the offer to the company.
8. The Colleges reserve the right to amend the terms of reference before the closing date of the bid or to award whole or part of the bid to one or more service providers or to cancel the bid in whole, as well as to adjust the quantities before the final award is made.

## 9. Mandatory Documents

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The following documents are mandatory and failure to submit them as specified will lead to a disqualification of the bidder's proposal.

- Valid Tax Clearance Certificate or SARS pin
- Certified B-BBEE Status Level of Contribution or B-BBEE Affidavit
- Invitation to Bid – SBD 1
- Declaration of Interest – SBD 4
- Preferential Points Claim Form – SBD 6.1
- Declaration of bidder's past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- Certified CIPC Registration documentation
- Certified copies of ID's of shareholders/directors
- Proposed budget including costs (VAT Inclusive) per deliverable
- A company profile / Profile of the organization
- Accreditation certificate(s) with relevant bodies (**e.g. SACAP**)
- Audited financial statements for the last three (03) years

**PLEASE NOTE:** Proper certification of documents means:

- A copy of the original document must be certified with an original certification stamp.
- No copies of certified documents will be accepted.
- Certification must be dated and the date must not be older than six months.

## 10. Submission of Bids

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Bidders must submit technical and financial binded proposals with dividers and clear index in **ONE SEALED** envelope clearly marked as below.

### 10.1 ORGANISATION AND TENDER DESCRIPTION/TENDER NUMBER

Please note the following with regards to the envelope:

- It must be marked as follows:

**BID NUMBER: Ref: TSTVETC-2024/03**

**TENDER DESCRIPTION:** Professional Consulting and Technical Resources including Project Management for Tshwane South TVET Colleges.

**Company Name:** \_\_\_\_\_

### 10.2 HANDLING OF BIDS

All bid submissions must be done in hard copies as follows:

***Bids should be deposited into the Tender Box:***

**Procurement Unit**

**Tshwane South TVET College – Head Office**

**85 Francis Baard Street**

**PRETORIA**

## 11. Closing Date and Time

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**Closing date: 30 APRIL 2024**

**Closing time: 11h00 Central African Time (CAT).**

**No late submissions will be accepted!**

**NOTE:** It is the responsibility of the bidder to ensure that all bid documents, as described above, reach the Tshwane South TVET College, at the above address, on or before the closing time.

