



cooperative  
governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA



MUNICIPAL INFRASTRUCTURE  
SUPPORT AGENT

## Municipal Infrastructure Support Agent (MISA)

Cooperative Governance & Traditional Affairs (CoGTA)

REPUBLIC OF SOUTH AFRICA

Reference : MISA/IDMSC/YG/045/2021/22

Tender Document for

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO  
PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.**

Client	Municipal Infrastructure Support Agent
Reference no.	<b>MISA/IDMSC/YG/045/2021/22</b>
Non-compulsory Briefing	18 January 2022 at 10h00
Closing Date and Time	28 January 2022 at 11h00
The Tenderer (Name)	

### ***The General Conditions of Contract***

**NEC 3 (April 2013): Professional Services Contract (PSC):  
Option B: Priced Contract with Schedule of Quantities**

#### **Employer:**

Municipal Infrastructure Support Agent  
1303 Heuvel Avenue  
Riverside Office Park, Letaba House  
Centurion, PRETORIA 0046  
TEL: 012 848 5300



# Municipal Infrastructure Support Agent (MISA)

## Cooperative Governance & Traditional Affairs (CoGTA)

Reference no.: MISA/IDMSC/YG/045/2021/22

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.

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## Municipal Infrastructure Support Agent (MISA)

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# The Tender

Reference No.: **MISA/IDMSC/YG/045/2021/22**

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.**

***Procedure: open procedure***

***Based on***

**MISA Supply Chain Management Policy of 29 March 2021**

**SANS 10845-1**, Construction procurement Part 1: Processes, methods and procedures

**SANS 10845-2**, Construction procurement Part 2: Formatting and compilation of procurement documentation

**SANS 10845-3**, Construction procurement Part 3: Standard conditions of the tender

**Preferential Procurement Regulations 2017** (*Ref: Government Gazette No. 40553; Dated: 20 January 2017 Vol. 618 Issued According to the Preferential Procurement Policy Framework Act (PPPFA), Act No. 5 of 2000*)

***Tender Evaluation Method***

**Method 4: Quality, Price and Preference (SANS 10845-1)**



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

### Cooperative Governance & Traditional Affairs

Reference no.: MISA/IDMSC/YG/045/2021/22

#### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.

#### PART T1: TENDERING PROCEDURE

##### T1.1: TENDER NOTICE AND INVITATION TO TENDER

Municipal Infrastructure Support Agent (MISA) is hereby, inviting suitably qualified professional service providers to Provide Mentorship to estimated 150 MISA Young Graduates Candidates Students in Civil Engineering (78 in No), Electrical Engineering (41 in No) and Town and Regional Planning (31 in No) across all 9 Provinces in South Africa for a period of 36 months.

The project details are hereunder,

REFERENCE NO.	PROJECT NAME	NON-COMPULSORY BRIEFING SESSION: PLACE, DATE & TIME	TENDER CLOSING DATE & TIME
<b>MISA/IDMSC/YG/045/2021/22</b>	Appointment Of A Professional Service Provider To Provide Mentorship Service To Misa Young Graduates..	Non Compulsory Briefing session will on the 18 January 2021 @10h00.  The Briefing session link will be made available on the Briefing session date and time	<b>28 January 2021 @ 11h00</b>

A **Non-compulsory** virtual site briefing session will take place on the date and time shown above unless otherwise amended. Representative(s) from MISA will meet the prospective Tenderers to provide details of the Contract. **The interested service providers must send an appropriate representative(s) in the Non- compulsory virtual briefing sessions to understand the project so that they tender appropriately.**

The requirement of submissions is detailed in the Submission Data (Ref: T1.2 Tender Data). The tenderers who satisfy the eligibility criteria as set in the tender documents (Ref: T 1.2 Tender Data) are to submit their tenders.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenderers have to submit its tenders using only the tender documentation issued.

The evaluation of tenders will follow **Method 4**: Quality, Price and Preference (SANS 10845-1 of 2015). The Method 4 evaluation is based on quality, price and preferential (B\_BBEE Status) points.

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

Issued by:

**Mr Ntandazo Vimba**

**Chief Executive Officer**

**Municipal Infrastructure Support Agent**



## Municipal Infrastructure Support Agent (MISA)

### Cooperative Governance & Traditional Affairs (CoGTA)

## REPUBLIC OF SOUTH AFRICA

**Reference : MISA/IDMSC/YG/045/2021/22**

### Tender Document for

## APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.

### T1.2 TENDER DATA

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of the tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

**Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.**

CLAUSE NUMBER	TENDER DATA
3.1	The employer is the Municipal Infrastructure Support Agent, a Government Component within the Ministry for Cooperative Governance and Traditional Affairs (CoGTA), established in terms of Presidential Proclamation No. 29 of 2012.
3.2	The tender documents issued by the employer comprise of the documents listed on the contents page
3.4	The employer's agent is: <b>Name:</b> Mr Ntandazo Vimba <b>Address/ Contact:</b> 1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046 <b>Telephone:</b> 012 848 5300 <b>Email:</b> <a href="mailto:lumka.tyikwe@misa.gov.za">lumka.tyikwe@misa.gov.za</a>



CLAUSE NUMBER	TENDER DATA
3.4	The language for all communications is English
4.1	<p><b>Only</b> those tenderers who satisfy the following <b>ELIGIBILITY CRITERIA</b> and who provide the required evidence in its tender submission are eligible to submit tenders and have its tenders evaluated, failure to comply with one or more of the eligibility criteria below, shall be grounds for disqualification of the tender:</p> <p>The tenderer:</p> <ol style="list-style-type: none"> <li>1. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties.</li> <li>2. Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this tender) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners.</li> <li>3. In case of having a subsidiary arrangement, shall submit an audited proof (letter or shareholding certificate) of agreement between the holding company and the subsidiary.</li> <li>4. The tendering entity has professional indemnity insurance cover issued by a reputable South African insurer in an amount of not less than <b>R3 million</b> in respect of a claim without limiting to the number of claims.</li> </ol>
4.7	<p>The tenderers are required to attend a compulsory briefing session as detailed in the Tender Notice and Invitation to Tender (ref: T1.1).</p> <p><b>No submission will be considered for evaluation unless the Tenderer or authorised representative(s) attend a compulsory briefing session.</b></p> <p>Tenderers or their authorised representatives must sign an attendance register and provide detailed contacts in favour of the tendering entity there in. Addenda, if any, will only be issued to tenderers who would have attended a compulsory briefing session.</p>
4.12	No alternative tender offer will be considered.
4.13  4.15	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p><b>Location of the tender box:</b> Reception at MISA Offices Municipal Infrastructure Support Agent</p> <p><b>Physical Address:</b> 1303 Heuwel Avenue, Riverside Office Park, Letaba House, 1<sup>st</sup> Floor, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046</p> <p><b>Telephone:</b> 012 848 5300</p> <p><b>Identification details on the Tender package(s):</b></p> <ol style="list-style-type: none"> <li>1. Name and Reference Number of the tender;</li> <li>2. Address of the employer;</li> <li>3. Names of the tendering entity and the contact person;</li> </ol>

CLAUSE NUMBER	TENDER DATA
	4. Physical address and contact details of the tenderer; 5. Date of submission.
4.13.4	<p>The tenderer is required to meet the following conditions in addition to the requirement for eligibility criteria as mentioned in Clause 4.1.</p> <ol style="list-style-type: none"> <li>1. The tender documents completed in all respect, signed off by the authorised person of the tenderer wherever spaces are provided in permanent ink.</li> <li>2. In case of Sub-contracting:               <ol style="list-style-type: none"> <li>3.1 a tenderer may not be <b>awarded points for B-BBEE</b> if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has capability to execute the contract [ref. clause 7(5) of Preferential Procurement Regulations, 2017]; and</li> <li>3.2 a person <b>awarded a contract</b> may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract. (Ref. clause 12(3) of Preferential Procurement Regulations, 2017).</li> </ol> </li> <li>3. The tender document issued by MISA is not tampered with and content in the tender document remains intact.</li> </ol>
4.13.5	<p>The tender offer shall be submitted as <b>original, one copy of the original and one scanned copy of the original completed and signed tender documents on a memory stick (that is 1 original, 1 hard copy of the original and 1 soft copy of the original tender document).</b></p>
4.13.6	<p>Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</p>
4.15	<p>The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender (ref: T1.1).</p>
4.16	<p>The tender offer validity period is 90 days, exclusive of closing date but inclusive of the 90<sup>th</sup> day).</p>
5.4	<p>The time and location for the opening of the Tender offers are as detailed in the Tender notice and invitation to tender (ref: T1.1) or in any addendum thereafter, if applicable.</p>
5.11.5	<p>The procedure for the evaluation of responsive tenders is <b>Method 4</b> (Financial offer, Quality and Preference)</p> <p>The total number of tender evaluation points (<math>T_{EV}</math>) shall be determined following the following formula.</p> $T_{EV} = f_1 (N_{FO} + N_P) + f_2 N_Q$ <p>Where <math>f_1</math> and <math>f_2</math> are fractions; <math>f_1</math> equals to 1 minus <math>f_2</math>, and <math>f_2</math> equals to <b>0.4</b></p>

CLAUSE NUMBER	TENDER DATA															
	<p><b>N<sub>FO</sub></b> is the number of tender evaluation points awarded for the financial offer made following 5.11.7 in SANS 10845-3, 2015 where the score for the financial offer is calculated using the following formula</p> <p><b>N<sub>FO</sub> = W<sub>1</sub>A</b></p> <p>Where maximum point for price <b>W<sub>1</sub> = 80</b>; (ref: preferential regulations 2017)</p> <p><b>A = {1 - (P - P<sub>m</sub>) / P<sub>m</sub>}</b>, [where <b>P</b> is the comparative price of the Tender under consideration and <b>P<sub>m</sub></b> is the comparative price of the lowest qualified Tender]</p> <p><b>N<sub>P</sub></b> is the number of tender evaluation points awarded for preferences claimed following the Preferential Procurement Regulations 2017 (ref: Preferencing Schedule), which is up to maximum 20 points that will be awarded to tenderers who complete the preferencing schedule and who will be found to be eligible for the preference claimed.</p> <p><b>N<sub>Q</sub></b> is the number of tender evaluation points awarded for the quality offered following clause 5.11.9 in SANS 10845-3, 2015 where maximum points for qualification is <b>100</b></p>															
5.11.9	<p>The functionality criteria and maximum score in respect of each of the criteria are given hereunder.</p> <p><b>A Tender scoring below <u>70 points</u> in Quality will be considered as DISQUALIFIED for evaluation and will be discarded from any further evaluation.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Quality criteria</th> <th style="text-align: center;">Evaluation schedule</th> <th style="text-align: center;">Maximum number of points</th> </tr> </thead> <tbody> <tr> <td>Tenderer's (Company) Experience</td> <td>Schedule 1</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Expertise of key personnel</td> <td>Schedule 2</td> <td style="text-align: center;">80</td> </tr> <tr> <td>Approach paper</td> <td>Schedule 3</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="2"><b>Maximum possible score for quality (M<sub>s</sub>)</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table> <p><b>The minimum number of evaluation points for quality is 70 points out of 100.</b></p>	Quality criteria	Evaluation schedule	Maximum number of points	Tenderer's (Company) Experience	Schedule 1	10	Expertise of key personnel	Schedule 2	80	Approach paper	Schedule 3	10	<b>Maximum possible score for quality (M<sub>s</sub>)</b>		<b>100</b>
Quality criteria	Evaluation schedule	Maximum number of points														
Tenderer's (Company) Experience	Schedule 1	10														
Expertise of key personnel	Schedule 2	80														
Approach paper	Schedule 3	10														
<b>Maximum possible score for quality (M<sub>s</sub>)</b>		<b>100</b>														
5.13	<p>A tender offer will only be accepted if:</p> <ol style="list-style-type: none"> <li>1. The tenderer or any of its directors/ shareholders is <b>not</b> 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;</li> <li>2. The tenderer has <b>not</b>: <ol style="list-style-type: none"> <li>a. abused the Employer's Supply Chain Management System; or</li> <li>b. failed to perform on any previous contract and has been given written notice to this effect;</li> </ol> </li> <li>3. The tenderer has completed the compulsory declarations and there are no conflicts of interest, which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.</li> </ol>															
5.17	<p>The number of paper copies of the signed contract to be provided by the employer is one to the successful tenderer.</p>															
	<p><b>TENDER AWARD</b></p> <p>A. The tender obtaining the highest number of total points may be awarded the contract, unless the Employer decided otherwise (ref: T1.1 Tender notice and invitation to tender).</p>															

CLAUSE NUMBER	TENDER DATA
	<p>B. Preference point shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.</p> <p>C. Point scored must be rounded off to the nearest 2 decimal places. <i>(If the value of the 3<sup>rd</sup> decimal place is 1 up-to 4, the points up to 2<sup>nd</sup> decimal place will be considered and if it is 5 up to 9, 1 will be added to the number at 2<sup>nd</sup> decimal place and the resulting point will be considered.)</i></p> <p>D. In the event that two or more Tenders have scored equal total point, the successful Bid must be the one scoring the highest number of preference points for B-BBEE.</p> <p>E. However, in the event that two or more Tenders have scored equal point including equal preference points for B-BBEE, the successful tender must be the one scoring the highest points for quality.</p> <p>F. Should two or more Tenders be equal in all respects, the award shall be decided by drawing of lottery by the Employer.</p> <p style="text-align: center;"><b>ADDITIONAL CONDITIONS OF TENDER</b></p> <p>The additional conditions of Tender are:</p> <p><b>A. Joint Venture</b></p> <p>Tenders may form a joint venture acceptable to the Employer as detailed in the tender documents.</p> <p><b>B. Costs incurred by Bidder</b></p> <p>The Employer will neither be responsible for nor pay any expenses incurred or losses suffered by any Tenderer in the preparation of the tender or in attending the compulsory briefing session in connection therewith.</p> <p><b>C. Acceptance of Bid</b></p> <p>The Employer does not bind itself to accept the lowest or any Tender or to furnish any reason for the acceptance or rejection of a tender.</p> <p><b>D. Period of validity of tender and withdrawal of tender after the closing date of tender submission</b></p> <p>All Tenders shall remain valid for a period of 90 days, exclusive of closing date but inclusive of the 90<sup>th</sup> day or until the Tenderer is relieved of this obligation by the Employer, in writing.</p> <p><b>E. Withdrawal of Tender during validity or Failure in signing resulted Contract Agreement at Award</b></p> <p style="padding-left: 40px;"><b>Should a Tenderer</b></p> <p style="padding-left: 40px;">a) Withdraw his Tender during the period of its validity; <u>or</u></p> <p style="padding-left: 40px;">b) Give notice of his inability to execute the Contract or fail to execute the Contract; <u>or</u></p>

CLAUSE NUMBER	TENDER DATA
	<p>c) Fail to sign the Contract Agreement or furnish the required security/ insurance(s) within the period fixed in the Contract Data (ref: C1.2) in the Tender documents or any extended time agreed to by the Employer;</p> <p><b>Then the Tenderer shall be liable for and pay to the Employer –</b></p> <ul style="list-style-type: none"> <li>i. All expenses incurred in calling for fresh Tender, if it should be deemed necessary by the Employer to do so;</li> <li>ii. The difference between Tender’s tender and any less favourable tender accepted either by fresh tender being called or by another tender being accepted from those already received;</li> <li>iii. Any escalation of the Final Contract Price resulting from any delay caused in calling for fresh tender or accepting another tender from those already received, as the case may be.</li> </ul> <p>And the Employer shall have the right to recover such sums by set-off against any money which may be due or become due to the Tenderer, under this or any other tender or Contract between the Employer and the Tenderer, or against any guarantee or deposit which may have been furnished by or on behalf of the Tenderer for the due fulfilment of this or any other tender or Contract between the Employer and the Tenderer. Pending the ascertainment of the amount of the Tenderer’s liability to the Employer in terms of this Condition of Tender, the Employer may retain such monies, guarantee or deposit as security for any loss, which the Employer may sustain by reason of the Tenderer’s default.</p> <p>Provided always that the Employer may exempt a Tenderer from the provisions hereof, if it is of the opinion that the circumstances justify such exemption.</p> <p><b>F. Repudiation of Tender or Invalidation of Contract</b></p> <p>If the Employer is satisfied that the Tenderer or any person is being an employee, partner, director, member or shareholder of the Tenderer or a person acting on behalf of or with the knowledge of the Tenderer has offered, promised or given a bribe or other gift or remuneration to any person in connection with obtaining or execution of a Contract;</p> <ul style="list-style-type: none"> <li>a) has acted in a fraudulent or corrupt manner in obtaining/executing a Contract;</li> <li>b) has approached an officer or employee of the Employer with the object of influencing the award of a Contract in the Tenderer’s favour;</li> <li>c) has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company;</li> <li>d) to refrain from Tendering for this Contract;</li> <li>e) as to the amount of the Tender to be submitted by either party;</li> <li>f) has disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender except where the disclosure, in confidence, was necessary in order to obtain insurance premium and surety quotations required for the preparation of the Bid.</li> </ul> <p>The Employer may, in addition to using any other legal remedies, repudiate the Bid or declare the Contract invalid should it have been concluded already.</p>

CLAUSE NUMBER	TENDER DATA
	<p><b>G. South African Jurisdiction</b></p> <p>The laws of the Republic of South Africa shall be applicable to each Contract created by the acceptance of a Tender and each Tenderer shall indicate a place in the Republic and specify it in his Tender as his domicilium citandi et executandi where any legal process may be served on him.</p> <p>Each Tenderer shall bind her/ himself to accept the jurisdiction of the Courts of Law of South Africa.</p> <p><b>H. Amendments to Tender by Employer</b></p> <p><b>a) Arithmetical Errors</b></p> <p>The Employer shall check and correct arithmetical errors for responsive Tenders in the following manner as per CIDB guideline (Ref: Practice # 2, version 1 – August 2006):</p> <ul style="list-style-type: none"> <li>i. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li> <li>ii. If the pricing (or bills of quantities or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</li> <li>iii. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the Prices.</li> </ul> <p><b>b) Imbalance in Tender Rates</b></p> <p>In the event of there being Tendered rates or lump sums being declared by the Employer to be unacceptable to him, because they are either excessively low or high or not in proper balance with other rates or lump sums, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or prices objected to, s/he may request the Tenderer to amend these rates and prices along the lines indicated by him.</p> <p>The Tenderer will then have the option to alter and/ or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the total tendered sum.</p>



## **Municipal Infrastructure Support Agent (MISA)**

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### **Cooperative Governance & Traditional Affairs (CoGTA)**

#### **REPUBLIC OF SOUTH AFRICA**

**Reference : MISA/IDMSC/YG/045/2021/22**

#### **Tender Document for**

### **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.**

## **T2 RETURNABLE DOCUMENTS**

### **T2.1 LIST OF RETURNABLE DOCUMENTS**

#### **A. Documentation to demonstrate eligibility to have tenders evaluated**

The required documentation as listed in **Clause 4.1 of T1.2 Tender Data**, must be submitted along with the tender for determining the eligibility of the tender.

**Failure to provide these documents (A and B) shall result in the tenderer's tender not being evaluated.**

#### **B. Returnable schedules required for tender evaluation purposes**

The tenderer must complete the following returnable schedules as relevant, which are attached here with the tender documents.

1. Record of Addenda to Tender Documents
2. Proposed amendments and qualifications
3. Compulsory declaration
4. Declaration on consultancy, good and other services or a combination thereof offered to an organ of state and/ or municipality
5. Referencing Schedule: Broad Based Black Economic Empowerment Status
6. Evaluation schedule 1: Experience of the tenderer
7. Evaluation Schedule 2: Experience of the key person
8. Evaluation Schedule 3: Approach paper

#### **C. Other documents contained herein in the tender documents required for tender evaluation purposes as listed below.**

1. Record of Addenda to Tender Documents

2. Proposed Amendments and Qualifications
3. Compulsory Declaration
4. Declaration on consultancy, goods and other services or a combination thereof offered to an organ of state and/or municipality
5. Preference Schedule: Broad-Based Black Economic Empowerment Status

**D. Documentation that will be used for evaluation and to incorporate into the contract, if the tender offer resulted in an award**

1. The offer portion of C1.1 Form of offer and acceptance
2. Part 2 of C1.2 Contract data relevant to tenderer
3. C2.2 Price DATA



## T2.2 RETURNABLE SCHEDULES

### 1. Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

## 2. Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed

Date

Name

Position

Tenderer

### 3. Compulsory Declaration

The following particulars must be furnished. In the case of a joint venture, a separate declaration in respect of each partner must be completed and submitted.

#### Section 1: Enterprise Details

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Cell no</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

#### Section 2: Particulars of companies and close corporations

<b>Company / Close Corporation registration number</b>	
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#### Section 3: SARS Information

<b>Tax reference number</b>	
<b>VAT registration number:</b>	<i>(State Not Registered if not registered for VAT)</i>

#### Section 4: Central Supplier Database Registration Number

<b>Central Supplier Database Registration number</b> <i>(if applicable)</i>	
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#### A. VENDOR REGISTRATION

The Contractor shall complete vendor registration forms before the signing of the contract. Such forms shall, as relevant be accompanied by the following documents, where applicable:

- i. Company registration documents, share certificate and joint venture agreements
- ii. Certified copies of the Identity Documents of directors/managing members
- iii. Tax clearance certificate
- iv. VAT registration certificate
- v. B-BBEE Certification and B-BBEE Rating Certificate
- vi. Company letterhead
- vii. A cancelled cheque of stamped letter from the bank, verifying the banking details

Vendor registration forms may be obtained from MISA Supply Chain Offices.

**Section 5: Particulars of principals**

**Principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of the principal	Identity number	Personal tax reference number

Attach a separate page if necessary and cross-reference to the relevant section.

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature   |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |  |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |  |

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service <i>(√ (tick) appropriate column)</i>	
		Current	Within the last

			<b>12 months</b>

\*insert separate page if necessary and cross-reference to this section.

**Section 7: Record of a family member in the service of the state**

**Family member:** a person’s spouse, whether in a marriage or a customary union according to indigenous law, a domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

**If any of the above boxes are marked, disclose the following:**

Name of a family member	Name of institution, public office, board or organ of state and position held	Status of service (✓ (tick) appropriate column)	
		Current	Within the last 12 months

\*insert separate page if necessary and cross-reference to this page.

**Section 8: Record of termination of previous contracts with an organ of state**

Was any contract between the tendering entities including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

- Yes
- No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary and cross-reference to this page)

**Section 9: Declaration**

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:
  - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
  - b) National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer nor any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into more than the threshold prescribed by the National Treasury, for SARS to do likewise.

Signed

Date

.....

.....

Name

Position

.....

.....

*Enterprise name*

.....

NOTE 1 The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with the employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of Schedule 3 of the Public Service Act) or persons contracted to executive authorities following the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a

public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also serious misconduct, which may result in the termination of employment by the employer.

NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the PFMA of 2003 requires that organs of state and municipal entities not award a contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE: 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the particulars of the annual statement of any award made to a close family member in the service of the state.

NOTE: 5 Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other amounts of money stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE: 6 Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

**4. Declaration on Service Provider, Goods and Other Services or a Combination Thereof Offered to an Organ of State and/or Municipality**

The following particulars must be furnished about tenders for organs of state and municipal entities where:

- a) Service Provider services are required; and
- b) goods, services or a combination thereof where the estimated total of the prices exceeds R 10 million including VAT.

In the case of a joint venture, separate municipal declarations and returnable documents shall be submitted in respect of each partner.

**Section 1: Enterprise Details**

<b>Name of enterprise:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Cell no</b>	
<b>Fax:</b>	
<b>Physical address</b>	
<b>Postal address</b>	

**Section 2: Declaration for service provider services:**

The enterprise has been awarded the following consultancy services by an organ of state during the last five years.

<b>Name of an organ of state</b>	<b>Estimated number of contracts</b>	<b>Nature of service, e.g., surveying</b>	<b>Service similar to the required service (yes/no) last 5 years</b>

Attach separate page as necessary and cross-reference to this page



**Section 3 Goods, services or a combination thereof where the estimated total of the prices exceeds R 10 million including VAT**

I/we certify that

1) *(tick one of the boxes):*

- the enterprise **is not** required by law to prepare annual financial statements for auditing
- the enterprise is required by law to have audited annual financial statements and attached the audited financial statements for the past three financial years, or since the establishment as the enterprise was established within the past three years

2) the enterprise and its directors has/have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days *(i.e.: all municipal accounts are paid up to date);*

3) the source of goods and/or services :

*(tick one of the boxes and insert percentages if applicable):*

- goods and/or services are sourced only from within the Republic of South Africa
- \_\_\_\_\_% of the total cost of goods and/or services will be sourced from outside the Republic of South Africa and the percentage of payment from the municipality or municipal entity which is expected to be transferred out of the Republic is \_\_\_\_\_%

I furthermore confirm that the following contracts were awarded to the enterprise by an organ of state during the last five years and attached particulars of any material non-compliance or dispute concerning the execution of such contracts:

Name of an organ of state	Estimated number of contracts	Nature of contracts

Attach separate page as necessary and cross-reference to this page.

I, the undersigned who warrants that I am duly authorised on behalf of the tendering entity, hereby declare that the contents of this Declaration are within my knowledge, and save where stated otherwise are to the best of my belief both true and correct

Signed

Date

Name

Position

*Enterprise name*

## 5. Preferecing Schedule: Broad-Based Black Economic Empowerment Status (B-BBEEE Status)

### **Preamble**

Section 10(b) of the Broad-Based Black Economic Empowerment Act of 2003 (Act No. 53 of 2003) states that *“Every organ of state and the public entity must take into account and, as far as is reasonably possible, apply any **relevant code of good practise** issued in terms of this Act in developing and implementing a preferential procurement policy:”*

Several codes of good practice have been issued in terms of Section 9(1) of the B-BBEE Act of 2003 including a generic code of good practice and various sector codes. The sector codes vary the metrics, weightings and targets used in the generic code of good practice to establish the overall performance of an entity and its B-BBEE status. The B-BBEE status needs to be assessed following the applicable code.

### **1 Condition associated with the granting of preferences**

Tenderers who claim a preference shall provide sufficient evidence of its B-BBEE Status following the requirements of section 2 in respect of the applicable code as at the closing time for submissions, failing which its claims for preferences will be rejected.

### **2 Sufficient evidence of qualification**

#### **2.1 Exempted micro enterprises**

Sufficient evidence of qualification as an Exempted Micro-Enterprise is:

- a) a registered auditor’s certificate or similar certificate issued by an accounting officer as contemplated in the Close Corporation Act of 1984 in respect of the entity’s last financial year or a 12 month period which overlaps with its current financial year; or
- b) a certificate issued by a verification agency and which is valid as at the closing date for submissions.

#### **2.2 Enterprises other than micro exempted enterprises**

Sufficient evidence of B-BBEE Status is an original or certified copy of the certificate issued by a verification agency accredited by the South African National Accreditation System (SANAS) or registered auditors approved by Independent Regulatory Board for Auditors (IRBA) and which is valid as at the closing date for submissions.

**3 Tender preferences claimed**

The scoring shall be as follows:

B-BBEE Status Level of Contribution	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**4 Declaration**

The tenderer declares that

- a) the tendering entity is a level contributor as stated in the submitted evidence of qualification as at the closing date for submissions
- b) the tendering entity has been measured in terms of the following code (*tick applicable box*)
  - Generic code of good practice
  - Other – specify .....
- c) the contents of the declarations made in terms of a) and b) above are within my knowledge and are to the best of my belief both true and correct

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the tenderer confirms that he/she understands the conditions under which such preferences are granted and confirms that the tenderer satisfies the conditions about the granting of tender preferences.

Signature: .....

Name: .....

Duly authorised to sign on behalf of: .....

Telephone: .....

Fax: ..... Date: .....

Name of witness ..... Signature of witness .....

- Note:**
- 1) Failure to complete the declaration will lead to the rejection of a claim for a preference
  - 2) Supporting documentation of the abovementioned claim for a preference must be submitted with the tender submission to be eligible for a preference



## 6. Evaluation Schedule 1: Tenderer's Company Experience [10 POINTS]

The experience of the tenderer as a company (as opposed to key staff members) in Mentoring of Candidates Engineering Students in Civil, Electrical Engineering, Town and Regional Planning Students and related field with the objective of Candidates Students Registering as Professionals with relevant professional bodies.

The information shall be within the previous 10 years and must only include completed projects prior to closing date for submissions.

Tenderers should briefly describe his or her experience in this regard, emphasising the nature of the works and complexity and attach this to this schedule.

Note: Signed completion letters with contactable references on the client's letterhead should be included for each project for ease of reference. Only projects with completion letters will be evaluated. The scoring of tenderer's experience will be as below:

1. Letter of completion or reference letter for completed: Mentoring of Civil Engineering Candidates, Electrical Engineering, Town and Regional Planning Students and related fields. One letter per project completed, points to be awarded per letter. **5 points**
  - a) Less than 3 projects = 0 points
  - b) 3 projects = 1 points
  - c) 4 projects = 3 points
  - d) 5 or more projects = 5 points
  
2. Highest value (Total Project Value) of a completed single project of the type of projects mentioned in item 1 **5 points**
  - a) Below R 2 Million = 0 points
  - b) R 2 Million to below R 3 Million = 1 Points
  - c) R 3 Million to below R 5 Million = 3 Points
  - d) R 5 Million and above = 5 points

**Tenderers shall bear in mind that claims about the number of projects completed and the respective values will be verified in a number of ways, including contacting references. MISA reserves the right to verify all information presented by the tenderer.**

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of his/her knowledge both are true and correct.

Signed

Date

Name

Position

*Enterprise name*

## 7. Evaluation Schedule 2: Experience of the key personnel responsible for the management of the project and the project team [80 POINTS]

All personnel submitted by the tenderer cannot be changed without prior written approval from the employer. As per clause 22.1 of the NEC3 PSC.

The experience of all the key personnel will be evaluated in relation to their respective academic, professional qualifications and experience (as explained herein in this schedule) on projects having scope of work relevant to this project and positions proposed by the tenderer.

The total Number of mentors required are as follows,

- a) Professional Civil Engineers – 16 Required to mentor 78 mentees
- b) Professional Electrical Engineers – 8 Required to mentor 41 mentees
- c) Professional Town and Regional Planner – 6 Required to mentor 31 mentees

**Tenderers must note that functionality scores hereunder will be based on 1 mentor per discipline. The Tender is expected to make provision of all required mentors during implementation stage.**

CV's shall supply reference details for projects successfully completed, with the name(s) and contact details of the client organisation and contact person(s).

CVs of all key personnel, preferably, in no more than **3 pages**.

*The CV and proof of qualification (certified) and professional registration of individuals will be used for evaluation of each of the personnel for this section.*

**The scoring of the personnel will be as below: 80 points**

- |   |                     |
|---|---------------------|
| <b>1. Senior Project Manager</b>                      | <b>= 15 Points</b>  |
| <b>2. Project Manager: Civil Engineering</b>          | <b>= 10 points,</b> |
| a. Professional Engineer - Civil                      | = 20 points,        |
| <b>3. Project Manager: Electrical Engineer</b>        | <b>= 10 points</b>  |
| a. Professional Engineers Electrical                  | = 20 points.        |
| <b>4. Project Manager: Town and Regional Planning</b> | <b>= 10 points</b>  |
| a. Professional Town Regional Planner                 | = 15 points         |

### 1. Senior Project Manager:– 1 Required [Total 15 points]

**Required Competency;**

- Qualified Engineer or Technologist
- Registered Engineer (Pr.Eng / Pr.Tech Eng. registration with ECSA)
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6) Built Environment fraternity.
- Minimum experience 10 years after qualifications



**Qualifications****10 points**

- a) National Diploma & Advanced Certificates (NQF 6) = 6 points
- b) Degree (NQF 7) = 8 points
- c) Honours or Masters Degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)****5 points**

- a) 10 to below 15 years = 0 points
- b) 15 to below 20 years = 1 points
- c) 20 to below 25 years = 3 points
- d) 25 years and above = 5 points

**2. Civil Engineering Team****2.1. Project Manager: Civil Engineering – 1 Required [Total 10 points]****Required Competency**

- Qualified Civil Engineer or Technologist
- Registered Engineer (Pr.Eng / Pr.Tech Eng. registration with ECSA)
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6) Built Environment fraternity.
- Minimum experience 10 years after qualifications

**Qualifications****5 points**

- a) National Diploma & Advanced Certificates (NQF 6) = 6 points
- b) Degree (NQF 7) = 8 points
- c) Honours or Masters Degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)****5 points**

- a) 10 to below 15 years = 0 points
- b) 15 to below 20 years = 6 points
- c) 20 to below 25 years = 8 points
- d) 25 years and above = 10 points

**2.2. Professional Civil Engineers – 1 Required [Total 20 points]****Required Competency**

- Qualified Civil Engineer (registered with ECSA as Pr.Eng or PrTech Eng)
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6)
- Minimum experience 7 years after qualifications

**Qualifications****10 points**

- a) National Diploma & Advanced Certificates (NQF 6) = 3 point
- b) Degree in Civil Engineering (NQF 7) = 8 points
- c) Honours or Masters Degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)**

**10 points**

- a) 7 to below 10 years = 0 points
- b) 10 to below 13 years = 6 points
- c) 13 to below 15 years = 8 points
- d) 15 years and above = 10 points

**3. Electrical Engineering Team**

**2.1. Project Manager: Electrical Engineering – 1 Required [Total 10 points]**

**Required Competency**

- Qualified Civil Engineer or Technologist
- Registered Engineer (Pr.Eng / Pr.Tech Eng. registration with ECSA)
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6) Built Environment fraternity.
- Minimum experience 10 years after qualifications

**Qualifications**

**5 points**

- a) National Diploma & Advanced Certificates (NQF 6) = 6 points
- b) Degree (NQF 7) = 8 points
- c) Honours or Masters Degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)**

**5 points**

- a) 10 to below 15 years = 0 points
- b) 15 to below 20 years = 6 points
- c) 20 to below 25 years = 8 points
- d) 25 years and above = 10 points

**2.2 Professional Electrical Engineers – 1 Required [Total 20 points]**

**Required Competency;**

- Electrical Engineer (registered with ECSA as Pr Eng or P Tech Eng)
- Electrical Engineer with mentorship experience
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6)
- Minimum experience 7 years after qualifications

**Qualifications****10 points**

- a) National Diploma & Advanced Certificates (NQF 6) = 3 point
- b) Degree in Civil Engineering (NQF 7) = 8 points
- c) Honours or Masters Degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)****10 points**

- a) 7 to below 10 years = 0 points
- b) 10 to below 13 years = 6 points
- c) 13 to below 15 years = 8 points
- d) 15 years and above = 10 points

**4. Town and Regional Planning Team****4.1. Project Manager: Town and Regional Planning – 1 Required [Total 10 points]****Required Competency**

- Town and Regional Planner (registered with SACPLAN as Professional Planner)
- Town and Regional Planner with mentorship experience
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6)
- Minimum experience 10 years after qualifications

**Qualifications****5 points**

- a) National Diploma & Advanced Certificates (NQF 6) = 3 point
- b) Degree in Town and Regional Planning (NQF 7) = 8 points
- c) Honours or master's degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)****5 points**

- a) 10 to below 15 years = 0 points
- b) 15 to below 20 years = 1 points
- c) 20 to below 25 years = 3 points
- d) 25 years and above = 5 points

**4.2. Professional Town and Regional Planner – 1 Required [Total 15 points]****Required Competency**

- Town and Regional Planner (registered with SACPLAN as Professional Planner)
- Town and Regional Planner with mentorship experience
- Minimum Qualification National Diploma & Advanced Certificates (NQF 6)
- Minimum experience 7 years after qualifications

**Qualifications****10 points**

- d) National Diploma & Advanced Certificates (NQF 6) = 3 point
- e) Degree in Town and Regional Planning (NQF 7) = 8 points

f) Honours or master's degree (NQF 8 or 9) = 10 points

**Years of work experience (after graduation)**

**5 points**

- a) 7 to below 10 years = 0 points
- b) 10 to below 13 years = 1 points
- c) 13 to below 15 years = 3 points
- d) 15 years and above = 5 points

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of his/her knowledge both true and correct.

Signed

Date

Name

Position

*Enterprise name*

## 8. Evaluation Schedule 3: Approach paper (10 Points)

The approach paper must respond to the scope of work (reference: C3 Scope of work).

As the contents of a proposal give a clear first-hand impression about the capability of the tenderer, the tenderer is expected to submit an organized well-written proposal (approach paper on methodology in achieving the project goal). File separators or section dividers must be used for each of the chapters and annexures **not more than 30 pages (but not less than 10 pages) using font Arial regular 11 points having margins at each side no less than 2,54 cm and line spacing no less than 1,15.**

The approach paper must contain at least the following:

**Table of Contents:** Listing of contents of the approach paper with page numbers and references to annexures.

**Executive Summary:** A brief summary of the whole contents of the approach paper;

**Approach:** Detailed approach that the tenderer feels best to deliver the intended services for the Project with identification of tasks, for each of the activities/ deliverables as have been foreseen in 'Part C 3.1 Scope of work', detailing at least the following:

1. Methodology to be adopted to mentor one hundred and fifty (150) Young Graduates and Project implementation schedule (Activity, task and sub-tasks to achieve the deliverables);
2. Project implementation Risks and Risk Management proposal Identified project implementation Risks and Risk Management proposals;
3. Understanding of mentorship challenges.
4. Knowledge and Skills Transfer.
5. Quality control mechanisms to be adopted for project deliverables;

**The scoring of the approach paper will be as detailed hereunder:**

Evaluating Point	Assessment Criteria	Scores
<b>Approach Paper</b>		<b><u>(10) points</u></b>
Methodology to be adopted to mentor one hundred and fifty (150) Young Graduates and Project implementation schedule	Mentorship Program knowledge (1 points), informative appropriateness of proposed approach/s (1 points) and presentation on how the method will be implemented (1 point) Appropriateness of identified tasks (Database with appointed Mentor assigned to candidates in hosts municipalities (1 points), and defining a plan roll out with regards assigned Mentor –Candidate ratio in the relevant discipline/s i.e. 1 Mentor per 5 Mentee	4 points
Risks and Risk Management proposal	Adequacy of understanding of program risks associated with mentorship of Young Graduates (1 points) and appropriateness of mitigation options (1 points)	2 points
Quality Assurance and monthly reporting	Appropriateness of Project Manager to compile monthly report, adhere to adequacy of reporting (1 points) and appropriateness of reporting through a clear quality assurance process (1 points).	2 points

Evaluating Point	Assessment Criteria	Scores
Understanding of mentorship challenges	Familiarity with the mentorship challenges related to young graduates programmes (include a short summary, not more than two pages, of your understanding of the challenges that this Tender seeks to address):	1 points
Knowledge and Skills Transfer	Knowledge and skills transfer mentoring plan exceed expectation with clearly develop and realistic approach and methodology	1 points
<b>TOTAL POINTS</b>		<b>10 points</b>

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference his/her letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of knowledge both true and correct.

Signed

Date

\_\_\_\_\_

\_\_\_\_\_

Name

Position

\_\_\_\_\_

\_\_\_\_\_

*Enterprise name*

-----

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

**Cooperative Governance & Traditional Affairs**

Reference no.: MISA/IDMSC/YG/045/2021/22

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.**

## The Contract

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***Based on***

**NEC 3 (April 2013): Professional Services Contract (PSC)  
Option B: Priced contract with Schedule of Quantities**

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

**Cooperative Governance & Traditional Affairs**

Reference no.: MISA/IDMSC/YG/045/2021/22

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.**

**C1 AGREEMENTS AND CONTRACT DATA**

**C1.1 FORM OF OFFER AND ACCEPTANCE**



**OFFER**

The *Employer*, identified in the Acceptance signature block, has solicited offers to enter into a contract for the provision of services as described in Part 1 of the Contract Data.

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Consultant* under the contract including compliance with all its terms and conditions for an amount to be determined following the conditions of contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT AND EXPENSES** calculated following the *conditions of contract as detailed hereunder*:

**Total Amount:** R \_\_\_\_\_ (in figure), (Rand \_\_\_\_\_  
\_\_\_\_\_ ) (in word)

This Offer may be accepted by the *Employer* by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or another period as agreed, whereupon the tenderer becomes the party named as the *Consultant* in the conditions of contract identified in the Contract Data.

Signature

Date:

Name

Capacity

**For the  
tenderer:**

---

*(Insert name and address of organisation)*

Name &  
signature  
of the  
witness

Date

---

**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer’s Offer. In consideration thereof, the *Employer* shall pay the Service Provider the amount due following the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer’s Offer shall form an agreement between the *Employer* and the tenderer 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** Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

**Part C2** Pricing Data

**Part C3** Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above-listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of 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 securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data. Failure to fulfil any of these obligations following those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name(s) Ntandazo Vimba  
Capacity Chief Executive Officer  
For the Employer Municipal Infrastructure Support Agent

**Schedule of Deviations**

1 Subject .....

Details .....  
.....  
.....  
.....

2 Subject .....

Details .....  
.....  
.....  
.....

3 Subject .....

Details .....  
.....  
.....  
.....

4 Subject .....

Details .....  
.....  
.....  
.....

5 Subject .....

Details .....  
.....

.....  
.....

By the duly authorised representatives signing this agreement, the *Employer* and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable 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.

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 the draft contract, 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.

# MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

## Cooperative Governance & Traditional Affairs

Reference no.: MISA/IDMSC/YG/045/2021/22

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES

#### C1.2 CONTRACT DATA

The Conditions of Contract are the NEC3 Professional Service Contract (Third edition of April 2013) published by the Institution of Civil Engineers (ICE), United Kingdom. It is assumed that the Tenderer owns the Conditions of Contract or able to possess one.

Each item of data given below is cross-referenced to the clause in the NEC3. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the above-referenced NEC3.

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#### Part one - Data provided by the *Employer*

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##### 1 General

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The *conditions of the contract* are the core clauses and the clauses for main Options

##### **B: Priced contract with Schedule of Quantities**

Dispute resolution Option

##### **W1: Dispute resolution procedure**

And secondary Option

##### **X2: Changes in Law**

##### **X10: Employer's Agent**

##### **Z: Additional conditions of contract**

of the NEC 3

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10.1	<i>The Employer is</i> Municipal Infrastructure Services Agent Physical Address: Letaba House, Riverside Office Park 1303 Heuwel Avenue, Centurion, Pretoria 0046 Postal Address: Private Bag X105, Centurion 0046 Telephone: 012 848 5300
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11.2(7)	<i>The Scope</i> is as given in section C3: Scope of works
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12.2	<i>The law of the contract</i> is the law of the Republic of South Africa
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13.1	<i>The language of this contract</i> is English
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13.3	<i>The period of reply</i> is 2 weeks
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##### 2 The Parties' main responsibility

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22.1 If the *Service Provider* subcontracts work, it should not be more than **25%** of the total value of the contract. Please also refer to 4.13.4

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**3 Time**

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30.1 The *starting date* is **14 days after the date of issuance (exclusive) of the award letter** unless otherwise agreed by the Parties.

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11.2(2) The *completion date* for the whole of the *services* is **36 calendar months after the start date**.

---

31.1 The *Service Provider* submits programme with the tender according to the *Scope*, considering the *starting date* and *completion date*, which will be adjusted, if need be, based on proposed duration in the programme through consultation.

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**5 Payment**

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50.1 The *assessment interval* is monthly on or before the **20<sup>th</sup>** day of each successive month.

---

50.3 Expenses are as follows;

Item	Amount
<b>Printing and Copying</b>	
<ul style="list-style-type: none"><li>• printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports</li><li>• covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports</li><li>• maps, models and presentation materials required by the <i>Employer</i></li></ul>	in accordance with the latest Rates for Reimbursable expenses published on <a href="http://www.publicworks.gov.za/Service Providers">www.publicworks.gov.za/Service Providers</a>
<b>Accommodation</b>	
<ul style="list-style-type: none"><li>• accommodation within the capital of the relevant province</li></ul>	Actual Cost capped at R 1100 per Night including Bed and Breakfast within the project area
<b>Travel and Subsistence</b>	
<ul style="list-style-type: none"><li>• vehicle travel subsistence within the relevant province.</li></ul>	in accordance with the latest Rates for Reimbursable expenses published on <a href="http://www.publicworks.gov.za/Service Providers">www.publicworks.gov.za/Service Providers</a>

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51.1 The period within which the payments are made is **thirty** days from the date of receipt (exclusive) of the invoice.

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51.2 The *currency of this contract* is the South African Rand.  
The *interest rate* is the Prime lending rate of the *Employer's* Bank.

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**6 Compensation events**

As per standard NEC3 clause 60.1.

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**7 Rights to material**

No data required for this section of the *conditions of the contract*.

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**80 Indemnity, insurance and liabilities**

80.1 The amounts of insurance and the periods for which the *Service Provider* maintains insurance are as follows:

<b>Event</b>	<b>Cover</b>	<b>The period following Completion of the whole of the works or earlier termination</b>
Risk of design deficiency and or errors for which events Professional Indemnity would cover.	<b>R 3 million</b> in respect of each claim, without limit to the number of claims	Until the end of the <i>completion date</i> .
Death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	That which is prescribed by the Compensation injuries and Diseases Act No. 130 of 1993 as amended and whatever the <i>Service Provider</i> deems desirable also	Until the end of the <i>completion date</i> .
All risk contract works	Amount of cover to match contract value	

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81.1 The *Employer* provides no insurance cover.

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81.2 The *Contractor* provides the certificate(s) from the accredited insurer(s) or broker(s) of South Africa stating that the insurance(s) required by this contract is in force before the signing of the contract arising from the award.

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**9 Termination and dispute resolution****10 Data for the main Option clause****B Priced contract with Schedule of Quantities**

No data required for this section of the *conditions of the contract*.

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**11 Data for Option W1**

W1.1 The *Adjudicator* is the person selected by the Parties from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see [www.ice-sa.org.za](http://www.ice-sa.org.za)),

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W1.2(3) The *adjudicator nominating body* is the Chairman of ICE-SA, a Joint Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see [www.ice-sa.org.za](http://www.ice-sa.org.za)).

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W1.4((2) The *tribunal* is a reference to a South African Court of Law

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<b>12</b>	<b>Data for secondary Option clause(s)</b>
<b>X2</b>	<b>Change in the law</b>
X2.1	The <i>law of the project</i> is the law of the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.
<b>X10</b>	<b>Employer's Agent</b>
X10.1	<p>The <i>Employer's Agent</i> is  Chief Executive Officer (Or Designated MISA Official)  Mr Ntandazo Vimba</p> <p>Physical Address:      Letaba House, Riverside Office Park  1303 Heuwel Avenue, Centurion, Pretoria 0046</p> <p>Postal Address:        Private Bag X105, Centurion 0046</p> <p>Telephone:             012 848 5300</p>
<b>Z</b>	<b>Additional conditions of contract</b>
	The <i>additional conditions of the contract</i> are
<b>Z1</b>	<b>Tax invoices</b>
	<p><b>The Service Provider's invoice.</b></p> <p>Delete the first sentence of core clause 50.2 and replace with:  Invoices submitted by the <i>Service Provider</i> to the <i>Employer</i> include the details stated in the <i>Scope/ Price Schedule</i> to show how the amount due has been assessed, and  the details required by the <i>Employer</i> for a valid tax invoice.</p> <p>Delete the first sentence of core clause 51.1 and replace by:  The <i>Employer</i> makes each payment within <b>thirty</b> days from the date of receipt (exclusive) of the <i>Service Provider's</i> invoice showing the details, which this contract requires or if a different period is stated in the Contract Data, within the period stated.</p>
<b>Z2</b>	<b>Selection and appointment of the Adjudicator</b>
	<p>Add the following paragraph to clause W.1.2(1)</p> <p>Within 2 weeks after declaring a dispute and if the <i>Adjudicator</i> was not yet appointed with a previous dispute, the notifying Party notifies the other Party of the names of two persons he has chosen from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a>), whose availability to act as the <i>Adjudicator</i> the notifying Party has confirmed. The other Party selects one of the two persons chosen to be the <i>Adjudicator</i> within four days of receiving the notice, failing which the person chosen by the notifying Party will be the <i>Adjudicator</i> for the Contract. The Parties appoint the selected <i>Adjudicator</i> under the NEC3 Adjudicator's Contract, April 2013.</p>
<b>Z3</b>	<b>Acts or omissions by mandatories</b>
	In terms of Section 37(2) of the Occupational Health and Safety Act of 1993 (Act 85 of 1993), the <i>Contractor</i> hereby agrees that the <i>Employer</i> is relieved of all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the <i>Service Provider</i> and his employees to the extent permitted

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by this Act and that this contract comprises the written agreement between the *Employer* and the *Service Provider* contemplated in section 37(2).

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**Part two - Data provided by the *Service Provider***

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10.1                    *The Contractor / Consultant is*

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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22.2                    *The Service Provider's key persons are:*

1                    Name: \_\_\_\_\_

Position in the Project Team: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_

Qualifications:

\_\_\_\_\_

Physical Address: \_\_\_\_\_

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

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Role of key person	Name of key person
Project Manager	
Professional Civil Engineer (1 to 16)	
Professional Electrical Engineer (1 to 8)	
Professional Town and Regional Planner (1 to 6)	

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Additional information to the above table must be provided in the separate sheet and referred to as annexure to the table above



# MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

## Cooperative Governance & Traditional Affairs

Reference no.: MISA/IDMSC/YG/045/2021/22

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES

#### C2 PRICING DATA

##### C2.1 PRICING ASSUMPTIONS

5. Pricing Assumptions forms part of the contract documents and must be read in conjunction with all the other documents comprising the tender documents.
6. The Tenderer has to quote prices against each of the Activities Schedule items (C2.2: BOQ) covering all services as deemed required for the successful completion of each of the items.
7. The tenderer has to reach a total cost of each of the deliverable (as explained in Section C3: Scope of works) to arrive at the project cost; these costs are inclusive of all activities costs and VAT. No other costs, under any circumstances, would be payable against accepted completed deliverables.
8. Expenses costs will be paid according to the latest Rates for Reimbursable expenses published on [www.publicworks.gov.za/Service](http://www.publicworks.gov.za/Service) Providers as reimbursable based on actual cost for only for the professionals listed in the Evaluation Schedule 2. All travel shall have to be according to the requirement of the project and approved by the Project Manager prior to actual travel
9. The quantities may increase or decrease according to the actual need of the project wherever quantities are provided except those items with 'Sum' units.
10. All items on the BOQ must be priced.
11. Tenderers must note that in case of a successful tenderer offering discount, the offered discount will remain in force for the full duration of the contract and no negotiations to adjust the discount will be entertained under any circumstances.
12. The Tenderers may be asked for time-based work on activities identified during the execution of the project in addition to the priced items, which will be deemed necessary by the Project. The cost of the engagement shall be determined based on the personnel rate given by the Tenderer in arriving at a price for the tender and be paid out of the provisional sum provided in the price schedule.
13. All rates and sums of money quoted in the 'Price list' shall be in South African Rand and whole cent. Fractions of a cent shall be discarded.
14. The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Service Provider. The validity of the Contract shall in no way be affected by differences between the quantities in the BOQ and the quantities certified for payment.
15. Tenderers should take note that payment will be only based on acceptable completed items under a specific deliverable on production of appropriate tax invoice(s). Any payment claimed as part completion of an activity may be considered if the completion of work is acceptable and does not influence the completion of the rest of activities at agreed pro-rata with the Project Manager.

16. Tenderers should submit a cash flow projection for the whole project aligned with implementation schedule for completion of each ITEM taking into account the starting date and completion date (ref: C1.2 Tender data), which will be adjusted at inception with the agreed Project Implementation Plan (PIP).
17. For the purposes of this Schedule of costs the following words shall have the meanings hereby assigned to them:

- **Unit:** The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications
- **Quantity:** The number of units of work for each item
- **Rate:** The payment per unit of work at which the Bidder bids to do the work
- **Amount:** The quantity of an item multiplied by the bid rate of the (same) item
- **Sum:** An amount bid for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units
- **Provisional Sum** - is an allowance, usually estimated by the employer, that is inserted into the tender documents for a specific element of the works that is not yet defined in enough detail for tenderers to price. The Prov-Sum is calculated estimate which must not be exceeded.

18. The units of measurement indicated in the Schedule of costs are metric units. The following abbreviations may appear in the Bill of Quantities:

mm	=	millimetre
m	=	metre
km	=	kilometre
km-pass	=	kilometre-pass
m <sup>2</sup>	=	square metre
m <sup>2</sup> -pass	=	square metre-pass
ha	=	hectare
m <sup>3</sup>	=	cubic metre
m <sup>3</sup> -km	=	cubic metre-kilometre
kW	=	kilowatt
kN	=	kilonewton
kg	=	kilogram
t	=	ton (1 000 kg)
%	=	per cent
MN	=	meganewton
MN-m	=	meganewton-metre
PC Sum	=	Prime Cost Sum
Prov Sum	=	Provisional Sum

19. Costs incurred by the *Tenderer* other than the listed expenses are assumed as included in the Rates and Prices quoted.
20. Tenderers must note that the offered discount will remain in force for the full duration of the contract and no negotiations to adjust the discount will be entertained under any circumstances.
21. Evaluation of the “cost” portion of the tender will take into account both the total price and the rates for individual team members and their proposed input in completing a task. The basis will be the tenders’ detailed cost breakdown according to item 5 of the above section C2.1

Pricing Assumptions. The tenderers are advised to use the template given in **Annexure A** for their detailed costs break down.

22. The prices should be fixed for the contract period.

23. A tenderer has to quote all of the items of the pricing schedule.

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

**Cooperative Governance & Traditional Affairs**

Reference no.: MISA/IDMSC/YG/045/2021/22

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.**

**C2.2 BILL OF QUANTITIES**



## C.2.2 – BILL OF QUANTITIES

Item	Description	Unit	Quantity	Rate Rand	Total item Price Rand
<b>STAGE 1</b>	<b>PROJECT INITIATION &amp; INCEPTION</b>				
1.1	<p>PREPARATION OF A DETAILED APPROACH THAT THE TENDERER FEELS BEST TO DELIVER THE INTENDED SERVICES FOR THE PROJECT WITH IDENTIFICATION OF TASKS, FOR EACH OF THE ACTIVITIES/ DELIVERABLES AS HAVE BEEN FORESEEN IN 'PART C 3.1 SCOPE OF WORK', DETAILING AT LEAST THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>a) METHODOLOGY TO BE ADOPTED TO MENTOR ONE HUNDRED AND FIFTY (150) YOUNG GRADUATES;</li> <li>b) PROJECT IMPLEMENTATION SCHEDULE (ACTIVITY, TASK AND SUB-TASKS TO ACHIEVE THE DELIVERABLES);</li> <li>c) PROJECT IMPLEMENTATION RISKS AND RISK MANAGEMENT PROPOSAL IDENTIFIED PROJECT IMPLEMENTATION RISKS AND RISK MANAGEMENT PROPOSALS;</li> <li>d) UNDERSTANDING OF MENTORSHIP CHALLENGES.</li> <li>e) KNOWLEDGE AND SKILLS TRANSFER.</li> <li>f) QUALITY CONTROL MECHANISMS TO BE ADOPTED FOR PROJECT DELIVERABLES;</li> <li>g) STAKEHOLDER IDENTIFICATION, MANAGEMENT AND REPORTING MECHANISMS TO BE FOLLOWED.</li> </ul>	Sum	1		
<b>SUB-TOTAL 1: STAGE 1: INITIATION AND INCEPTION</b>					
<b>STAGE 2</b>	<b>EXECUTION</b>				
2.1	<p>PROVIDE MENTORSHIP TO ESTIMATED 150 MISA YOUNG GRADUATES CANDIDATES STUDENTS WITH THE AIM OF ACHIEVING 100% PROFESSIONAL REGISTRATION WITH RELEVANT PROFESSIONAL BODIES FOR A PERIOD OF 36 MONTHS AS PER THE FOLLOWING DISCIPLINES;</p>				
2.1.1	CIVIL ENGINEERING (16 IN NO OF MENTORS REQUIRED)	No	78		

<b>C.2.2 – BILL OF QUANTITIES</b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate Rand</b>	<b>Total item Price Rand</b>
2.1.2	ELECTRICAL ENGINEERING (8 IN No OF MENTORS REQUIRED)	No	41		
2.1.3	TOWN AND REGIONAL PLANNING (6 IN No OF MENTORS REQUIRED)	No	31		
2.2	DEVELOP SKILLS TRANSFER STRATEGY TO BE UTILISED BY THE SUCCESSFUL TENDERER TO TRANSFER SKILLS TO ALL MISA CIVIL AND ELECTRICAL ENGINEERS ESTIMATED AT 60 IN NUMBER AND TOWN AND REGIONAL PLANNING ESTIMATED AT 15 IN NUMBER IN THE PROVINCES/ HEAD OFFICE	Sum	1		
2.3	TRANSFER SKILLS TO ALL MISA CIVIL AND ELECTRICAL ENGINEERS ESTIMATED AT 60 IN NUMBER AND TOWN AND REGIONAL PLANNING ESTIMATED AT 15 IN NUMBER IN THE PROVINCES/ HEAD OFFICE;	Sum	1		
2.4	DEVELOP STRATEGY/ APPROACH AIMED AT ENABLING MISA TO SOURCE ADEQUATE FUNDING FROM POTENTIAL FUNDERS IN ORDER TO STRENGTHEN MISA'S ORGANISATIONAL CAPACITY IN ITS ENDEAVOUR IMPLEMENT MENTORSHIP PROGRAMME IN FUTURE.	Sum	1		
2.5	DEVELOP GOOD RELATIONSHIP BETWEEN MISA AND ALL THE RELEVANT COUNCILS (ECSA, SACPCMP, SACPLAN AND SACNASP)	Sum	1		
<b>SUB-TOTAL 2: STAGE 2: EXECUTION</b>					
<b>STAGE 3</b>	<b>MONITORING AND EVALUATION</b>				
3.1	PREPARATION, SUBMISSION AND APPROVAL OF MONTHLY REPORT	No	36		
<b>SUB-TOTAL 3-MONITORING AND EVALUATION</b>					
<b>STAGE 4</b>	<b>CLOSE-OUT AND HANDOVER</b>				
4.1	PREPARATION AND SUBMISSION OF A CLOSE-OUT REPORT	No	1		

### C.2.2 – BILL OF QUANTITIES

Item	Description	Unit	Quantity	Rate Rand	Total item Price Rand
<b>SUB-TOTAL 4: STAGE 4: CLOSE-OUT AND HANDOVER</b>					
<b>TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + SUB-TOTAL 4)</b>					
<b>PLUS VAT 15%</b>					
<b>TOTAL</b>					
<b>5 EXPENSES</b>	Travelling and related costs (payable based on actual Cost)	sum	1		
<b>GRAND TOTAL</b>					

<p>TOTAL QUOTED PRICE (in words)</p> <p>Rand _____</p> <p style="text-align: right;">_____ THIS PRICE SHALL BE CARRIED TO THE FORM OF OFFER</p>
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Signature		Date:	
Name			
Capacity			
<b>For the tenderer:</b>			
Name & signature of the witness	<i>(Insert name and address of organisation)</i>	Date	

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# MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

## Cooperative Governance & Traditional Affairs

Reference no.: MISA/IDMSC/YG/045/2021/22

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES.

#### C3 SCOPE OF WORK

##### 1. BACKGROUND, INTRODUCTION AND PURPOSE

Since its establishment as a government component under CoGTA Ministry, MISA has evolved as an entity focusing on supporting municipalities towards effective and efficient delivery and management of municipal infrastructure for basic services provision. The following are the key features that define this evolution:

- a) Throughout the period of the entity's existence from the date of establishment, the entity has been and continues to perform the functions assigned to it through the Government Notice on MISA Operations and Administration (Herein under referred to as the 'Operational Notice'). This notice was published by the Minister of Cooperative Governance and Traditional Affairs on 05 July 2013, as provided for in the Public Service Act, 1994 (PSA). The functions set out under this Notice are aligned with the feasibility study report that laid the basis for the establishment of MISA.
- b) In 2015, MISA conducted a high-level review of its operational model with a view to assessing the impact of its programmes and enhancing its approach to maximize their impact on the beneficiary municipalities and communities they served. This review culminated in a document on the refocusing of its programmes and operational approach. The refocusing document proposed some adjustment to the approach to delivering some programmes by the organization. Key elements of the then proposed adjustment were:
  - Adoption of a district-wide model for deploying and assigned technical professionals (engineers and planners) to provide technical support to municipalities. In terms of this approach, teams comprising multi-disciplinary skills set are deployed in districts to support prioritised municipalities within each space for a specified duration and with preconditions to be adhered to by all beneficiary municipalities.
  - Reconfiguration of the learning programmes in a manner that assign the responsibility for appointing learners for enrollment to MISA's training programme to allow MISA to focus on facilitating practical training in municipalities and accredited Technical Vocational Education and Training (TVET) colleges. Under this model, MISA was to source funding from relevant Sector Education and Training Authorities (SETAs) as part of their skills development planning process.
  - Possible discontinuation of the technical bursary programme.
  - Managing of the infrastructure programmes housed within the Department of

Cooperative Governance (DCOG), including the Municipal Infrastructure Grant (MIG);

- Manage the delivery of municipal infrastructure projects on behalf of municipalities upon request by the Minister or municipalities themselves.
- Setting up of transversal contracts in collaboration with the Office of the Chief Procurement Officer (CPO) in National Treasury (NT) against with municipalities can place orders for infrastructure goods and services.

MISA's capacity building interventions are currently more skewed towards technical skills training and provision of workplace exposure through learnerships and candidacy programmes. The Young Graduate candidacy programme caters for Civil and Electrical Engineers and Town and Regional Planners. The table below presents the preliminary number of YGs per learning field as well as the provinces and districts municipalities that are hosting the candidates for workplace exposure:

**Table A: 2021/23 Financial Year of Young Graduates**

PROVINCE	HOST MUNICIPALITY	CIVIL ENGINEERS	ELECTRICAL ENGINEERS	TOWN AND REGIONAL PLANNERS	TOTAL
Limpopo	Blouberg LM	1		1	
	Greater Giyani LM	2	2		
	Polokwane				
	Musina LM		1	1	
	Ephraim Mogale LM			1	
	Lepelle-Nkempes LM	1	1		
	Elias Motsoaledi LM	1			
	Thabazimbi LM				
	Vhembe DM	1	1	1	
	Sekhukhune DM		1	1	
	Mopani	1			
Waterberg	1				
<b>Sub-Total</b>		<b>8</b>	<b>6</b>	<b>5</b>	<b>19</b>
Gauteng	Lesedi LM	2		2	
	Emfuleni LM	1	2	2	
	Rand West LM	2	1	1	
<b>Sub-Total</b>		<b>5</b>	<b>3</b>	<b>5</b>	<b>13</b>
North West	Kgetlengrivier LM	1	1		
	Ramotshere LM	1	1		
	Moses Kotane LM	1	1		
	Ditsobotla LM	1	1		
	Madibeng LM	1	1		
	Bojanala			1	
	Mamusa	1	1		
	Dr Ruth Moipate	1	1		
Ngaka Modiri Molema	1	1			

PROVINCE	HOST MUNICIPALITY	CIVIL ENGINEERS	ELECTRICAL ENGINEERS	TOWN AND REGIONAL PLANNERS	TOTAL
<b>Sub-Total</b>		<b>8</b>	<b>8</b>	<b>1</b>	<b>17</b>
Northern Cape	DawidKruiper LM	1	1		
	Gamagara LM	1			
	Tsantsabane LM	1	1		
	Kareeberg LM	2			
	Thembelihle LM	1			
	Siyancuma LM	3			
	Fransis Baard	1			
	John Taolo Gaetswe	1	1		
	Namakwa	1			
	Pixleyka seme			1	
	Zf mgcawu	1			
<b>Sub-Total</b>		<b>13</b>	<b>3</b>	<b>1</b>	<b>17</b>
Eastern Cape	Engcobo LM	3			
	Kouga LM	1		1	
	Mnquma LM	1	1		
	Alfred Nzo	1			
	Amathole	1	1		
	Chris Hani			1	
	Joe Qgabi	1			
	OR Tambo	1	1		
<b>Sub-Total</b>		<b>9</b>	<b>3</b>	<b>2</b>	<b>14</b>
Western Cape	Laingsburg LM	1	1		
	Beaufort West LM	1			
	Cederburg LM	1	1		
	Kannaland LM	2			
	Prince Albert LM	1			
	Matzikamma LM	1			
	Cape Winelands	1			
	Central Karoo		1		
	Garden Route	1		1	
	Overberg			1	
	West Coast	1			
<b>Sub-Total</b>		<b>10</b>	<b>3</b>	<b>2</b>	<b>15</b>
Mpumalanga	Lekwa LM	1	1	1	
	EmalahleniLM	1	2	1	
	Goven Mbeki LM	2	1		
	Enhlanzeni	1	1		
	Gert Sibande	1	1	1	



PROVINCE	HOST MUNICIPALITY	CIVIL ENGINEERS	ELECTRICAL ENGINEERS	TOWN AND REGIONAL PLANNERS	TOTAL
	Nkangala DM	1		1	
<b>Sub-Total</b>		<b>7</b>	<b>6</b>	<b>4</b>	<b>17</b>
Kwa-Zulu Natal	Umzinyathi DM	1		1	
	Umgungundlovu DM	2		1	
	Jozini LM	1		1	
	Umvoti LM	1		1	
	InkosiLibangalele LM	1	1		
	Emadlangeni LM	1			
	Uthukela DM	1			
	NkosazanaDlamini-Zuma LM	2			
	Mpofana LM	1			
	Newcastle LM			2	
	Ndwendwe LM	1		1	
	King Cetshwayo			1	
	Ilembe			1	
	Ugu	1			
<b>Sub-Total</b>		<b>13</b>	<b>3</b>	<b>7</b>	<b>23</b>
Free State	Maluti A Phufong LM		1	1	
	Mafube LM		1	1	
	Masilonyana LM	1	1		
	Letsemeng LM		1	1	
	Fezile Dabi	1		1	
	Lejweleputswa	1	1		
	Thabo Mofutsanyane	1	1		
	Xhariep	1			
<b>Sub-Total</b>		<b>5</b>	<b>6</b>	<b>4</b>	<b>15</b>
<b>Grand Total</b>		<b>78</b>	<b>41</b>	<b>31</b>	<b>150</b>

## 2. EMPLOYER'S OBJECTIVE

The Employer's objective through this project is to achieve, amongst others, the following;

- a) Provide identified candidates with workplace exposure;
  - b) Transfer skills to the team of MISA Engineers and Town and Regional Planning in the provinces/ head office;
  - c) Ensuring that hundred percent (100%) of the Young Graduates are professionally registered;
  - d) Support the Young Graduates candidates enroute to registration as professionals;
- and

- e) Improve the pool of technically qualified professionals for the benefit of the local government sector and the general labour market.

### 3. OVERVIEW OF THE SCOPE OF WORK

Overview of the scope is to provide mentorship and coaching to a maximum of 150 MISA Young Graduates enroute to registration as professionals with relevant professional bodies.

The number of graduates will be capped at 150, however it will depend on the few factors such as,

- Number of Learners leaving the programme before achieving registration and sourcing of replacements.
- Learners will be sourced accordingly within 3 yrs as follows;
  - For 2021/2022 FY ending 31 March 2024 it is anticipated that 70 learners may be sourced
  - For 2022/2023 the remaining 80 will be sourced.

In the view of the above the employer may upon compelling reasons adjust the contract period with little or no additional costs.

### 4. EXTEND OF SCOPE OF WORK

4.1. The appointed service provider shall be responsible for the following:

- 4.1.1. Conduct a once off orientation session for all the categories of MISA Young Graduates;
- 4.1.2. To assess and monitor progress of Young Graduates against the professional registration requirements of relevant built environment professional bodies, identify and close gaps which might impede the process of achieving professional registration.
- 4.1.3. Develop and manage Personal Development Plan (PDP's) for all Young Graduate's.
- 4.1.4. Compile and submit monthly progress reports per Young Graduate against the requirements of professional registration.
- 4.1.5. Conduct one on one mentorship with all 150 Young Graduates monthly.
- 4.1.6. Conduct the review of the MISA Young Graduates logbook and align them to the two councils (ECSA and SACPLAN).
- 4.1.7. Source the team of thirty (30) qualified and registered mentors to support the implementation of the programme;
- 4.1.8. To ensure that hundred percentage (100%) of the Young Graduates are professionally registered with professional bodies before the contract lapses;
- 4.1.9. Transfer skills to MISA Engineers and Town and Regional Planning team in the provinces;

## 5. GENERAL REQUIREMENTS OF THE TENDERER

In order for MISA to execute this project, the potential Professional Service Provider must satisfy have required experience and qualification, required company establishment including established office, support staff, required software and hardware and be able to source the required number of mentors in all disciplines as follows;

- A. Project Manager – 1 Required
- B. Professional Civil Engineers – 16 Required to mentor 78 mentees
- C. Professional Electrical Engineers – 8 Required to mentor 41 mentees
- D. Professional Town and Regional Planner – 6 Required to mentor 31 mentees

## 5. DURATION

This project is expected to be completed within a period of **three (3)** years.

The period of three years is mainly considered taking into account the minimum number of years stipulated on the policy (Engineers minimum three 03 years and Town Planners minimum two 02 years).

## 7. RECRUITMENT PROCESS OF YOUNG GRADUATES

Recruitment of Young Graduates is guided by the Annual Performance Plan informed by MISA Young Graduate Programme.

For Every Financial Year MISA target recruitment and professional registration of 150 Young Graduates. This means that appointed Service Provider must be flexible to work the available number of learners when appointed.

the Service Provider must therefore recruit number of mentors proportional to available mentees at the ratio of 1 mentor to 5 mentees

## 8. STAKEHOLDER ENGAGEMENT

The following stakeholders have been identified as critical to the successful implementation of the programme

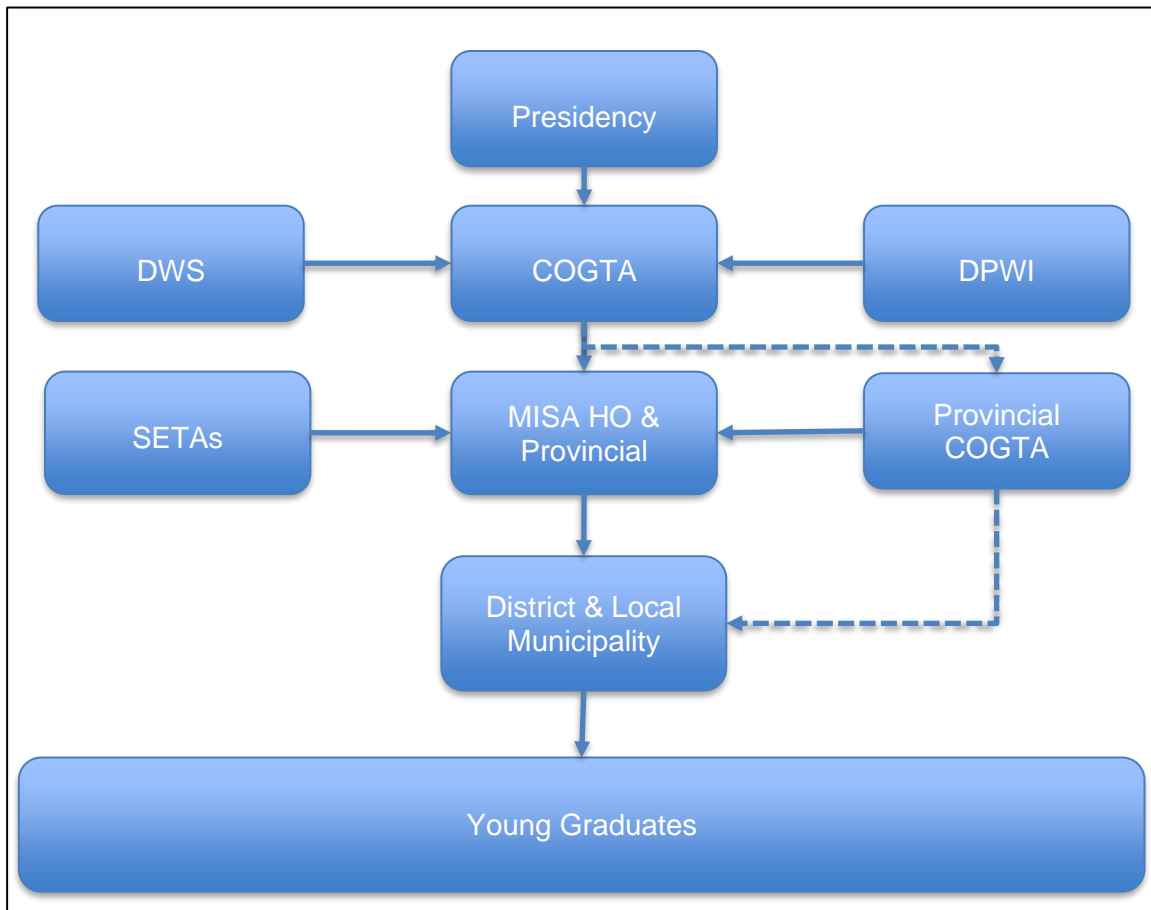
Stakeholder	Roles and Responsibilities
MISA Head Office	<ul style="list-style-type: none"><li>a) Supervision of Appointed PSP</li><li>b) Contract Administration</li><li>c) Finalization of Project Payments</li><li>d) Monitoring and Evaluation of YG Programme</li><li>e) Manage Mentee Administrative issues</li></ul>
MISA PROVINCIAL TEAMS	<ul style="list-style-type: none"><li>a) Assist in Supervision of Appointed PSP</li><li>b) Assist in monitoring and Evaluation of YG Programme.</li></ul>

<b>Stakeholder</b>	<b>Roles and Responsibilities</b>
	<ul style="list-style-type: none"> <li>c) Assist with the management of the project sites</li> <li>d) Assist with the supervision of the YGs</li> <li>e) Assist with the verification of the YGs in their respective provinces</li> </ul>
<b>DEPARTMENT OF WATER AND SANITATION</b>	<ul style="list-style-type: none"> <li>-Sharing of the best practices</li> <li>-Assist with the presentation of the progress to the WSSLG forum</li> <li>-Assist with the workplace, especially for the civil engineers in the water discipline</li> </ul>
<b>DEPARTMENT OF PUBLIC WORKS</b>	<ul style="list-style-type: none"> <li>-Support with the workplace for the civil engineers</li> <li>-Sharing of the best practices</li> </ul>
<b>EWSETA</b>	<ul style="list-style-type: none"> <li>-Assist with the short courses to support the YGs</li> <li>-Assist with the financial resources when necessary</li> </ul>
<b>LGSETA</b>	<ul style="list-style-type: none"> <li>-Assist with the short courses to support the YGs</li> <li>-Assist with the financial resources when necessary</li> </ul>
<b>DISTRICT AND LOCAL MUNICIPALITIES</b>	<ul style="list-style-type: none"> <li>-Responsible for the workplace and the projects sites.</li> </ul>

## 9. PROPOSED PROGRAMME STRUCTURE

The following schematic drawing illustrate a proposed programme management structure showing the lines of communication and reporting.

Proposed Programme Structure:



## 8. REPORTING

- a) The appointed bidder will report to the Director Programme Coordination (IDMSC). The detailed reporting requirements will be provided to the successful bidder; and
- b) The bidder must submit a written report monthly to the Director Programme Coordination (IDMSC) on performance against the service level agreement.

### **C3.3 PROCESSES, TASKS AND DELIVERABLES**

#### **STAGE 1- PROJECT INITIATION & INCEPTION** - *STAKEHOLDER IDENTIFICATION AND ENGAGEMENT STRATEGY, REFINE USER REQUIREMENTS INCLUDING SPECIFIC LOCAL REQUIREMENTS AND DEFINE PROJECT ACTIVITIES AND DURATIONS, QUALITY METRICS, COMMUNICATION MANAGEMENT.*

1. Confirm client requirements, project brief, objectives, priorities, constraints and preferences, engage in programme initiation meeting and consultation with the client or client's authorized representatives on matters relating to Mentoring of Candidate Student with the objective of achieving professional registration with relevant professional body.
2. Refine user needs and options in consultation with all Professional Bodies relevant including but not limited to ECSA – SACPLAN.
3. Preparation of a Detailed approach that is best to deliver the intended services for the Project with identification of tasks, for each of the activities/ deliverables as have been foreseen in 'Part C 3.1 Scope of work', detailing at least the following:
  - a. Methodology to be adopted to mentor one hundred and fifty (150) Young Graduates Candidate Students;
  - b. Project implementation schedule (Activity, task and sub-tasks to achieve the deliverables);
  - c. Project implementation Risks and Risk Management proposal Identified project implementation Risks and Risk Management proposals;
  - d. Identification, Analyses and proposed solutions of mentorship challenges.
  - e. Approach on how to transfer Skills and Knowledge to other MISA professionals.
  - f. Quality control mechanisms to be adopted for project deliverables;
  - g. Stakeholder identification, management and reporting mechanisms to be followed.
4. Assess the scope and align the required resources to achieve MISA's objectives for the successful implementation of this project. MISA's requirement in this regard 1 Mentor must be responsible to 5 Mentees of the same discipline, it is preferred that a minimum of 30 Mentors be aligned to 150 Mentees. Verify functional and geographic representation. Identify options for appointment of sub-consultants if required – liaise with MISA prior to appointments.

#### **REQUIRED DELIVERABLES - STAGE 1: PROJECT INITIATION AND INCEPTION**

1. Detailed Initiation and Inception Report including but not limited to item 1 to 4 above.

**STAGE 2 - EXECUTION** - DIRECT AND MANAGE IMPLEMENTATION OF PROJECT WORK INCLUDING PROJECT KNOWLEDGE, COMMUNICATIONS, RISK RESPONSES, QUALITY CONTROL, AND ISSUE MANAGEMENT

1. Provide Mentorship to estimated 150 MISA Young Graduates Candidates Students in Civil Engineering (78 in No), Electrical Engineering (41 in No) and Town and Regional Planning (31 in No) (*Table 3 above shows the preferred distribution of Mentees*) across all 9 Provinces in South Africa for a period of 36 months including;
  - a. Conduct a once off orientation session for all the categories of MISA Young Graduates at their respective areas of deployment.
  - b. Provide identified candidates with relevant workplace exposure;
  - c. Conduct the review of the MISA Young Graduates logbook on regular basis.
  - d. Ensuring that hundred percent (100%) of 150 Young Graduates are professionally registered within 36 months of this project.
  - e. Develop and manage Personal Development Plan (PDP's) for all Young Graduate's.
2. Develop skills transfer strategy to be utilised by the successful Tenderer to Transfer skills to all MISA Civil and Electrical Engineers and Town and Regional Planning deployed in all 9 Provinces and MISA head Office.
3. Transfer skills to all MISA Civil and Electrical Engineers estimated at **60** in number and Town and Regional Planning estimated at **15** in Number deployed in all 9 Provinces and MISA head Office.
4. Develop strategy / approach aimed at enabling MISA to source adequate funding from potential funders with the aim to strengthen MISA's organisational capacity in its endeavour implement mentorship programme in future.
5. Develop good relationship between MISA and all the relevant built environment Professional Bodies.

**REQUIRED DELIVERABLES STAGE 2 – EXECUTION**

1. 150 professionally registered MISA Young Graduates Candidates Students in Civil Engineering (78 in No), Electrical Engineering (41 in No) and Town and Regional Planning (31 in No) with relevant Professional bodies including ECSA and SACPLAN.
2. Develop skills transfer strategy to be utilised by the successful tenderer to transfer skills to all MISA Civil and Electrical Engineers estimated at 60 in number and Town and Regional Planning estimated at 15 in Number in the provinces/ head office;
3. Record of relevant skills transferred to all MISA Civil and Electrical Engineers estimated at 60 in number and Town and Regional Planning estimated at 15 in Number in the provinces/ head office;

4. Developed strategy/ approach aimed at enabling MISA to source adequate funding from potential funders in order to strengthen MISA's organisational capacity in its endeavour implement mentorship programme in future.
5. Record of good relationship between MISA and all the relevant councils.

**STAGE 3: MONITORING AND EVALUATION** - *Monitor And Control Project Work Including Performing Integrated Change Control.*

**REQUIRED DELIVERABLES STAGE 3 – MONITORING AND EVALUATION**

**Prepare and submit monthly progress report which must include the following;**

1. Mentor Distribution matrix showing total number of mentors allocated to 150 Mentees for all 9 Provinces across the country with the objective of meeting ration of 1 mentor to 5 mentees of the same discipline.
2. Progress on once off orientation sessions held for all 150 Mentees in all 9 Provinces across the country at their respective areas of deployment.
3. Progress on Provision of relevant workplace exposure to 150 Mentees in all 9 Provinces across the country.
4. Progress on the review of the 150 Mentees' logbook across all 9 Provinces across the country on monthly basis.
5. Progress on professional registration process of 150 Mentees with appropriate professional bodies relative to 36 months from the award of this project.
6. Progress on the Development of skills transfer strategy to be utilised by the successful Tenderer to Transfer skills to all MISA Civil and Electrical Engineers deployed in all 9 Provinces and MISA Head Office.
7. Progress on of relevant skills transferred to all MISA Civil and Electrical Engineers estimated at 60 in number and Town and Regional Planning estimated at 15 in Number in the provinces/ head office;
8. Progress on Development of strategy/ approach aimed at enabling MISA to source adequate funding from potential funders with the aim to strengthen MISA's organisational capacity in its endeavour implement mentorship programme in future.
9. Progress on achievement of good relationship between MISA and all the relevant councils.

**STAGE 4: CLOSE-OUT AND HANDOVER** - *FULFIL AND COMPLETE THE PROJECT CLOSE-OUT INCLUDING NECESSARY DOCUMENTATION TO FACILITATE EFFECTIVE COMPLETION, HANDOVER AND INSTILLING TRANSFORMATION OF CURRENT WASTE MANAGEMENT PRACTICES, INTEGRATION OF THE INNOVATIVE AND OR ALTERNATIVE WASTE MANAGEMENT SOLUTIONS WITHIN THE LOCAL MUNICIPAL OPERATIONS.*

**STAGE 4 – CLOSE OUT - REQUIRED DELIVERABLE**

Preparation of a Close-out report and include the following;



1. List of allocated Mentors to 150 Mentees for all 9 Provinces across the country.
2. Minutes and records of once off orientation sessions held for all 150 Mentees in all 9 Provinces across the country at their respective areas of deployment.
3. Records on Provision of relevant workplace exposure to 150 Mentees in all 9 Provinces across the country.
4. Records on the review of the 150 Mentees' logbook across all 9 Provinces across the country on monthly basis.
5. Complete report on 150 professionally registered Mentees relative the relevant professional bodies.
6. Developed skills transfer strategy to be utilised by the successful Tenderer to Transfer skills to all MISA Civil and Electrical Engineers estimated at 60 in number and Town and Regional Planning estimated at 15 in Number in the provinces/ head office;
7. Record of relevant skills transferred to all MISA Civil and Electrical Engineers estimated at 60 in number and Town and Regional Planning estimated at 15 in Number in the provinces/ head office;
8. Developed strategy/ approach aimed at enabling MISA to source adequate funding from potential funders in order to strengthen MISA's organisational capacity in its endeavour implement mentorship programme in future.
9. Record of good relationship between MISA and all the relevant councils.
10. Project records of all payments, project financial information, minutes, progress reports and final accounts,
11. Undertake final official handover engagement

### **C3.4 CONTRACT AND PROJECT IMPLEMENTATION PLAN**

The contract will be based on NEC 3 (April 2013) Professional Services Contract (PSC).

The contract shall be signed by all parties within 2 weeks after appointment of the service provider. Prior to signing of the contract, the service provider has to prepare and submit a project implementation plan (PIP) for approval by MISA using an agreed template. The PIP will form part of the contract.

### **C3.5 PROGRAMME RISK MANAGEMENT**

A high-level programme risk register is as follows:

Programme Risk Register:

No	Risk	Risk Description	Impact	Likelihood	Mitigation
1	Professional Registration of all 150 MISA Young Graduate Student Candidate within 36 months of this project.	Not all 150 MISA Young Graduate Student Candidate within 36 months of this project due to variety of reasons	High	High	Consideration of extending this Mentorship Programme to accommodate more time required to Professionally register remaining Young Graduate Student Candidate who could not be registered within 36 months of this project

### C3.6 GENERAL REQUIREMENTS

#### 1 Management requirements

The Tenderer shall in providing the Works observe all statutes, by-laws and associated regulations and industry norms established in relevant South African national standards published in terms of standards recommended by professional bodies including ECSA and SACPLAN amongst others.

#### 2. Health and safety

South Africa is currently experiencing an infectious disease caused by the Novel Coronavirus (2019-nCov2), commonly referred to as COVID-19, which had not previously been scientifically identified in humans, emerged during 2019 and was declared a global pandemic by the World Health Organisation in 2020. The Contractor shall, when undertaking a risk assessment and preparing health and safety plans take into account all Directives by the Minister of Employment and Labour issued in terms of the Disaster Management Act of 2002 and any sector specific guidelines issued to supplement the Directive as well as the mitigation measures adopted by each ECD centre. The Contractor shall abide by any requirements established by the Employer aimed at mitigating the risk of COVID-19 spread in the execution of the works including those relating to access to the campuses.

The Tenderer shall manage health and safety in accordance with the latest edition of the Occupational Health and Safety Specification.

#### 3. Expenses

Item	Amount
Printing and Copying	

Item	Amount
<ul style="list-style-type: none"> <li>• printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports</li> <li>• covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports</li> <li>• maps, models and presentation materials required by the <i>Employer</i></li> </ul>	<p>in accordance with the latest Rates for Reimbursable expenses published on <a href="http://www.publicworks.gov.za/ServiceProviders">www.publicworks.gov.za/Service Providers</a></p>
<b>Accommodation</b>	
<ul style="list-style-type: none"> <li>• accommodation within the capital of the relevant province</li> </ul>	<p>Actual Cost capped at R 1100 per Night including Bed and Breakfast within the project area</p>
<b>Travel and Subsistence</b>	
<ul style="list-style-type: none"> <li>• vehicle travel subsistence within the relevant province.</li> </ul>	<p>in accordance with the latest Rates for Reimbursable expenses published on <a href="http://www.publicworks.gov.za/ServiceProviders">www.publicworks.gov.za/Service Providers</a></p>

**ANNEXURE A: BREAKDOWN OF COSTS OF QUOTED PRICE FOR WORKING OUT BID COMPARATIVE PRICE**

**A. Assumptions**

Number of working hours per day = 8 hours;

Number of working days per year = 230 days; and

Full Time Equivalent (FTE) over 12 months = 230 days.

**B. Summary of Person days and FTE over 12 months and Total cost per person**

<b>Position Name of Resources in the proposed project Team</b>	<b>Hourly Rate <i>(inclusive of all cost, except VAT)</i> <b>(Rand)</b></b>	<b>Daily Rate <i>(inclusive of all cost, except VAT)</i> <b>(Rand)</b></b>	<b>Total Person days over 12 months</b>	<b>FTE over 12 months <i>(in number of person)</i></b>	<b>Total cost per person <b>(Rand)</b></b>
Contract Manager					
Professional Civil Engineer 1 to 16					
Electrical Engineer 1 to 6					
Professional Town Planner 1 to 8					
				<b>Total</b>	
				<b>VAT @ 15%</b>	
				<b>Grand Total</b>	

**C. Cost details for deliverables and Activities (TEMPLATE TO BE USED)**

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 12 months</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>STAGE 1: PROJECT INITIATION &amp; INCEPTION</b>						
ACTIVITY ___:	Contract Manager					
	Professional Civil Engineer 1 to 16					
	Electrical Engineer 1 to 6					
	Professional Town Planner 1 to 8					
					<b>DELIVERABLE 1 TOTAL</b>	
<b>STAGE 2: EXECUTION</b>						
ACTIVITY ___:	Contract Manager					
	Professional Civil Engineer 1 to 16					
	Electrical Engineer 1 to 6					
	Professional Town Planner 1 to 8					
					<b>DELIVERABLE 2 TOTAL</b>	
<b>STAGE 3: MONITORING AND EVALUATION</b>						
ACTIVITY ___:	Contract Manager					
	Professional Civil Engineer 1 to 16					
	Electrical Engineer 1 to 6					
	Professional Town Planner 1 to 8					
					<b>DELIVERABLE 3 TOTAL</b>	

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 12 months</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 4: CLOSEOUT &amp; HANDOVER</b>						
ACTIVITY ___:	Contract Manager					
	Professional Civil Engineer 1 to 16					
	Electrical Engineer 1 to 6					
	Professional Town Planner 1 to 8					
					<b>DELIVERABLE 4 TOTAL</b>	
					<b>DELIVERABLES TOTAL {SUMMATION (DELIVERABLE 1 TO DELIVERABLE 4)}</b>	
					<b>TOTAL Cost</b>	
					<b>VAT @ 15%</b>	
					<b>PLUS TOTAL EXPENSES</b>	
					<b>GRAND TOTAL INCLUSIVE OF VAT</b>	