



Municipal Infrastructure Support Agent (MISA)

REPUBLIC OF SOUTH AFRICA

TENDER NO. MISA/MYG/017/2026/2027

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

PROCUREMENT DOCUMENT

The General Conditions of Contract

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

SEPTEMBER 2026

Issued by:

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

Name of Tenderer:

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

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**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO
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Tender Procedure: Open Tender Procedure

Based on

MISA Supply Chain Management Policy dated 11 May 2023

Preferential Procurement Regulations 2022 (Ref: government gazette no. 47452; dated: 04 November 2022 issued according to the preferential procurement policy framework act (PPPFA), act no. 5 of 2000)

**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 100 MISA Young Graduates Candidates Students in Civil Engineering and Electrical Engineering only across all 9 Provinces in South Africa for a period of 12 months.

The project details are hereunder,

TENDER NO.	PROJECT NAME	COMPULSORY HYBRID BRIEFING SESSION PLACE, LINK, DATE & TIME	TENDER CLOSING DATE & TIME
MISA/MYG/017/2026/2027	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES	A Briefing session will be hybrid (Physical and online) MS Teams Date: 17 September 2026 Time: 10:00am Venue: Riverside office Park, 1303 Heuwel avenue, Main Boardroom or Microsoft Teams meeting Join: https://teams.microsoft.com/meet/35784688888084?p=yls8TK0qEZXjp3K90K Meeting ID: 357 846 888 888 084 Passcode: 5s43Lv6q	Date: 02 October 2026. Time: 11:00am All Bid Proposals to be submitted @ MISA Head office Riverside office Park ,1303Heuwel Avenue, 1st floor Letaba House, Centurion 0046

Compulsory Hybrid Briefing Session and teams link will be uploaded on e-tenders, bid document and MISA website. The Tender Documents will be available from the **e-Tender Publication Portal and MISA website** (www.etenders.gov.za) of the National Treasury of the Republic of South Africa from the date of publication of the Notice of Request for Tenders in Government Tender Bulletin and/ or any national media. Any queries related to the e-Tender Publication must be communicated with eTenders@treasury.gov.za or by contacting the Office of the Chief Procurement Officer Call Supply Chain Centre on 012 406 9222.

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

Bidders must note that by submitting bid proposal you give MISA permission to process or access bidders, members and its director's information in compliance with Protection OF Personal Information Act (POPIA).

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

Tenders will be evaluated based on the Preferential Procurement Policy Framework Act (PPPFA) no.5 of 2000 and on functionality as prescribed in the Preferential Procurement Regulations, 2022.

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

Issued by:

Municipal Infrastructure Support Agent (MISA)

1303 Heuwel Avenue

Riverside Office Park, Letaba House

Centurion, PRETORIA 0046

TEL: 012 484 5300

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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 representative is: Name: MS. Mapatane Kgomo Address/ Contact: 1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046 Telephone: 012 848 5300 Email: tenders@misa.gov.za
3.4	The language for all communications is English
4.1	Only those tenderers who satisfy the following ELIGIBILITY CRITERIA 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: The tenderer: 1. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties.

CLAUSE NUMBER	TENDER DATA
	2. Attendance of Compulsory Hybrid Briefing Session register 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. 4. The tendering entity has professional indemnity insurance cover issued by a reputable South African insurer in an amount of not less than R3 million in respect of a claim without limiting to the number of claims. 5. None of the documents with correction fluid on them. Any wrong entry, in case of correction, it must be cancelled by a single stroke and initialled by the Authorised signatory
4.7	The tenderers are required to attend a compulsory hybrid briefing session as detailed in the Tender Notice and Invitation to Tender (ref: T1.1). No submission will be considered for evaluation unless the Tenderer or authorised representative(s) attend a compulsory briefing session. Tenderers or their authorised representatives must complete the 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.
4.12	No alternative tender offer will be considered.
4.13 4.15	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: Location of the tender box: Reception at MISA Offices Municipal Infrastructure Support Agent Physical Address: 1303 Heuwel Avenue, Riverside Office Park, Letaba House, 1st Floor, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046 Telephone: 012 848 5300 Identification details on the Tender package(s): 1. Name and Reference Number of the tender; 2. Address of the employer; 3. Names of the tendering entity and the contact person; 4. Physical address and contact details of the tenderer; 5. Date of submission.
4.13.5	The tender offer shall be submitted as 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).
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender (ref: T1.1).

CLAUSE NUMBER	TENDER DATA
4.16	The tender offer validity period is 90 days, exclusive of closing date but inclusive of the 90 th day).
5.4	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.
SFU (clause 4.3.1)	The procedure for the evaluation of responsive tenders is Functionality, Financial offer & Preference as explained in the CIDB'S Standard for Uniformity in Construction Procurement August 2019 (clause 4.3.1). Breakdown points for Functionality points are outlined in 5.11.9 below. The procedure for the evaluation of responsive tenders is detailed as follows: Phase 1: Responsiveness to the eligibility criteria, bid and mandatory requirements and rules: Phase 2: Tenderers must meet the minimum requirements outlined in the functionality criteria and score the at least the minimum functionality points to be considered for further evaluation in Stage 3. Tenderers who do not meet minimum functionality points will then be rejected. Phase 3: Price and preference (80/20 system) <u>PHASE ONE: RESPONSIVENESS TO THE ELIGIBILITY CRITERIA, BID AND MANDATORY REQUIREMENTS AND RULES:</u> <u>Refer to clause 4.1</u> Other Conditions of bid (Non eliminating, unless expressly mentioned in the document): 1. The bidder must be registered on the Central Supplier Database (CSD) prior to the award 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 3. All tenderer's tax matters must be in order prior to the award. Bidders' tax matters will be verified through CSD. 4. Bill of quantities or Pricing schedule and or Form of offer/Total tender amount shall not contain correction fluid on them. Any wrong entry, in case of correction, must be cancelled by a single stroke and initialled by the Authorised signatory.

CLAUSE NUMBER	TENDER DATA								
	<u>2. PHASE TWO: TENDER WHO PASS STAGE 1 WILL THEN BE EVALUATED ON FUNCTIONALITY CRITERIA, AS OUTLINED BELOW:</u> 1. The tender will be expected to submit substantial information (valid copies and detailed information as ordered) in order to claim points for each of the criteria or sub criteria set. 2. The tenderer must demonstrate to the satisfaction of the Employer that it has sufficient skill and capacity to execute the works. 3. The form or the evaluation criteria and maximum score in respect of each of the criteria listed in 5.11.9. 4. . Bidders must achieve the minimum required points in each category, as specified in this specification Failure to meet the minimum threshold for any category will result in disqualification. 5. Non-submission or poorly completed schedule or incomplete information will result in a tenderer losing points on Functionality. CVs which do not substantially detail relevant experience will also lead to a bidder losing points on Functionality. It is the responsibility of the tenderer to ensure that all copies are clear and certified where the conditions require them to be so. 6. No second chance will be given to a tenderer to submit some information after tender closure on this stage of evaluation i.e. functionality. <u>3. PHASE THREE: EVALUATION FOR PRICE AND SPECIFIC GOALS</u> The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and B-BBEE/ PPPFA Regulations of 2022. <table border="1" data-bbox="435 1424 1428 1700"> <thead> <tr> <th>Criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>POINTS ON PRICE</td><td>80</td></tr> <tr> <td>SPECIFIC GOALS</td><td>20</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> </tbody> </table> SPECIFIC GOALS The Employer reserves the right to apply other specific goals in accordance with PPPF Regulations 2022 as contemplated in section 2(1)(d)&(e) of the PPPF Act No 5 of 2000 which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.	Criteria	Points	POINTS ON PRICE	80	SPECIFIC GOALS	20	TOTAL	100
Criteria	Points								
POINTS ON PRICE	80								
SPECIFIC GOALS	20								
TOTAL	100								

CLAUSE NUMBER	TENDER DATA																						
	Table 1: Specific goals for the tender and points claimed are indicated per table below: <table> <tr> <th>The specific goals allocated points in terms of this tender</th><th>Number of points allocated (80/20 system) (To be completed by the organ of state)</th></tr> <tr> <td>Who are women</td><td>5</td></tr> <tr> <td>Who has disability</td><td>5</td></tr> <tr> <td>Who is a youth</td><td>5</td></tr> <tr> <td>B-BBEE status level contributors from level 1 to 2 which are QSE or EME</td><td>5</td></tr> <tr> <td>Total scored points</td><td>20</td></tr> </table> The specific goals may include— - Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability. - Implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994. Definitions Specific goals”: means specific goals as contemplated in section2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in <i>Government Gazette No.16085</i> date 23 November 1994 “Ownership “means the percentage ownership and control, exercised by individuals within and enterprise. Documents required for verification of points allocation are as follows: <table> <tr> <th>Procurement Requirement</th><th>Required Proof Documents</th></tr> <tr> <td>Women</td><td>Certified ID copies of Directors + CIPC Company Registration Documents</td></tr> <tr> <td>Disability</td><td>Doctor’s letter/report confirming the disability and/or Proof receipt of Disability Grant</td></tr> <tr> <td>Youth</td><td>Certified ID copies of Directors + CIPC Company Registration Documents</td></tr> <tr> <td>B-BBEE status level contributors from level 1 to 2 which are QSE or EME</td><td>Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report</td></tr> </table> Failure on the part of a Bidder to submit proof of documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Who are women	5	Who has disability	5	Who is a youth	5	B-BBEE status level contributors from level 1 to 2 which are QSE or EME	5	Total scored points	20	Procurement Requirement	Required Proof Documents	Women	Certified ID copies of Directors + CIPC Company Registration Documents	Disability	Doctor’s letter/report confirming the disability and/or Proof receipt of Disability Grant	Youth	Certified ID copies of Directors + CIPC Company Registration Documents	B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report
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5.11.9	The functionality criteria and maximum score in respect of each of the criteria are given hereunder. 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.																						

CLAUSE NUMBER	TENDER DATA			
	Quality criteria		Evaluation schedule	Maximum number of points
	Tenderer's (Company) Experience		Schedule 1	20
	Expertise of key personnel		Schedule 2	80
	Senior Project Manager	10		
	Civil Engineering	50		
	Electrical Engineering	20		
	Maximum possible score for quality (M _s)			100
The minimum number of evaluation points for quality is 70 points out of 100.				
5.13	A tender offer will only be accepted if: 1. The tenderer or any of its directors/ shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; 2. The tenderer has not : a. abused the Employer's Supply Chain Management System; or b. failed to perform on any previous contract and has been given written notice to this effect; 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.			
5.17	The number of paper copies of the signed contract to be provided by the employer is one to the successful tenderer.			
	TENDER AWARD 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). B. Preference point shall be calculated after prices have been brought to a comparative basis considering all factors of non-firm prices and all unconditional discounts. C. Point scored must be rounded off to the nearest 2 decimal places. <i>(If the value of the 3rd decimal place is 1 up-to 4, the points up to 2nd decimal place will be considered and if it is 5 up to 9, 1 will be added to the number at 2nd decimal place and the resulting point will be considered.)</i> 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.			

CLAUSE NUMBER	TENDER DATA
	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. F. Should two or more Tenders be equal in all respects, the award shall be decided by drawing of lottery by the Employer. ADDITIONAL CONDITIONS OF TENDER The additional conditions of Tender are: A. Joint Venture Tenders may form a joint venture acceptable to the Employer as detailed in the tender documents. B. Costs incurred by Bidder 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. C. Acceptance of Bid 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. D. Period of validity of tender and withdrawal of tender after the closing date of tender submission All Tenders shall remain valid for a period of 90 days, exclusive of closing date but inclusive of the 90th day or until the Tenderer is relieved of this obligation by the Employer, in writing. E. Withdrawal of Tender during validity or Failure in signing resulted Contract Agreement at Award Should a Tenderer a) Withdraw his Tender during the period of its validity; <u>or</u> b) Give notice of his inability to execute the Contract or fail to execute the Contract; <u>or</u> 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; Then the Tenderer shall be liable for and pay to the Employer – i. All expenses incurred in calling for fresh Tender, if it should be deemed necessary by the Employer to do so; 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;

CLAUSE NUMBER	TENDER DATA
	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. 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. 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. F. Repudiation of Tender or Invalidation of Contract 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; a) has acted in a fraudulent or corrupt manner in obtaining/executing a Contract; 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; c) has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company: d) to refrain from Tendering for this Contract; e) as to the amount of the Tender to be submitted by either party; 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. 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. G. South African Jurisdiction 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. Each Tenderer shall bind her/ himself to accept the jurisdiction of the Courts of Law of South Africa. H. Amendments to Tender by Employer a) Arithmetical Errors

CLAUSE NUMBER	TENDER DATA
	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): i. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. 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. 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. b) Imbalance in Tender Rates 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. 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.

TENDER NO. MISA/MYG/017/2026/2027

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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) 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. SBD 1 - Invitation to Bid
2. SBD 4 - Declaration on Interest
3. SBD 6.1 – Preference Points claim form.
4. Samples of CSC000 sector coders Sworn Affidavits- A. EMEs and B. QSES (For tenderers with no B-BBEE Certificates)
5. CSD report Annexure
6. Tender's certificates Annexure
7. Resolution for Signatory
8. Certificate of Joint Ventures
9. Schedule 1: Experience of the tenderer
10. Schedule 2: Experience of key person

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

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 List

SBD 1
1. PART A – INVITATION OF BID

T2.2 RETURNABLE SCHEDULES

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (Municipal Infrastructure Support Agent (MISA))							
BID NUMBER:	MISA/MYG/017/2026/2027		CLOSING DATE:	02 October 2026		CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE MENTORSHIP SERVICE TO MISA YOUNG GRADUATES						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
1303 Heuwel Road							
Riverside Office Park, Letaba House							
Centurion,							
Pretoria							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Ms. Mandy Batyi			CONTACT PERSON	Mr Takalani Modau		
TELEPHONE NUMBER	012 848 5300			TELEPHONE NUMBER	012 848 5300		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	tenders@misa.gov.za			E-MAIL ADDRESS	tenders@misa.gov.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B – TERMS AND CONDITIONS TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

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

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

SBD 6.1

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

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total Points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to

mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)	Evidence
Women-owned enterprise: 51% or more ownership by women	5		Certified ID copies of Directors + CIPC Company Registration Documents
Enterprise owned by Persons with Who has disability (51% or more)	5		Doctor's letter/report confirming the disability and/or Proof receipt of Disability Grant
Enterprise owned by Persons with Who are youth (51% or more)	5		Certified ID copies of Directors + CIPC Company Registration Documents
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	5		Full CSD Report B-BBEE status level contributors from level 1 to 2 which are QSE or EME Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture
Total scored points	20		

the specific goals may include—

- contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.
- Implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

Means of Verification (Specific Goals)

Procurement Requirement	Required Proof Documents
Women-owned enterprise: 51% or more ownership by women	Certified ID copies of Directors + CIPC Company Registration Documents

Enterprise owned by Persons with Who has disability (51% or more)	Doctor's letter/report confirming the disability and/or Proof receipt of Disability Grant
Enterprise owned by Persons with Who are youth (51% or more)	Certified ID copies of Directors + CIPC Company Registration Documents
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Full CSD Report B-BBEE status level contributors from level 1 to 2 which are QSE or EME Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions

as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	

**3. SAMPLES OF GENERIC SECTOR CODERS SWORN AFFIDAVITS-
A. EMES AND B. QSES (FOR TENDERERS WITH NO B-BBEE
CERTIFICATES SWORN AFFIDAVIT - TEMPLATES**

(IF APPLICABLE, CHOOSE THE CORRECT FORM AND COMPLETE)

NB:CHOOSE ONE i.e EME or QSE!!!!)

B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (EME)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEPs (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date		

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good

Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black woman Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
 - o Black Youth % _____ %
 - o Black Disabled % _____ %
 - o Black Unemployed % _____ %
 - o Black People living in Rural areas % _____ %
 - o Black Military Veterans % _____ %

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY), the annual Total Revenue was equal to/or less than the applicable amount confirmed **by ticking the applicable box below.**

Contractor / Consultancy	R10 million	
Supplier	R10 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

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

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

Date: _____ Deponent Signature: _____

Commissioner of Oaths

Signature & stamp

Date: _____

B-BBEE EXEMPTED AFFIDAVIT FOR QUALIFYING SMALL ENTERPRISES (QSE)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:		
Trading Name (If Applicable):		
Registration Number:		
Enterprise Physical Address:		
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):		
Nature of Construction Business:	Supplier / Service provider	Consultancy services Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date	

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice

issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black Female Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
 - o Black Youth % _____ %
 - o Black Disabled % _____ %
 - o Black Unemployed % _____ %
 - o Black People living in Rural areas % _____ %
 - o Black Military Veterans % _____ %

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY), the annual Total Revenue was equal to/or less than the applicable amount confirmed **by ticking the applicable box below.**

Contractor / Consultancy services	R50 million	
Supplier	R50 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	

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

Date: _____ Deponent Signature: _____

Commissioner of Oaths

Signature & stamp

Date: _____

**4. CSD REPORT ANNEXURE - PROOF OF REGISTRATION ON THE
NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD
REPORT)**

(ATTACH HERE)

5. VALID CERTIFICATES OF A TENDERER

(ATTACH HERE)

6. RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

7. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.		
We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.		
PROJECT TITLE		
SCMU NUMBER		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner:		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....

6. Evaluation Schedule 1: Tenderer's Company Experience [20 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. One letter per project completed, points to be awarded per letter.

10 points

- | | | |
|-----------------------|---|-----------|
| a) 3 projects | = | 7 points |
| b) 4 projects | = | 8 points |
| c) 5 or more projects | = | 10 points |

2. Highest value (Total Project Value) of a completed single project of the type of projects mentioned in item 1

10 points

- | | | |
|-------------------------------------|---|-----------|
| a) R 2 Million to below R 3 Million | = | 7 Points |
| b) R 3 Million to below R 5 Million | = | 8 Points |
| c) R 5 Million and above | = | 10 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

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 – 14 Required to mentor 68 mentees

b) Professional Electrical Engineers – 6 Required to mentor 32 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

1. Senior Project Manager = 10 Points
2. Civil Engineering = 50 points,
3. Electrical Engineer = 20 points

Key Personnel	=	70 Total Points
1. Senior Project Manager /Civil Engineer(ECSA Professional registration mandatory)	=	(10 points)
Required Competency: Qualified Engineer, Registered Engineer (Pr.Eng. Pr.Tech registration with ECSA) Minimum Qualification Degree (NQF 7) Built Environment fraternity. Minimum experience 10 years after qualifications		
1.1. Qualifications	<u>5 points</u>	
a) Advanced Diploma/ BTech/ Degree (NQF 7) = 3 points b) Honours (NQF 8) = 4 points c) master's degree in engineering (NQF 8 or 9) = 5 points		
1.2. Years of work experience (after graduation)	<u>5 points</u>	
a) 15 to below 20 years = 3 points b) 20 to below 25 years = 4 points c) 25 years and above = 5 points		
2. Civil Engineering Team (x10)	=	(50 points)
Required Competency: Qualified Civil Engineer or Technologist Registered Engineer (Pr.Eng. , Pr.Tech registration with ECSA) Minimum Qualification Advance Diploma &		

Key Personnel	=	70 Total Points
Advanced Certificates (NQF 6) Built Environment fraternity. Minimum experience 10 years after qualifications		
2.1. Qualifications <u>3 points</u> a) Advanced Diploma/ BTech/ Degree (NQF 7) = 1 points b) Honours (NQF 8) = 2 points c) master's degree (NQF 9) = 3 points 2.2. Years of work experience (after graduation) <u>2 points</u> a) 15 to below 20 years = 1 points b) 20 and above = 2 points NB: Each Civil engineer is equals to 6 points		
3. Electrical Engineering Team (x4)	=	20 points
Required Competency: Registered Electrical Engineer or Technologist Registered Engineer (Pr.Eng. Pr.Tech registration with ECSA) Minimum Qualification Advance Diploma/ BTech (NQF 7) Built Environment fraternity. Minimum experience 10 years after qualifications		
3.1. Qualifications <u>3 points</u> a) Advance Diploma / BTech/Degree in Engineering (NQF 7) = 1.5 points b) Honours in Engineering (NQF 8) = 2 points c) Master's degree in engineering (NQF 9) = 3 points 3.2. Years of work experience (after graduation) <u>2 points</u> a) 15 to below 20 years = 1.5 points b) 20 years and above = 2 points NB: Each electrical engineer is equals to 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

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

The Contract

Based on

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

**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:

=====

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) Mapatane Kgomo

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.

**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.

Part one - Data provided by the *Employer*

1 General

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

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
------	---

11.2(7)	<i>The Scope</i> is as given in section C3: Scope of works
---------	--

12.2	<i>The law of the contract</i> is the law of the Republic of South Africa
------	---

13.1	The <i>language of this contract</i> is English														
13.3	The <i>period of reply</i> is 5 days														
2	The Parties' main responsibility														
22.1	If the <i>Service Provider</i> subcontracts work, it should not be more than 25% of the total value of the contract. Please also refer to 4.13.4														
3	Time														
30.1	The <i>starting date</i> is 14 days after the date of issuance (exclusive) of the award letter unless otherwise agreed by the Parties.														
11.2(2)	The <i>completion date</i> for the whole of the <i>services</i> is 24 calendar months after the start date .														
31.1	The <i>Service Provider</i> submits programme with the tender according to the <i>Scope</i> , considering the <i>starting date</i> and <i>completion date</i> , which will be adjusted, if need be, based on proposed duration in the programme through consultation.														
5	Payment														
50.1	The <i>assessment interval</i> is monthly on or before the 20th day of each successive month.														
50.3	Expenses are as follows;														
<table border="1"> <thead> <tr> <th>Item</th><th>Amount</th></tr> </thead> <tbody> <tr> <td colspan="2">Printing and Copying</td></tr> <tr> <td> • 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 • 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 • maps, models and presentation materials required by the <i>Employer</i> </td><td>in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers</td></tr> <tr> <td colspan="2">Accommodation</td></tr> <tr> <td> • accommodation within the capital of the relevant province </td><td>Actual Cost capped at R 1700 per Night including Bed and Breakfast within the project area</td></tr> <tr> <td colspan="2">Travel and Subsistence</td></tr> <tr> <td> • vehicle travel subsistence within the relevant province. </td><td>in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers</td></tr> </tbody> </table>		Item	Amount	Printing and Copying		• 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 • 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 • maps, models and presentation materials required by the <i>Employer</i>	in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers	Accommodation		• accommodation within the capital of the relevant province	Actual Cost capped at R 1700 per Night including Bed and Breakfast within the project area	Travel and Subsistence		• vehicle travel subsistence within the relevant province.	in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers
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• vehicle travel subsistence within the relevant province.	in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers														
51.1	The period within which the payments are made is thirty days from the date of receipt (exclusive) of the invoice.														
51.2	The <i>currency of this contract</i> is the South African Rand. The <i>interest rate</i> is the Prime lending rate of the <i>Employer's</i> Bank.														

6	Compensation events												
	As per standard NEC3 clause 60.1.												
7	Rights to material												
	No data required for this section of the <i>conditions of the contract</i> .												
80	Indemnity, insurance and liabilities												
80.1	The amounts of insurance and the periods for which the <i>Service Provider</i> maintains insurance are as follows:												
	<table><tr><th>Event</th><th>Cover</th><th>The period following Completion of the whole of the works or earlier termination</th></tr><tr><td>Risk of design deficiency and or errors for which events Professional Indemnity would cover.</td><td>R 3 million in respect of each claim, without limit to the number of claims</td><td>Until the end of the <i>completion date</i>.</td></tr><tr><td>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</td><td>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</td><td>Until the end of the <i>completion date</i>.</td></tr><tr><td>All risk contract works</td><td>Amount of cover to match contract value</td><td></td></tr></table>	Event	Cover	The period following Completion of the whole of the works or earlier termination	Risk of design deficiency and or errors for which events Professional Indemnity would cover.	R 3 million 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	
Event	Cover	The period following Completion of the whole of the works or earlier termination											
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All risk contract works	Amount of cover to match contract value												
81.1	The <i>Employer</i> provides no insurance cover.												
81.2	The <i>Contractor</i> 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.												
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 <i>conditions of the contract</i> .												
11	Data for Option W1												
W1.1	The <i>Adjudicator</i> 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),												
W1.2(3)	The <i>adjudicator nominating body</i> 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).												
W1.4((2)	The <i>tribunal</i> is a reference to a South African Court of Law												
12	Data for secondary Option clause(s)												

X2	Change in the law
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.
X10	Employer's Agent
X10.1	The <i>Employer's Agent</i> is Ms Mapatane Kgomo (Or Designated MISA Official) Mr Takalani Modau Physical Address: Letaba House, Riverside Office Park 1303 Heuwel Avenue, Centurion, Pretoria 0046 Postal Address: Private Bag X105, Centurion 0046 Telephone: 012 848 5300
Z	Additional conditions of contract
	The <i>additional conditions of the contract</i> are
Z1	Tax invoices The Service Provider's invoice. 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. Delete the first sentence of core clause 51.1 and replace by: The <i>Employer</i> makes each payment within thirty 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.
Z2	Selection and appointment of the Adjudicator Add the following paragraph to clause W.1.2(1) 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 www.ice-sa.org.za), 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.
Z3	Acts or omissions by mandatories 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 by this Act and that this contract comprises the written agreement between the <i>Employer</i> and the <i>Service Provider</i> contemplated in section 37(2).

Part two - Data provided by the *Service Provider*

10.1 *The Contractor / Consultant is*

Name: _____

Physical Address: _____

_____ Post Code: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

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 10)	
Professional Electrical Engineer (1 to 4)	

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

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

C2 PRICING DATA

C2.1 PRICING ASSUMPTIONS

4. Pricing Assumptions forms part of the contract documents and must be read in conjunction with all the other documents comprising the tender documents.
5. 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.
6. 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.
7. Expenses costs will be paid according to the latest Rates for Reimbursable expenses published on 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
8. The quantities may increase or decrease according to the actual need of the project wherever quantities are provided except those items with '**Sum**' units.
9. All items on the BOQ must be priced.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

15. 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).
16. 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.

17. 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 ²	=	square metre
m ² -pass	=	square metre-pass
ha	=	hectare
m ³	=	cubic metre
m ³ -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

18. Costs incurred by the *Tenderer* other than the listed expenses are assumed as included in the Rates and Prices quoted.
19. 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.
20. 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.

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

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



MUNICIPAL INFRASTRUCTURE
SUPPORT AGENT

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

TENDER NO. MISA/MYG/017/2026/2027

**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
STAGE 1	PROJECT INITIATION & INCEPTION				
1.1	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: a) METHODOLOGY TO BE ADOPTED TO MENTOR ONE HUNDRED (100) YOUNG GRADUATES; 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) UNDERSTANDING OF MENTORSHIP CHALLENGES. e) KNOWLEDGE AND SKILLS TRANSFER. f) QUALITY CONTROL MECHANISMS TO BE ADOPTED FOR PROJECT DELIVERABLES; g) STAKEHOLDER IDENTIFICATION, MANAGEMENT AND REPORTING MECHANISMS TO BE FOLLOWED.	Sum	1		
SUB-TOTAL 1: STAGE 1: INITIATION AND INCEPTION					
STAGE 2	EXECUTION				
2.1	PROVIDE MENTORSHIP TO ESTIMATED 100 MISA YOUNG GRADUATES CANDIDATES STUDENTS TO SUPPORT THEM TOWARDS THE ROUTE TO PROFESSIONAL REGISTRATION WITH RELEVANT PROFESSIONAL BODIES FOR A PERIOD OF 24 MONTHS AS PER THE FOLLOWING DISCIPLINES;				
2.1.1	CIVIL ENGINEERING (14 MENTORS IN NO OF MENTEES REQUIRED)	No	68		
2.1.2	ELECTRICAL ENGINEERING (6 MENTORS IN NO OF MENTEES REQUIRED)	No	32		
2.2	DEVELOP SKILLS TRANSFER STRATEGY TO BE UTILISED BY THE SUCCESSFUL TENDERER TO TRANSFER SKILLS TO ALL MISA CIVIL AND ELECTRICAL	Sum	1		

C.2.2 – BILL OF QUANTITIES					
Item	Description	Unit	Quantity	Rate Rand	Total item Price Rand
	ENGINEERS ESTIMATED AT 44 OR MORE IN NUMBER IN THE PROVINCES/ HEAD OFFICE				
2.3	TRANSFER SKILLS TO ALL MISA CIVIL AND ELECTRICAL ENGINEERS ESTIMATED AT ELEVEN (44) OR MORE IN NUMBER IN NUMBER IN THE PROVINCES/ HEAD OFFICE;	Sum	1		
2.4	REVIEW THE EXISTING STRATEGY/ CONCEPT DOCUMENT AIMED AT ENABLING MISA TO INDEPEDENTLY IMPLEMENT THE PROGRAMME AFTER THE SERVICE PROVIDER CONTRACT ENDED IN ORDER TO STRENGTHEN MISA'S ORGANISATIONAL CAPACITY IN ITS ENDEAVOUR IMPLEMENT MENTORSHIP PROGRAMME IN FUTURE.	Sum	1		
2.5	SUPPORT THE GOOD RELATIONSHIP BETWEEN MISA AND ALL THE RELEVANT COUNCILS (ECSA/SACPLAN/SACPCMP)	Sum	1		
SUB-TOTAL 2: STAGE 2: EXECUTION					
STAGE 3	MONITORING AND EVALUATION				
3.1	PREPARATION, SUBMISSION AND APPROVAL OF MONTHLY REPORT	No	24		
SUB-TOTAL 3-MONITORING AND EVALUATION					
STAGE 4	CLOSE-OUT AND HANDOVER				
4.1	PREPARATION AND SUBMISSION OF A CLOSE-OUT REPORT	No	1		
SUB-TOTAL 4: STAGE 4: CLOSE-OUT AND HANDOVER					

C.2.2 – BILL OF QUANTITIES					
Item	Description	Unit	Quantity	Rate Rand	Total item Price Rand
	TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3 + SUB-TOTAL 4)				
	PLUS VAT 15%				
	TOTAL				
5 EXPENSES	Travelling and related costs (payable based on actual Cost)	Sum	1		
	GRAND TOTAL				

TOTAL QUOTED PRICE (in words) Rand _____ _____ THIS PRICE SHALL BE CARRIED TO THE FORM OF OFFER
--

Signature	Date:
_____	_____
Name	
_____	_____
Capacity	
_____	_____

**For the
tenderer:**

Name &
signature
of witness

*(Insert name and address of
organisation)*

Date

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 professionalization of the youth with accredited professional Bodies.
 - 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: Municipalities to host the Young Graduates

PROVINCE	HOST MUNICIPALITY
Limpopo	Capricorn DM
	Mopani DM
	Sekhukhune DM
	Vhembe DM
	Waterberg DM
Sub-Total	
Gauteng	Westrand DM
	Sedibeng DM
Sub-Total	
North West	Bojanala DM
	Dr. Kenneth Kaunda DM
	Dr. Ruth Sekgomotso Mom Pati DM
	Ngaka Modiri Molema DM
Sub-Total	
Northern Cape	DawidKruiper DM
	Fransis Baard DM
	John Taolo Gaetswe DM
	Namakwa DM
	Pixleyka seme DM
	ZF Mgcawu DM
Sub-Total	
Eastern Cape	Alfred Nzo DM
	Amathole DM
	Chris Hani DM
	Joe Qgabi DM
	OR Tambo DM
Sub-Total	
Western Cape	Cape Winelands DM
	Central Karoo DM
	Garden Route DM
	Overberg DM

PROVINCE	HOST MUNICIPALITY
	West Coast DM
Sub-Total	
Mpumalanga	Ehlanzeni DM
	Gert Sibande DM
	Nkangala DM
Sub-Total	
Kwa-Zulu Natal	Umzinyathi DM
	Umgungundlovu DM
	Amajuba DM
	Harry Gwala DM
	uThukela DM
	King Cetshwayo DM
	iLembe DM
	Ugu DM
	Zululand DM
	uMkhanyakude DM
Sub-Total	
Free State	Fezile Dabi DM
	Lejweleputswa DM
	Thabo Mofutsanyane DM
	Xhariep DM

2. EMPLOYER'S OBJECTIVE

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

- Provide identified Engineering candidates with workplace exposure;
- Transfer skills to the team of MISA Engineers in the provinces/ head office;
- Ensuring that Young Graduates can meet the expected outcomes as prescribed by ECSA;
- Support the Young Graduates candidates enroute to registration as professionals;
- Review the existing Strategy/Concept Note aimed at enabling MISA to independently implement the Programme after the Service Provider Contract ended in order to strengthen MISA's Capacity in its endeavor implement Mentorship Programme in future.

3. OVERVIEW OF THE SCOPE OF WORK

Overview of the scope is to provide mentorship and coaching to a minimum of 100 MISA Engineering Young Graduates enroute to registration as professionals with relevant professional bodies.

- Number of Learners leaving the programme before achieving registration and sourcing of replacements.
- Learners will be sourced accordingly within 2 yrs as follows;

- **For 2026/2027 FY ending 31 March 2027 it is anticipated that 100 learners may be sourced**
- **For 2027/2028 the remaining 100 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 to the original contract.

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 assessment of the MISA Young Graduates.
 - 4.1.2. To assess and monitor progress of Young Graduates against the professional registration requirements of relevant professional body, 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 Engineering 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 Young Graduates monthly.
 - 4.1.6. Source the team of qualified and registered mentors to support the implementation of the programme (Ratio 1:5);
 - 4.1.7. To ensure that Young Graduates are supported to meet requirements of the professional body before the contract lapses.
 - 4.1.8. Transfer skills to MISA Professional Engineers and Town Planners teams in the provinces.
 - 4.1.9. Review of the existing Strategy/Concept Note aimed at enabling MISA to independently implement the Programme after the Service Provider Contract ended to strengthen MISA's Capacity in its endeavor implement Mentorship Programme in future.

5. GENERAL REQUIREMENTS OF THE TENDERER

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 – 14 Required to mentor 68 mentees

C. Professional Electrical Engineers – 6 Required to mentor 32 mentees

5. DURATION

This project is expected to be completed within a period of **two (2) 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 **at least 100** Engineering Young Graduates within the 24 months of the Contract period. This means that appointed Service Provider must be flexible to work with 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

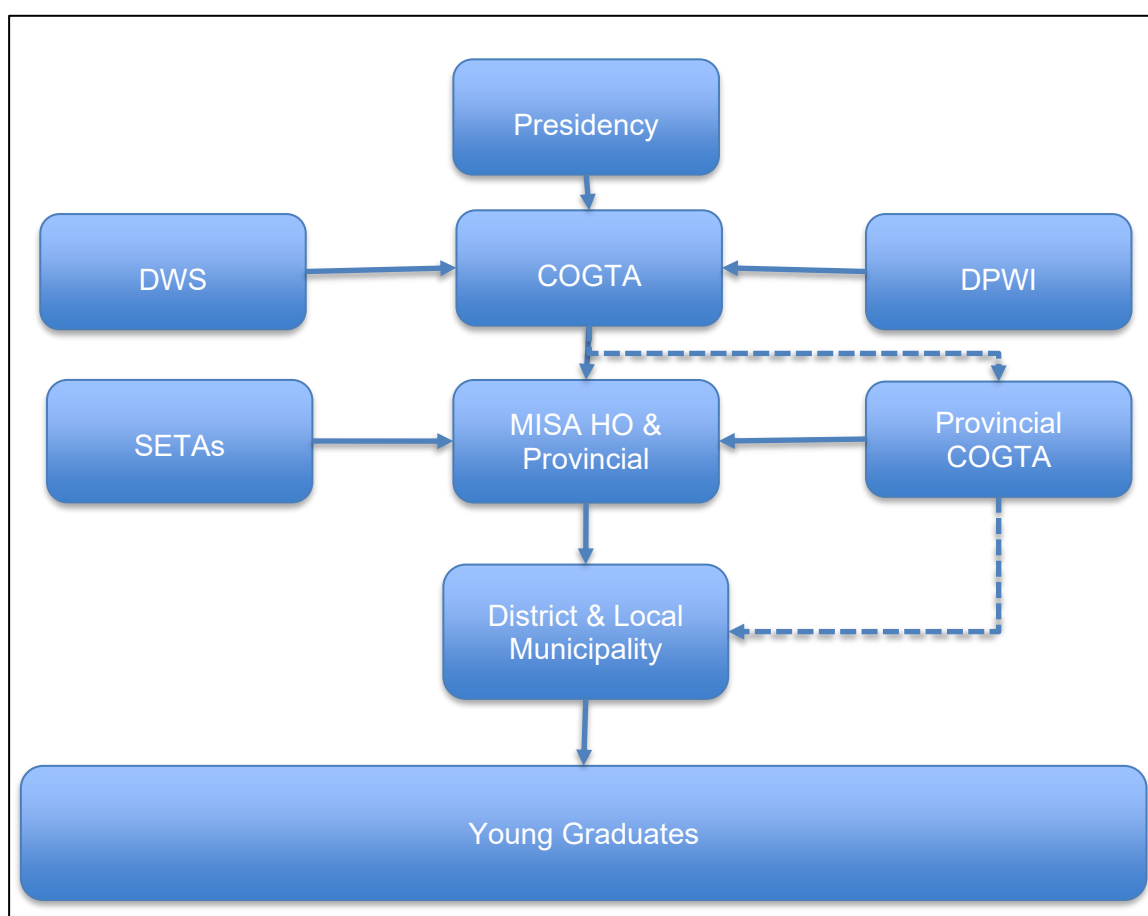
Stakeholder	Roles and Responsibilities
MISA Head Office	a) Supervision of Appointed PSP b) Contract Administration c) Finalization of Project Payments d) Monitoring and Evaluation of YG Programme e) Management of Mentee Administrative issues
MISA PROVINCIAL TEAMS	a) Assist in Supervision of Appointed PSP b) Assist in monitoring and Evaluation of YG Programme. c) Assist with the management of the project sites d) Assist with the supervision of the YGs e) Assist with the verification of the YGs in their respective provinces
DEPARTMENT OF WATER AND SANITATION	-Sharing of the best practices -Assist with the presentation of the progress to the WSSLG forum -Assist with the workplace, especially with the civil engineers in the water discipline
DEPARTMENT OF PUBLIC WORKS	-Support with the workplace for the civil engineers -Sharing of the best practices
CHIETA	-Assist with the short courses to support the YGs -Assist with the financial resources when necessary
SACPLAN	-Support with ensuring alignment of the POE with the outcomes prescribed by the council -Ensuring that the Supervisors are in good standing for the final reports.
ECSA	Support with conducting quality control on the logbooks and final reports ready to be submitted. -Support with ensuring alignment of the POE with the outcomes prescribed by the council -Ensuring that the Mentors are in good standing for the final reports.
EWSETA	-Assist with the short courses to support the YGs -Assist with the financial resources when necessary

Stakeholder	Roles and Responsibilities
LGSETA	-Assist with the short courses to support the YGs -Assist with the financial resources when necessary
DISTRICT AND LOCAL MUNICIPALITIES	-Responsible for the workplace and the projects sites.

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

- The appointed bidder will report to the Project Manager. The detailed reporting requirements will be provided to the successful bidder; and
- The bidder must submit a written report quarterly to the Project Manager 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 Body which is ECSA.
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 hundred (100) Young Graduates ;
 - 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 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 20 Mentors be aligned to 100 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 100 MISA Young Graduates in Civil Engineering (68 or more in No) and Electrical Engineering (32 or more in No).
 - a. To assess the engineering YGs to check the status quo towards registration
 - b. Conduct a once off induction session for all the categories of MISA Young Graduates at their respective areas of deployment.

- c. Provide identified candidates with relevant workplace exposure;
 - d. Conduct the review of the MISA Young Graduates logbook on regular basis.
 - e. Ensuring that Young Graduates are supported to meet the requirements of the professional body within 36 months of this project.
 - f. Develop and manage Personal Development Plan (PDP's) for all Young Graduate's.
 - g. **REVIEW THE EXISTING STRATEGY/ CONCEPT DOCUMENT APPROACH AIMED AT ENABLING MISA TO INDEPENDENTLY IMPLEMENT THE PROGRAMME AFTER THE SERVICE PROVIDER CONTRACT ENDED SOURCE ADEQUATE FROM POTENTIAL FUNDERS IN ORDER TO STRENGTHEN MISA'S ORGANISATIONAL CAPACITY IN ITS ENDEAVOUR IMPLEMENT MENTORSHIP PROGRAMME IN FUTURE.**
2. Develop 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.
 3. Transfer skills to all MISA Civil and Electrical Engineers estimated at 44 in number deployed in all 9 Provinces and MISA head Office.
 4. Review the existing Strategy/Concept Note aimed at enabling MISA to independently implement the Programme after the Service Provider Contract ended inorder to strengthen MISA's Capacity in its endeavor 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. Support 100 MISA Young Graduates towards the route to professional registration with the statutory bodies.
2. Develop skills transfer strategy to be utilised by the successful tenderer to transfer skills to all MISA Professionals (Civil and Electrical Engineers estimated at 44 in number in the provinces/ head office;
3. Record of relevant skills transferred to all MISA Professionals (Civil, Electrical Engineers estimated at 44 in number in the provinces/ head office;
4. Review of the existing Strategy/Concept Note aimed at enabling MISA to independently implement the Programme after the Service Provider Contract ended in order to strengthen MISA's Capacity in its endeavor 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 100 Mentees for all 9 Provinces across the country with the objective of meeting ratio of 1 mentor to 5 mentees of the same discipline.
2. Progress on once off orientation sessions held for all 100 Mentees in all 9 Provinces across the country at their respective areas of deployment.
3. Progress on Provision of relevant workplace exposure to 100 Mentees in all 9 Provinces across the country.
4. Progress on professional registration process of 100 Mentees with appropriate professional bodies relative to 24 months from the award of this project.
5. 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.
6. Progress on of relevant skills transferred to all MISA Professional (Civil, Electrical Engineers and Town and Regional Planners estimated at 44 in number in the provinces/ head office;
7. Progress on review of the existing Strategy/Concept Note aimed at enabling MISA to independently implement the Programme after the Service Provider Contract ended in order to strengthen MISA's Capacity in its endeavor implement Mentorship Programme in future.
8. Support 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 MENTORSHIP PROGRAMME 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 100 Mentees for all 9 Provinces across the country.
2. Minutes and records of once off orientation sessions held for all 100 Mentees in all 9 Provinces across the country at their respective areas of deployment.
3. Records on Provision of relevant workplace exposure to 100 Mentees in all 9 Provinces across the country.
4. Records on the review of the 100 Mentees logbook across all 9 Provinces across the country on monthly basis.
5. Complete report on professionally registered Mentees relative the relevant professional bodies.
6. Developed skills transfer strategy to be utilised by the successful service provider to Transfer skills to all MISA Professionals (Civil, Electrical Engineers and Town and Regional Planners estimated at 44 in number in the provinces/ head office;

7. Record of relevant skills transferred to all MISA Civil and Electrical Engineers estimated at 44 in number in the provinces/ head office;
8. Review of the existing Strategy/Concept Note aimed at enabling MISA to independently implement the Programme after the Service Provider Contract ended to strengthen MISA's Capacity in its endeavor implement Mentorship Programme in future.
9. Support 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 must 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 Description	Impact	Likelihood	Mitigation
1.	Not all 100 MISA Young Graduate can be professionalised within 24 months of this project due to variety of reasons	High	High	Consideration of extra training programmes to close the gap to fulfil outcomes by ECSA
2.	Workplace providing insufficient or inequivalent exposure to Graduates	Medium	Low	Placing graduates in High-risk municipalities
3.	High turnover of Graduates	High	High	Graduates resigning due to other institutions offering higher salary stipend Mentors
4.	High turnover of Mentors	Medium	Low	Mentors having conflicting interest or no commitment to the programme once appointed.
5.	Funding for training of Graduates limited or not available	Medium	High	Limited or no funding for training might have negative impact to the skills development of the graduates

No	Risk Description	Impact	Likelihood	Mitigation
6.	MISA supervisors not in good standing with relevant professional bodies	High	Medium	The supervisors won't be able to sign the final report submission

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 amongst others.

2. Health and safety

South Africa is currently experiencing an infectious disease 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 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	
- 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 - 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 - maps, models and presentation materials required by the <i>Employer</i>	in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers
Accommodation	
accommodation within the capital of the relevant province	Actual Cost capped at R 1700 per Night including Bed and Breakfast within the project area
Travel and Subsistence	
vehicle travel subsistence within the relevant province.	in accordance with the latest Rates for Reimbursable expenses published on

Item	Amount
	www.publicworks.gov.za/Service Providers

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

Position Name of Resources in the proposed project Team	Hourly Rate (inclusive of all cost, except VAT) (Rand)	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total Person days over 12 months	FTE over 12 months (in number of person)	Total cost per person (Rand)
Project Manager- Team Leader					
Project Manager Professional Civil Engineer 1 to 14					
Project Manager Electrical Engineer 1 to 6					
Total					
VAT @ 15%					
Grand Total					

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

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 12 months	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
STAGE 1: PROJECT INITIATION & INCEPTION						
ACTIVITY __:	Project Manager- Team Leader					
	Professional Civil Engineer 1 to 14					
	Electrical Engineer 1 to 6					
DELIVERABLE 1 TOTAL						
STAGE 2: EXECUTION						
ACTIVITY __:	Project Manager- Team Leader					
	Professional Civil Engineer 1 to 14					
	Electrical Engineer 1 to 6					
DELIVERABLE 2 TOTAL						
STAGE 3: MONITORING AND EVALUATION						
ACTIVITY __:	Project Manager- Team Leader					
	Professional Civil Engineer 1 to 14					
	Electrical Engineer 1 to 6					
DELIVERABLE 3 TOTAL						
DELIVERABLE 4: CLOSEOUT & HANDOVER						
ACTIVITY __:	Project Manager- Team Leader					
	Professional Civil Engineer 1 to 14					
	Electrical Engineer 1 to 6					

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 12 months	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 4 TOTAL						
DELIVERABLES TOTAL {SUMMATION (DELIVERABLE 1 TO DELIVERABLE 4)}						
TOTAL Cost						
VAT @ 15%						
PLUS TOTAL EXPENSES						
GRAND TOTAL INCLUSIVE OF VAT						