



South African
NATIONAL PARKS

SOUTH AFRICAN NATIONAL PARKS

**Supply of Civil & Structural Engineering Services in the Regions
of SANParks for a period 3 (three) years.**

CONTRACT NO: SP-GK-0086/07

TENDER DOCUMENT

September 2018

ISSUED BY:

Mr Garret Kobe

Senior Manager: SCM Special Projects

SOUTH AFRICAN NATIONAL PARKS

P.O. BOX 787

PRETORIA

0001

NAME OF TENDERER:

SANParks Region	Please indicate with X the Region for which a tender is submitted
Kruger National Park South (Marule Region)	
Kruger National Park North (Nxanatseni Region)	
Parks Division: Cape Region	
Parks Division: Frontier Region	
Parks Division: Northern Region	
Parks Division: Arid Region	

Contents

1: THE TENDER	3
PART T1: TENDERING PROCEDURES	4
<i>T1.1: Tender Notice and Invitation to Tender</i>	5
<i>T1.2: Tender Data</i>	9
PART T2: RETURNABLE SCHEDULES	29
<i>T2.1: List of Returnable Documents</i>	30
<i>T2.2 Returnable Schedules</i>	31
2: THE CONTRACT	60
PART C1: AGREEMENT AND CONTRACT DATA	61
<i>C1.1 FORM OF OFFER AND ACCEPTANCE</i>	62
PART C2: PRICING DATA	69
<i>C2.1 Pricing Instructions</i>	70
<i>C2.2 Pricing Schedule</i>	71
C.1.2 CONTRACT DATA	95

The Tenderer is required to check the numbers of pages and should any be found to be missing or duplicated, or should any of the typing be distinct, or any doubt or obscurity arise as to the meaning of any description or particular of any item, or if the Tender Document contains any obvious errors, then the Tenderer must immediately inform the SCM Contact person and have them rectified or explained in writing as the case may be. No liability whatsoever will be admitted by reason of the Tenderer having failure to comply with the foregoing instructions.

Service
Provider

Witness for
Service
Provider

Employer

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Employer

1: The Tender

Service
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Employer

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Part T1: Tendering procedures

Service
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SUPPLY OF CIVIL & STRUCTURAL ENGINEERING SERVICES IN THE REGIONS OF SOUTH AFRICAN NATIONAL PARKS FOR A PERIOD OF 3 (THREE) YEARS

CONTRACT NO: SP-GK-0086/07

T1.1: Tender Notice and Invitation to Tender

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	SP-GK-0086/07	CLOSING DATE: 12 OCTOBER 2018	CLOSING TIME: 11:00
DESCRIPTION	South African National Parks invites tenders for the Supply of Civil & Structural Engineering Services in the Regions of SANParks for a period 3 (three) years.		
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
643 LEYDS STREET, MUCKLENEUK, PRETORIA, 0002 (SANParks MAIN ENTRANCE GATE)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr Garret Kobe	CONTACT PERSON	Blake Schraader (KNP) Cornie Jonker (Parks Division)
TELEPHONE NUMBER	012 – 426 5132/ 076 481 8604	TELEPHONE NUMBER	013 – 735 4278 012 - 426 5303
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Garret.Kobe@sanparks.org	E-MAIL ADDRESS	blake.schraader@sanparks.org cornie.jonker@sanparks.org
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] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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]			

Service Provider

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Employer

Witness for Employer

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
-----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	--------------------------------------------------------------------------	----------------------------------------------------------------------------------------

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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.	

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PART B 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.
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) STANDARD PROFESSIONAL SERVICES CONTRACT (JULY 2009), THIRD EDITION OF CIDB DOCUMENT 1014 WILL APPLY TO THIS CONTRACT.
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."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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Employer

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Employer

The South African National Parks invites tenders for **Tender Number: SP-GK-0086/07: Supply of Civil & Structural Engineering Services in the Regions of SANParks for a period 3 (three) years.**

The following pre-qualification criteria for preferential procurement, Preferential Procurement Regulations, 2017 applies to this tender:

- ✓ Tenderer must have a minimum B-BBEE Level 2 status.

Tenderers with suitable experience and professional registration to provide civil & structural engineering services to the identified regions of SANParks are invited to tender. Due to the geographical spread of National Parks, 6 (six) regions were identified where Civil & Structural Engineering services will be needed for the next 3 (three) years. The regions are listed below, and service providers must have full staffed offices in the identified locations.

No	SANParks Region	Location
1	Kruger National Park South (Marule Region)	Nelspruit/Whiteriver/Hazyview/Malelane
2	Kruger National Park North (Nxanatseni Region)	Phalaborwa/Tzaneen/Giyani/ Thohoyandou
3	Parks Division: Cape Region	Cape Town
4	Parks Division: Frontier Region	George/Port Elizabeth/Knysna
5	Parks Division: Northern Region	Pretoria/Johannesburg/Polokwane
6	Parks Division: Arid Region	Upington

Queries relating to the issue of these documents may be addressed to:

All Queries

Mr Garret Kobe Tel No: (012) 426 5132
e-mail Garret.kobe@sanparks.org

The closing time for receipt of tenders is **12 October 2018 @ 11:00**

Tenders may only be submitted on the tender documentation that is issued.

Telephonic, facsimile and late tenders will not be accepted.

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



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T1.2: Tender Data

Clause number	Description
	<p>The conditions of tender are the Standard Conditions of Tender as contained in the SANS 10845-3:2015 Construction Procurement (Part 3). The Standard Conditions of Tender make 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 standard conditions of tender.</p> <p>Each item of the Tender Data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.</p>
	<p>The employer is the South African National Parks.</p>
	<p>The tender documents issued by the employer comprises:</p> <p>The Tender</p> <p>Part T1: Tendering procedures</p> <p>T1.1 Tender notice and invitation to tender</p> <p>T1.2 Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable schedules</p> <p>The Contract</p> <p>Part C1: Agreements and contract data</p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>Part 2: Pricing data</p> <p>C2.1 Pricing instructions</p> <p>C2.2 Pricing Schedule</p>

Service Provider

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Clause number	Description														
4.1	<p>Eligibility criteria Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <p>The tenderer:</p> <ol style="list-style-type: none"> 1. 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 in place a partnership agreement that enables the partnership to continue to function in the event of a death or withdrawal of one of the partners; 2. the tenderer or any of its directors 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; 3. the tenderer has not: <ol style="list-style-type: none"> i) abused the employer's supply chain management system; or ii) failed to perform on any previous contract and has been given a written notice to this effect 4. has a minimum B-BBEE Level 2 Contribution status in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017. 5. has a Principal and other Engineer that are a Professionally Registered Engineers with the Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act (EPA), 46 of 2000 as a mandatory requirement. 6. has an office with minimum staff as stated in Quality Criteria in one of the following locations: <table border="1" data-bbox="338 1043 1361 1330" style="margin-left: 20px;"> <thead> <tr> <th>Location</th> <th>SANParks Region</th> </tr> </thead> <tbody> <tr> <td>Nelspruit/Whiteriver/Hazyview/Malelane</td> <td>Kruger National Park South (Marule Region)</td> </tr> <tr> <td>Phalaborwa/Tzaneen/Giyani/Thohoyandou</td> <td>Kruger National Park North (Nxanatseni Region)</td> </tr> <tr> <td>Cape Town</td> <td>Parks Division: Cape Region</td> </tr> <tr> <td>George/Port Elizabeth/Knysna</td> <td>Parks Division: Frontier Region</td> </tr> <tr> <td>Pretoria/Johannesburg/Polokwane</td> <td>Parks Division: Northern Region</td> </tr> <tr> <td>Upington</td> <td>Parks Division: Arid Region</td> </tr> </tbody> </table> 7. has achieved a score of 70 out of 100 points (70%) for the quality criteria specified. 	Location	SANParks Region	Nelspruit/Whiteriver/Hazyview/Malelane	Kruger National Park South (Marule Region)	Phalaborwa/Tzaneen/Giyani/Thohoyandou	Kruger National Park North (Nxanatseni Region)	Cape Town	Parks Division: Cape Region	George/Port Elizabeth/Knysna	Parks Division: Frontier Region	Pretoria/Johannesburg/Polokwane	Parks Division: Northern Region	Upington	Parks Division: Arid Region
Location	SANParks Region														
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4.7	<p>Clarification meeting There will be no clarification meeting.</p>														

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Clause number	Description								
4.8	<p>Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this tender document, please refer queries, in writing, to the contact person listed below. Under no circumstances may any other employee within the SANParks be approached for any information. Any such action may result to disqualification of a response submitted in competition to the tender process.</p> <p>Enquiries should reference specific page and or paragraph numbers, where appropriate.</p> <ul style="list-style-type: none"> All questions/enquiries must be forwarded in writing not later than 5 October 2018 at 11:00. <p>Questions/enquiries received after 11:00 on 5 October 2018 will not be considered.</p> <p>Name: Garret Kobe</p> <p>Capacity: Senior Manager: Supply Chain Management – Special Projects</p> <p>Address: P O Box 787, PRETORIA, 0001</p> <p>Tel: 012 426 5132</p> <p>Fax: 012 343 0351</p> <p>E-mail: Garret.Kobe@sanparks.org</p>								
4.12	No alternative proposals will be accepted.								
4.13	<p>Tenderer to submit one original tender offer, plus a copy.</p> <p>Parts of each tender offer communicated on paper shall be submitted as an original, plus one copy.</p> <p>Parts of each tender communicated electronically must be submitted in the same format as was issued by Employer.</p>								
4.13.4	<p>The tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> A valid Tax Clearance Certificate issued by the South African Revenue Services or PIN to obtain this information. A copy of Company Registration form A copy of Joint Venture Agreement if applicable Proof of registration on the Central Supplier Database (CSD) as a service provider for Government Documents requested and necessary for the Quality Evaluation. 								
4.13.5	<p>Sealing of documents</p> <p>The original tender must be sealed in a package.</p> <p>The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <table border="1" data-bbox="284 1485 1436 1760"> <tr> <td data-bbox="284 1485 592 1534">Location of tender box:</td> <td data-bbox="592 1485 1436 1534">SANParks Head Office</td> </tr> <tr> <td data-bbox="284 1534 592 1574">Physical address:</td> <td data-bbox="592 1534 1436 1574">643 Leyds street, Muckleneuk, Pretoria</td> </tr> <tr> <td data-bbox="284 1574 592 1686">Identification details:</td> <td data-bbox="592 1574 1436 1686">TENDER NO: SP-GK-0086/07: SUPPLY OF CIVIL & STRUCTURAL ENGINEERING SERVICES IN THE REGIONS OF SANParks FOR A PERIOD OF 3 (THREE) YEARS</td> </tr> <tr> <td data-bbox="284 1686 592 1760">Tenderer's Name and Contact Address:</td> <td data-bbox="592 1686 1436 1760">To be provided</td> </tr> </table>	Location of tender box:	SANParks Head Office	Physical address:	643 Leyds street, Muckleneuk, Pretoria	Identification details:	TENDER NO: SP-GK-0086/07: SUPPLY OF CIVIL & STRUCTURAL ENGINEERING SERVICES IN THE REGIONS OF SANParks FOR A PERIOD OF 3 (THREE) YEARS	Tenderer's Name and Contact Address:	To be provided
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Tenderer's Name and Contact Address:	To be provided								
4.15	<p>Closing time</p> <p>The closing time for submission of tender offers is 12 October 2018 @ 11:00.</p>								
4.16	<p>Period of validity</p> <p>The tender offer validity period is 120 days after closing.</p>								

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Clause number	Description									
4.22	<p>Returning of other tender documents</p> <p>The employer will retain all tender documents received for this bid for audit purposes – no tender document will be returned to a tenderer.</p>									
5.4	<p>Opening of tender submissions</p> <p>The tender submissions will not be opened immediately after the closing date and time on 12 October 2018. The tender register with the tenderer's prices and preferences claimed will be published on the SANParks website after tender evaluation.</p>									
5.11.5	<p>Evaluation of tender offers:</p> <p>Evaluation of tender offers:</p> <p>The tenders will be evaluated on Method 4: Price Offer, Quality and Preferences</p> <p>Formula: $T_{EV} = f_1 (N_{FO} + N_P) + f_2 N_Q$</p> <p>Where: N_{FO} is the number of tender evaluation points awarded for the financial offer made and the score calculated as follows:</p> $A = (1 - (P - P_m) / P_m)$ <p>N_P = Tender points awarded for preferences, claimed in accordance with the Preferencing Schedule.</p> <p>Quality: Price Ratio: 30:70 N_Q = Number of tender evaluation points awarded for quality offered where $W_2 = 100$. $f_1 = 70$ $f_2 = 30$</p> <p>Evaluation: The employer shall: a) Determine and test each tender offer for responsiveness in accordance with the conditions of tender and tender data. All tenders submitted will first be pre-screened for compliance with the document submission requirements as detailed in Part T2.1 b) Check responsive tenders for arithmetical errors, omissions and discrepancies in accordance with the conditions of tender and tender data, c) Obtain clarification from a tenderer in accordance with the conditions of tender and tender data d) Evaluate responsive tenders in accordance with the conditions of tender and tender data.</p>									
5.11.7	<p>Scoring financial offers: The financial offers will be scored using the following formula:</p> $A = (1 - \frac{(P - P_m)}{P_m})$ <table border="1" data-bbox="320 1570 1342 1715"> <thead> <tr> <th>Formula</th> <th>Comparison aimed at achieving</th> <th>Formula</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Highest price or discount</td> <td>$A = (1 + \frac{(P - P_m)}{P_m})$</td> </tr> <tr> <td>2</td> <td>Lowest price or percentage commission / fee</td> <td>$A = (1 - \frac{(P - P_m)}{P_m})$</td> </tr> </tbody> </table> <p>a where: P_m = the comparative offer of the most favourable tender offer. P = the comparative offer of tender offer under consideration.</p> <p>The 80/20 preference points system for acquisition of services, works or goods with a Rand value not exceeding R 50,000,000.</p> <p>The following formula will be used to calculate the points for price in respect of tenders with a Rand value</p>	Formula	Comparison aimed at achieving	Formula	1	Highest price or discount	$A = (1 + \frac{(P - P_m)}{P_m})$	2	Lowest price or percentage commission / fee	$A = (1 - \frac{(P - P_m)}{P_m})$
Formula	Comparison aimed at achieving	Formula								
1	Highest price or discount	$A = (1 + \frac{(P - P_m)}{P_m})$								
2	Lowest price or percentage commission / fee	$A = (1 - \frac{(P - P_m)}{P_m})$								

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Clause number	Description																				
	<p>above R 50,000,000 (all applicable taxes included) and a maximum of 80 points is allocated to price:</p> $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <p>Where <i>P_s</i> = Points scored for comparative price of bid under consideration <i>P_t</i> = Comparative price of bid under consideration <i>P_{min}</i> = Comparative price of lowest acceptable bid</p> <p>Tenderers must provide a price for a project to be used as comparative price for evaluation purposes only. The intention is a term agreement based on the fee proposal provided.</p>																				
5.11.8	<p>Scoring preferences</p> <p>Points will be awarded to a tender for attaining the B- BBEE status level of contributor in accordance with the table below: B-BBEE status level of contributor. A maximum of 20 points is allocated to preference.</p> <table border="1" data-bbox="536 757 1189 1099"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th> <th>Number of points (80/20 system)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>Non-compliant</td></tr> <tr><td>4</td><td>Non-compliant</td></tr> <tr><td>5</td><td>Non-compliant</td></tr> <tr><td>6</td><td>Non-compliant</td></tr> <tr><td>7</td><td>Non-compliant</td></tr> <tr><td>8</td><td>Non-compliant</td></tr> <tr><td>Non-compliant contributor</td><td>Non-compliant</td></tr> </tbody> </table>	B-BBEE Status Level of Contributor	Number of points (80/20 system)	1	20	2	18	3	Non-compliant	4	Non-compliant	5	Non-compliant	6	Non-compliant	7	Non-compliant	8	Non-compliant	Non-compliant contributor	Non-compliant
B-BBEE Status Level of Contributor	Number of points (80/20 system)																				
1	20																				
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6	Non-compliant																				
7	Non-compliant																				
8	Non-compliant																				
Non-compliant contributor	Non-compliant																				
5.11.9	<p>Scoring quality Quality:</p> <ol style="list-style-type: none"> Tenderers are required to demonstrate their ability to undertake the work and provide proof of experience, personnel, plant and equipment and financial ability to undertake work of this nature. Tenderers are required to score a minimum of 70 points out of a possible 100 points (70%) to be eligible for further evaluation. Tender offers that fail to score the minimum number of points shall be rejected The onus rests with the tenderer to supply sufficient information to allow for the proper scoring, evaluation and award of points Quality points shall be awarded in accordance with the following provisions: <table border="1" data-bbox="288 1615 1401 1935"> <thead> <tr> <th>No</th> <th>Criteria</th> <th>Method of Evaluation</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EXPERIENCE</td> <td></td> <td>60</td> </tr> <tr> <td>1.1</td> <td>EXPERIENCE IN DESIGN OF ROADS & BULK SERVICE INFRASTRUCTURE</td> <td></td> <td>50</td> </tr> <tr> <td>1.1.1</td> <td>Experience in design and implementation of similar civil works i.e.: <ul style="list-style-type: none"> Experience in applicable gravel road designs and </td> <td>List of projects indicate no experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation, sewer plant & reticulation and structural structures needed by SANParks.</td> <td>0</td> </tr> </tbody> </table>	No	Criteria	Method of Evaluation	Points	1	EXPERIENCE		60	1.1	EXPERIENCE IN DESIGN OF ROADS & BULK SERVICE INFRASTRUCTURE		50	1.1.1	Experience in design and implementation of similar civil works i.e.: <ul style="list-style-type: none"> Experience in applicable gravel road designs and 	List of projects indicate no experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation, sewer plant & reticulation and structural structures needed by SANParks.	0				
No	Criteria	Method of Evaluation	Points																		
1	EXPERIENCE		60																		
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Service Provider

Witness for Service Provider

Employer

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Clause number	Description			
		<p>construction thereof.</p> <ul style="list-style-type: none"> • Experience in applicable paved road design & implementation. • Experience in storm water design & implementation • Experience in water reticulation, purification plants and pump stations designs and implementation • Experience in sewerage plants, reticulation and pump stations and implementation. • Design of structural structures, i.e. bridges <p>The size of the projects to be implemented is R 3 million and R 50 million, and similar projects to be submitted for evaluation purposes.</p> <p>Note: A portfolio/list of projects which describes the projects in detail, explaining the relevance to SANParks requirements i.e. covers the civil & structural fields and typical work requirements of SANParks.</p>	<p>Experience in one aspect only. Few projects & size of projects much smaller.</p> <p>List of projects has little relevance with regards to experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience not shown in all aspects. Size of projects much smaller.</p> <p>List of projects indicate shows some relevance in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience not shown in all aspects. Size of projects similar or smaller</p> <p>List of projects indicate good and adequate experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience in all aspects. Size of projects similar and larger.</p> <p>List of projects submitted shows excellent relevance to range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience extensive in all aspects. Size of projects larger in value.</p>	<p></p> <p>1-20</p> <p>21-30</p> <p>31-40</p> <p>41-50</p>
	1.2	GREEN" TECHNOLOGY DESIGN EXPERIENCE		5
	1.2.1	<p>Green technology experience.</p> <p>Please provide a written report (A4 maximum one page) to indicate your approach and understanding of green technology and the application thereof in the civil engineering field. This can be supported by a portfolio of projects to indicate experience and application thereof.</p>	<p>No report submitted.</p> <p>Report indicates limited understanding of green technology principles.</p> <p>Report indicates good approach and understanding of green technology principles.</p> <p>Report indicates excellent approach and understanding of green technology, and application.</p>	<p>0</p> <p>2</p> <p>4</p> <p>5</p>

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Clause number	Description															
	1.3	REFERENCES		Maximum of 5 points												
	1.3.1	References letters from clients on performance of projects. Each reference letter must have: <ul style="list-style-type: none"> • Client • Description of works • Value of project • Performance level Due diligence of information presented will be done by SANParks	Less than two reference letters submitted. Work performance good & supported by 2 (two) letters. Work performance good & supported by 3 (three) letters. Work performance good & supported by 4 (four) letters. Work performance good & supported by 5 (five) letters.	0 2 3 4 5												
	2	CAPACITY		40												
	2.1	Number & experience of professionals employed by civil engineering company														
		Number of professionals as per Engineering Professions Act in permanent employment of company. Company to confirm that employees are in permanent employment. Registration certificates of professional engineers with ECSA – companies MUST submit these certificates.	<table border="1"> <thead> <tr> <th data-bbox="724 797 1086 875">Profession: Civil Engineers</th> <th data-bbox="1086 797 1257 875">Minimum Number of staff</th> <th data-bbox="1257 797 1449 875">Maximum Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="724 875 1086 954">Professional Civil Engineer (Principal) > 10 years' experience – 20 points</td> <td data-bbox="1086 875 1257 954">1</td> <td data-bbox="1257 875 1449 954">20</td> </tr> <tr> <td data-bbox="724 954 1086 1032">Professional Civil Engineer 3 -10 years' experience –12 points</td> <td data-bbox="1086 954 1257 1032">1</td> <td data-bbox="1257 954 1449 1032">12</td> </tr> <tr> <td data-bbox="724 1032 1086 1133">Senior Civil Technologist with 5 years' experience or more – 8 points</td> <td data-bbox="1086 1032 1257 1133">1</td> <td data-bbox="1257 1032 1449 1133">8</td> </tr> </tbody> </table>	Profession: Civil Engineers	Minimum Number of staff	Maximum Points	Professional Civil Engineer (Principal) > 10 years' experience – 20 points	1	20	Professional Civil Engineer 3 -10 years' experience –12 points	1	12	Senior Civil Technologist with 5 years' experience or more – 8 points	1	8	
Profession: Civil Engineers	Minimum Number of staff	Maximum Points														
Professional Civil Engineer (Principal) > 10 years' experience – 20 points	1	20														
Professional Civil Engineer 3 -10 years' experience –12 points	1	12														
Senior Civil Technologist with 5 years' experience or more – 8 points	1	8														
		TOTAL QUALITY	Experience + Capacity	100												
5.17	Provide to the successful tenderer one copy of the signed contract document.															

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Standard conditions of tender

The conditions of tender are the Standard Conditions of Tender as contained in SANS 10845-3:2015 Construction Procurement (Part 3), International Standard ISO 10845-3:2011

1 Scope

This part of ISO 10845 sets out standard conditions of tender which

- a) Bind the employer and tenderer to behave in a particular manner,
- b) Establish what a tenderer is required to do in order to submit a compliant tender,
- c) Make known the evaluation criteria to tenderers, and
- d) Establish the manner in which the employer conducts the process of offer and acceptance and provide the necessary feedback to tenderers on the outcomes of the process.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1 Bill of Quantities

document that lists the items of work and the quantities and rates associated with each item to allow contractors to be paid, at regular intervals, an amount equal to the agreed rate for the work multiplied by the quantity of work completed

2.2 Bond

Sum of money or securities submitted to the employer or placed in the hands of a third party to guarantee completion of the work and recovery of the sums which the contractor would be recognized as owing under the terms of the contract

2.3 Comparative Offer

Tenderer's financial offer after all tendered parameters that can affect the value of the financial offer have been taken into consideration to enable comparisons to be made on a comparable basis

2.4 Conflict of Interest

any situation in which someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially, an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or incompatibility or contradictory interests exist between an employee and the organization which employs that employee

2.5 Contract Data

Document that identifies the applicable conditions of a contract and states the associated contract-specific data

2.6 Corrupt Practice

Offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process

2.7 Employer

Person or organization intending to or entering into a contract with the contractor for the provision of goods, services, or engineering and construction works

2.8 Form of Offer and Acceptance

Document that formalizes the legal process of offer and acceptance

2.9 Form of Securities

Document that provides for the securities required by the employer

2.10 Fraudulent Practice

Misrepresentation of the facts in order to influence the tender process, or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels

2.11 Joint Venture

Grouping of two or more contractors acting as one legal entity, where each is liable for the actions of the other.

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2.12 Organisation

Company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body

2.13 Quality

Totality of features and characteristics of a product or service that bears on the ability of the product or service to satisfy stated or implied needs

2.14 Returnable Document

Document that a tenderer is required to complete and submit to the employer as part of his tender submission

2.15 Scope of Work

Document that specifies and describes the goods, services, or engineering and construction works which are to be provided, and any other requirements and constraints relating to the manner in which the contract work is to be performed

2.16 Tender Data

Document that establishes the tenderer's obligations in submitting a tender and the employer's undertakings in administering the tender process and evaluating tender offers

2.17 Tender Offer

Written offer for the provision of goods, or to carry out a service or engineering and construction works under given conditions, usually at a stated price, and which is capable of acceptance and conversion into a binding contract

2.18 Tenderer

Person or organization that submits a tender offer

3 General requirements

3.1 Actions

The employer and each tenderer submitting a tender offer shall comply with the standard conditions of tender. In their dealings with each other, they shall discharge their duties and obligations, as set out in Clauses 4 and 5, in a timely manner and with integrity, behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.

The employer and the tenderer, and all the agents and employees involved in the tender process, shall avoid conflicts of interest and, where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

NOTE 1 A conflict of interest can arise due to a conflict of roles which can provide an incentive for improper acts in some circumstances or positions. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in said circumstance or position, even if no improper acts result.

NOTE 2 Conflicts of interest with respect to those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which can in any way affect any decisions taken.

3.2 Tender documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

3.3 Interpretation

The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of the standard conditions of tender in this part of ISO 10845.

The standard conditions of tender contained in this part of ISO 10845, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

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3.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded, and in the language stated in the tender data. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

3.5 Employer's right to accept or reject any tender offer

The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but shall give written reasons for such action upon written request to do so.

The employer may not, subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers, re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

3.6 Procurement procedures

3.6.1 General

Unless otherwise stated in the tender data, a contract shall, subject to 5.13, be concluded with the tenderer who, in terms of 5.11, is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

3.6.2 Competitive negotiation procedure

Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of 5.4, the employer shall only announce the names of the tenderers who make a submission. The requirements of 5.8, relating to the material deviations or qualifications which affect the competitive position of tenderers, shall not apply.

All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of 4.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position, provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

The contract shall be awarded in accordance with the provisions of 5.11 and 5.13 after tenderers have been requested to submit their best and final offer.

3.6.3 Proposal procedure using the two-stage tendering system

3.6.3.1 Option 1

In the first stage, tenderers shall submit technical proposals and, if required, cost parameters around which a contract may be negotiated.

The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data.

In the second stage, the employer shall negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of the standard conditions of tender.

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3.6.3.2 Option 2

In the first stage, tenderers shall submit only technical proposals. In the second stage, the employer shall invite all responsive tenderers to submit tender offers, following the issuing of procurement documents. The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of the standard conditions of tender in this part of ISO 10845.

4 Tenderer's obligations

The tenderer shall comply with the following obligations.

4.1 Eligibility

4.1.1 Submit a tender offer

Submit a tender offer only if the tenderer satisfies the eligibility criteria stated in the tender data and if the tenderer, or any of the tenderer's principals, is not under any restriction to do business with the employer.

4.1.2 Notify the employer

Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer, and obtain the employer's written approval to do so before the closing time for tenders.

4.2 Cost of tendering

Accept that, unless otherwise stated in the tender data, the employer does not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

4.3 Checking documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

4.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

4.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.

4.6 Acknowledging addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

4.7 Clarification meeting

Attend, where required, a clarification meeting, the details of which are stated in the tender data, at which tenderers may familiarize themselves with aspects of the proposed work, services or supply, and raise questions.

4.8 Seeking clarification

Unless otherwise notified in the tender data, request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

4.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data.

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4.10 Pricing the tender offer

Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data.

Show the VAT payable by the employer separately as an addition to the tendered total of the prices.

Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.

4.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations.

Do not make erasures using masking fluid.

4.12 Alternative tender offers

Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted, as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed. Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

4.13 Tender submissions

4.13.1 General submission requirements

Submit one tender offer only, either as a single entity or as a member in a joint venture, to provide the whole of the works, services or supply identified in the draft contract, unless otherwise stated in the tender data. Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

Submit

- a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.4, and
- b) the parts communicated electronically in the same format as they were issued by the employer.

4.13.2 Signatures

Sign the original and all copies of the tender offer where required in terms of the tender data.

State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

NOTE: The employer holds all authorized signatories liable on behalf of the tenderer.

4.13.3 Tender securities

Submit, as required as part of the tender submission, a tender security from a bank or insurer that is in a strong enough commercial position to carry such security in the name of the tenderer, or in the names of each of the members of a joint venture, in the amount, for the period and in the form specified in the tender data.

4.13.4 Inclusion of certificates

Include in the tender submission, or provide the employer with, any certificates as stated in the tender data.

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4.13.5 Sealing of documents

Seal the original and each copy of the tender offer as separate packages, marking the packages as "ORIGINAL" and "COPY". Unless otherwise specified in the tender data, seal the "ORIGINAL" and "COPY" packages in a single package and state on the outside of such package the employer's address and identification details specified in the tender data, as well as the tenderer's name and contact address.

Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "FINANCIAL PROPOSAL" and place the remaining returnable documents in an envelope marked "NON-FINANCIAL PROPOSAL". State on the outside of each envelope the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address. Seal the original tender offer and copy packages together in an outer package that states, on the outside, only the employer's address and identification details as specified in the tender data.

4.13.6 Employer's acceptance of tender submissions

Accept that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

Accept that the employer shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless otherwise stated in the tender data.

4.14 Information and data to be completed in all respects

Accept that tender offers which do not provide all the data or information requested, completely and in the form required, may be regarded by the employer as being non-responsive.

4.15 Closing time

Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery.

Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of ISO 10845 apply equally to the extended deadline.

4.16 Tender offer validity

4.16.1 Period of validity

Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.

4.16.2 Withdrawal of tenders

Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of 4.13 with the packages clearly marked as "SUBSTITUTE".

4.17 Clarification of tender offer after submission

Provide clarification of a tender offer during the evaluation of tender offers, in response to a request from the employer to do so.

NOTE: Such clarifications can include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

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4.18 Other material

Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as being non-responsive.

Dispose of samples of materials provided for the employer's evaluation.

4.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis, as provided for in the tender data.

4.20 Submitting securities, bonds, policies, etc.

If requested, submit for the employer's acceptance before formation of the contract all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

4.21 Checking final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

4.22 Returning other tender documents

If so instructed by the employer, return all retained tender documents within 28 days of the expiry of the validity period stated in the tender data.

5 Employer's undertakings

The employer shall carry out the following undertakings.

5.1 Responding to requests from the tenderer

Unless otherwise notified in the tender data, respond to a request for clarification received up to five working days before the tender closing time stated in the tender data, and notify all tenderers who obtained procurement documents.

Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to pre-qualify a tenderer to submit a tender offer in terms of a previous procurement process.

Deny any such request if, as a consequence,

- a) An individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to comply with any of the collective or individual qualifying requirements,
- b) The new partners to a joint venture were not pre-qualified in the first instance, either as individual firms or as another joint venture, or
- c) In the opinion of the employer, acceptance of the material change would compromise the outcome of the pre-qualification process.

5.2 Issuing addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until, unless otherwise notified in the tender data, three working days before the tender closing time stated in the tender data.

If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.

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5.3 Returning late tender offers

Return tender offers received after the closing time stated in the tender data unopened, unless it is necessary to open a tender submission to obtain a forwarding address to the tenderer concerned.

5.4 Opening of tender submissions

Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers who choose to attend, at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted are not opened.

Announce at the meeting held immediately after the receipt of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of the tenderer's prices, preferences claimed and time for completion, for the main tender offer only.

Make available, upon request, to all interested persons the record of tender parameters that are announced in respect of each tender received.

5.5 Two-envelope system

Where stated in the tender data that a two-envelope system has been followed, open only the non-financial proposal of valid tenders in the presence of tenderers' agents, who choose to attend, at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

Evaluate the non-financial proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals are to be opened.

Open only the financial proposals of tenderers who, in the quality evaluation score, have more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the non-financial proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose non-financial proposals failed to achieve the minimum number of points for quality.

5.6 Non-disclosure

Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

5.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and said tenderer's offer) if it is established that the tenderer engaged in corrupt or fraudulent practices.

5.8 Test for responsiveness

Determine, after opening and before detailed evaluation, whether each tender offer that was properly received

- a) Complies with the requirements of the standard conditions of tender in this part of ISO 10845,
- b) Has been properly and fully completed and signed, and
- c) Is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would

- d) Detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work,
- e) Significantly change the employer's or the tenderer's risks and responsibilities under the contract, or
- f) Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

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Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

5.9 Arithmetical errors, omission and discrepancies

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with 5.11 for

- a) The gross misplacement of the decimal point in any unit rate,
- b) Omissions made in completing the pricing schedule or bill of quantities, or
- c) Arithmetical errors in
 - 1) Line item totals resulting from the product of a unit rate and a quantity in bill of quantities or schedules of prices, or
 - 2) The summation of the prices.

Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- d) If a bill of quantities or pricing schedules 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.
- e) 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 tenderer's addition of prices, the total of the prices shall govern and the tenderer shall be asked to revise selected item prices (and their rates if bill of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of errors in the required manner.

5.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

5.11 Evaluation of tender offers

5.11.1 General

Appoint an evaluation panel to evaluate submissions. Ensure that not less than three persons evaluate quality in terms of 5.11.9.

Reduce each responsive tender offer to a comparative offer and evaluate submissions using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

5.11.2 Method 1: Financial offer

In the case of a financial offer

- a) Rank tender offers from the most favourable to the least favourable comparative offer, and
- b) Recommend the highest ranked tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.

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Re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest ranked tender, and recommend the highest ranked tenderer, unless there are compelling and justifiable reasons not to do so, in which case the process set out in this sub-clause shall be repeated.

5.11.3 Method 2: Financial offer and quality

In the case of a financial offer and quality,

- a) Score each tender in respect of the financial offer made and quality offered in accordance with the provisions of 5.11.7 and 5.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any,
- b) Calculate the total number of tender evaluation points (*TEV*) in accordance with the following formula:

$$TEV = NFO + NQ$$

Where

NFO is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7;

NQ is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9,

- c) Rank tender offers from the highest number of tender evaluation points to the lowest, and
- d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points, and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so, in which case the process set out in this subclause shall be repeated.

5.11.4 Method 3: Financial offer and preferences

In the case of a financial offer and preferences

- a) Score each tender in respect of the financial offer made and the preferences claimed, if any, in accordance with the provisions of 5.11.7 and 5.11.8,
- b) Calculate the total number of tender evaluation points (*TEV*) in accordance with the following formula:

$$TEV = NFO + NP$$

Where

NFO is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7;

NP is the number of tender evaluation points awarded for preferences claimed in accordance with 5.11.8,

- c) Rank tender offers from the highest number of tender evaluation points to the lowest, and
- d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so, in which case the process set out in this subclause shall be repeated.

5.11.5 Method 4: Financial offer, quality and preferences

In the case of a financial offer, quality and preferences

- a) Score each tender in respect of the financial offer made, the preference claimed, if any, and the quality offered in

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accordance with the provisions of 5.11.7 to 5.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any,

- b) Calculate the total number of tender evaluation points (*TEV*) in accordance with the following formula, unless otherwise stated in the tender data:

$$TEV = NFO + NP + NQ$$

Where

NFO is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7;

NP is the number of tender evaluation points awarded for preferences claimed in accordance with 5.11.8;

NQ is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9,

- c) Rank tender offers from the highest number of tender evaluation points to the lowest, and
 d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points, and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so, in which case the process set out in this subclause shall be repeated.

5.11.6 Decimal places

Score financial offers, preferences and quality, as relevant, to two decimal places.

5.11.7 Scoring financial offers

Score the financial offers using the following formula:

$$NFO = W1 \times A$$

Where

NFO is the number of tender evaluation points awarded for the financial offer;

W1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the tender data;

A is the number calculated using the relevant formula described in Table 1, as stated in the tender data.

Table 1 — Formulae for calculating the value of *A*^a

Formula number	Basis for comparison	Formula
1	Highest price or discount	P/Pm
2	Lowest price or percentage commission or fee	Pm/P
^a	<i>Pm</i> is the comparative offer of the most favourable comparative offer. <i>P</i> is the comparative offer of the tender offer under consideration.	

5.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences.

Calculate the total number of tender evaluation points for preferences (*NP*) claimed in accordance with the provisions of the tender data.

5.11.9 Scoring quality

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the tender data.

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Calculate the total number of tender evaluation points for quality (*NQ*) using the following formula:

$$NQ = W2 \times SO/MS$$

Where

W2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data;

SO is the score for quality allocated to the submission under consideration;

MS is the maximum possible score for quality in respect of a submission.

5.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit, for the tenderer's information, the policies or certificates of insurance (or both) which the conditions of contract identified in the contract data require the employer to provide.

5.13 Acceptance of a tender offer

Accept a tender offer should it be considered not to present any unacceptable commercial risk, only if the tenderer

- a) Is not under restrictions, or has principals who are under restrictions, preventing participation in the employer's procurement,
- b) Can, as necessary and in relation to the proposed contract, demonstrate the possession of the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and personnel, to perform the contract,
- c) Has the legal capacity to enter into the contract,
- d) Is not insolvent, in receivership, bankrupt or being liquidated, does not have affairs administered by a court or a judicial officer, does not have suspended business activities, or is subject to legal proceedings with respect to any of the foregoing,
- e) Complies with the legal requirements, if any, stated in the tender data, and
- f) Is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

5.14 Preparing contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of

- a) Addenda issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the employer and the successful tenderer during the process of offer and acceptance.

Complete the schedule of deviations attached to the form of offer and acceptance, if any.

5.15 Completing adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete the formalities for appointing the selected adjudicator at the same time as the main contract is signed.

5.16 Notice to successful and unsuccessful tenderers

Notify the successful tenderer of the employer's acceptance of the tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

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5.17 Providing copies of the contracts

Provide to the successful tenderer the number of copies stated in the tender data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

5.18 Returning of tender securities

Return tender securities to the successful tenderer and unsuccessful tenderers before the expiry period stated in the tender data or in the tender security.

5.19 Providing written reasons for actions taken

Provide, upon request, written reasons to tenderers for any action that is taken in applying any of this part of ISO 10845, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers and respondents or which might prejudice fair competition between tenderers.

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Part T2: Returnable Schedules

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T2.1: List of Returnable Documents

The complete tender document as received from the employer, together with all additional documentation as requested, must be submitted. No documentation must be removed from the tender document.

The tenderer must complete the following returnable documents:

1 Returnable Schedules required only for tender evaluation purposes

- Resolution of board of directors / members / partners
- Resolution of Board of Directors / Members / Sole Proprietor/ Partners of Partnership (if applicable)
- Special Resolution of Joint Venture Partners
- Record of Addenda to Tender Documents
- Proposed Amendments and Qualifications
- Schedule with information for Quality Evaluation
- Professional Indemnity Insurance Information Schedule

2 Other documents required only for tender evaluation purposes

- An original and valid B-BBEE Status Level verification Certificate or certified copy thereof
- Proof of registration of Closed Corporation or Company or other legal entities applicable to tender - Certified copy
- National Treasury Central Supplier Database (CSD) Registration Report – Compulsory
- Tax Clearance Certificate – Certified copy or PIN to access information
- Proof of professional registration of Civil Engineers with ECSA – Compulsory
- Provide proof of registration if company is a member of CESA (Consulting Engineers South Africa)
- Proof of Professional Indemnity Insurance of R 3 million.

3 Returnable Schedules that will be incorporated into the contract

- Form SBD 1: Invitation to Bid
- Form SBD 4: Declaration of interest
- Form SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2017.
- Form SBD 8: Declaration of Past Supply Chain Management practice
- Form SBD 9: Certificate of independent Bid Determination
- Joint Venture Agreement (if applicable) – The JV agreement must clearly state the role, composition, etc.

4 Other documents that will be incorporated into the contract

Quality information to include:

- **Portfolio/List of Work Experience** with a maximum of 5 (five) projects that were implemented over the past five years or are currently implemented. Portfolio/list to include projects relevant to SANParks civil & structural engineering needs
- **Experience in Green Technology Design experience**
- **Reference letters from clients** on performance of projects (at least 5 reference letters). Each reference letter must have the following information: Client; Description of works, Value of project and Performance level
- **Curriculum Vitae of Staff & Professional Registration certificates** to be dedicated to the SANParks Projects

5 C1.1 Offer and Acceptance (the offer portion of C1.1)

6 C1.2 Contract Data (Part 2)

7 C2.2 Pricing Schedule (As per tender document, completed in black ink)

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T2.2 Returnable Schedules

This returnable schedule needs to be completed if the tenderer is a company or other legal person.

Resolution of Board of Directors / Members / Partners

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

- The Enterprise submits a Tender to the South African National Parks in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as : _____ (Position in the Enterprise)

and who will sign as follows : _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

Note:

- * Delete which is not applicable
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise
- Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

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This returnable schedule needs to be completed if the tenderer is a joint venture. This form must be completed by each partner of the joint venture. The name of the principal partner must be stated under Point 2.

Resolution of Board of Directors / Members / Sole Proprietor/ Partners of Partnership (i.e. of each legal person to comprise the Joint Venture Partnership)

RESOLUTION of a meeting of the Board of *Directors / Members / Sole Proprietor/ Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

3. The Enterprise submits a Tender, in Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Joint Venture)

to the South African National Parks in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

4. The Principal Partner of the Joint Venture will be

(Legally correct full name and registration number, if applicable, of the Principal Partner of Joint Venture)

5. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorized to sign a joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the joint venture, in respect of the project described under item 1 above.

6. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the South African National Parks in respect of the project described under item 1 above.

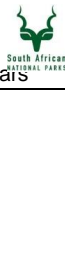
7. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the South African National Parks in respect of the project under item 1 above:

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Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note:

- * Delete which is not applicable
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
- Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

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This returnable schedule needs to be completed if the tenderer is a joint venture.

Special Resolution of Joint Venture Partners

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Joint venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

On _____ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in joint venture partnership to the South African National Parks in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

B. Mr/Mrs/Ms: _____

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in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____
 be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprises in joint venture mentioned above.

- C. The Enterprises constituting the Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of: _____
- D. The Enterprises to the Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Joint Venture deriving from, and in any way connected with, the contract entered into with the South African National Parks in respect of the project described under item A above.
- E. Any of the Enterprises to the Joint Venture intending to terminate the Joint Venture agreement, for whatever reason, shall give the South African National Parks 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the South African National Parks for the due fulfilment of the obligations of the Joint Venture as mentioned under item D above.
- F. No Enterprise to the Joint Venture shall, without the prior written consent of the other Enterprises to the Joint Venture and of the South African National Parks, cede any of its rights or assign any of its obligations under the Joint Venture agreement in relation to the contract with the South African National Parks referred to herein.
- G. The Enterprises choose as the *domicilium citandi et executandi* of the Joint Venture for all purposes arising from the Joint Venture agreement and the contract with the South African National Parks in respect of the project under item A above:

Physical address: _____

 _____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

No	Name	Capacity	Signature
1			
2			
3			
4			
5			

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6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable
2. **NB.** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the Joint Venture submitting this Tender
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Tender exceed the space available above, additional names and signatures must be supplied on a separate page
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Joint venture must be attached to the Special Resolution

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Record of Addenda to tender documents

I / We confirm that the following communications received from the South African National Parks before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Name	Position	Signed

Name of Tenderer	Date

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Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule.

Page	Clause or item	Proposal

Name	Position	Signed

Name of Tenderer	Date

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SCHEDULE WITH QUALITY INFORMATION FOR EVALUATION PURPOSES (TO BE COMPLETED)

No	Criteria	Method of Evaluation	Points
1	EXPERIENCE		60
1.1	EXPERIENCE IN DESIGN OF ROADS & BULK SERVICE INFRASTRUCTURE		50
	<p>Experience in design and implementation of similar civil works i.e.:</p> <ul style="list-style-type: none"> • Experience in applicable gravel road designs and construction thereof. • Experience in applicable paved road design & implementation. • Experience in storm water design & implementation • Experience in water reticulation, purification plants and pump stations designs and implementation • Experience in sewerage plants, reticulation and pump stations and implementation. • Design of structural structures, i.e. bridges <p>The size of the projects to be implemented is R 3 million and R 50 million, and similar projects to be submitted for evaluation purposes.</p> <p>Note: A portfolio/list of projects which describes the projects in detail, explaining the relevance to SANParks requirements i.e. covers the civil & structural fields and typical work requirements of SANParks.</p>	<p>List of projects indicate no experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation, sewer plant & reticulation and structural structures needed by SANParks. Experience in one aspect only. Few projects & size of projects much smaller.</p>	0
		<p>List of projects has little relevance with regards to experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience not shown in all aspects. Size of projects much smaller.</p>	1-20
		<p>List of projects indicate shows some relevance in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience not shown in all aspects. Size of projects similar or smaller</p>	21-30
		<p>List of projects indicate good and adequate experience in design and implementation of the range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience in all aspects. Size of projects similar and larger.</p>	31-40
		<p>List of projects submitted shows excellent relevance to range of civil & structural engineering services to include gravel roads, paved roads, storm water design, water purification & reticulation and sewer plant & reticulation needed by SANParks. Experience extensive in all aspects. Size of projects larger in value.</p>	41-50
<p>Portfolio/list of projects: Please provide documentation to support, i.e. picture/drawing; project value and services rendered (one page per project) of the projects listed below.</p>			

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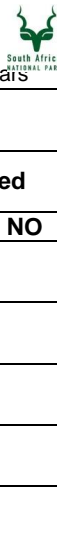
No	Name of project	Client	Short Description of project	Value of Project (Final account)
1				
2				
3				
4				
5				
1.2	“GREEN” TECHNOLOGY DESIGN EXPERIENCE			5
1.2.1	Green technology experience. Please provide a written report (A4 maximum one page) to indicate your approach and understanding of green technology and the application thereof in the civil engineering field. This can be supported by a portfolio of projects to indicate experience and application thereof.	No report submitted.		0
		Report indicates limited understanding of green technology principles.		2
		Report indicates good approach and understanding of green technology principles.		4
		Report indicates excellent approach and understanding of green technology, and application.		5
1.3	REFERENCES			Maximum of 5 Points
1.3.1	References letters from clients on performance of projects. Each reference letter must have: <ul style="list-style-type: none"> • Client • Description of works • Value of project • Performance level Due diligence of information presented will be done by SANParks	Less than two reference letters submitted.		0
		Work performance good & supported by 2 (two) letters.		2
		Work performance good & supported by 3 (three) letters.		3
		Work performance good & supported by 4 (four) letters.		4
		Work performance good & supported by 5 (five) letters.		5

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No	Name of Company	Value of Project	Letter attached		
			YES	NO	
	a)				
	b)				
	c)				
	d)				
	e)				
	f)				
2	CAPACITY			40	
2.1	Number of professionals employed by Civil Engineering company				
2.1.1	Number of professionals as per Engineering Professions Act in permanent employment of company. Company to confirm that employees are in permanent employment. Registration certificates of professional engineers with ECSA – companies MUST submit these certificates Provide abridged Curriculum Vitae & professional registration of each staff member	Engineering Profession	Minimum Number of staff	Points	
		Professional Civil Engineer (Principal) > 10 years' experience – 20 points	1	20	
		Professional Civil Engineer 3 -10 years' experience –12 points	1	12	
		Senior Civil Technologist with 5 years' experience or more – 8 points	1	8	
No	Category	Name of Person	Permanent Employee Yes/No	ECSA Registration No	No of Years' Experience
1	Professional Civil Engineer (Principal) > 10 years' experience				
2	Professional Civil Engineer 3 -10 years' experience				
3	Senior Civil Technologist with 5 years' experience or more				
	TOTAL QUALITY	Experience + Capacity			100

Does your company offer and have experience in Pavement Management Systems (PMS) Mark with X	Yes	No
Does your company use software compatible with electronic offtake software, i.e. DimensionX for bills of quantities preparation?	Yes	No

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LOCALITY

SANParks have 19 National Parks situated across the country and as such need to have service providers that can provide the civil & structural services in the regions identified. The following 5 (five) regions were identified and tenderers have to indicate the region for which a tender is submitted. **This office must be fully staffed with the minimum staff as requested in 2.1.1 under Quality Information.**

SANParks Region	Location	Please indicate with X the Region for which a tender is submitted
Kruger National Park South (Marule Region)	Nelspruit/Whiteriver/Hazyview/Malelane	
Kruger National Park North (Nxanatseni Region)	Phalaborwa/Tzaneen/Giyani/Thohoyandou	
Parks Division: Cape Region	Cape Town	
Parks Division: Frontier Region	George/Port Elizabeth/Knysna	
Parks Division: Northern Region	Pretoria/Johannesburg/Polokwane	
Parks Division: Arid Region	Upington	

Please provide information on the physical location of the office from where the service will be conducted:

Building/Premises	
Street Name & Number	
Town/City	
Postal Code	

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1. QUALIFICATIONS AND EXPERIENCE OF PROPOSED CIVIL & STRUCTURAL ENGINEERING TEAM FOR THE PROJECT

Tenderer to provide name(s), key qualifications and experience of engineering team that will be providing services as requested in selected Region

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2. PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH:

2.1. Current projects:

Project	Place (town)	Reference / Contact person	Contact Tel. No.	Project amount	Project period	Date of commencement	Scheduled date of completion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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2.2. Previous projects:

Project	Place (town)	Reference / Contact person	Contact Tel. No.	Project amount	Project period	Date of commencement	Date of completion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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PROFESSIONAL INDEMNITY INSURANCE

The tenderer must have Professional Indemnity (PI) Insurance in place providing cover in an amount of not less than R 3 000 000 (three million rand) in respect of each and every claim during the period of insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the tenderer is eligible for the prescribed professional indemnity insurance cover should he/she be awarded the contract must be appended to this schedule.

The employer will not award a contract to any tenderer that does not hold the required Professional Indemnity (PI) Insurance.

Where the tendering entity is a joint venture or consortium, each partner or member shall comply with the above-mentioned insurance requirements and the value of the PI insurance shall not be shared between the partners and members.

PROFESSIONAL INDEMNITY INSURANCE		
Name of Insured	Name of Insurer	Limit of Indemnity i.r.o. Each Claim

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SBD 4

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration Number of company, enterprise, close corporation, partnership agreement or trust:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to **YES / NO**

Service Provider

Witness for Service Provider

Employer

Witness for Employer



undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**
Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars:
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars:
.....
.....
.....

2.11 Do you or any of the directors / trustees /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:
.....
.....
.....

[Signature box]

Service Provider

[Signature box]

Witness for Service Provider

[Signature box]

Employer

[Signature box]

Witness for Employer



3 Full details of directors / trustees / members / shareholders.

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

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Service Provider

Witness for Service Provider

Employer

Witness for Employer

SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)
- 1.2 a) The value of this bid is estimated **to not exceed R50 000 000** (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

Service
Provider

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Service
Provider

Employer

Witness for
Employer



- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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Provider

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Witness for
Employer



4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

Service Provider

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Employer

Witness for Employer



iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

Service Provider

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Witness for Employer



8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

Service Provider

Witness for Service Provider

Employer

Witness for Employer

SBD 8**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

Service
Provider

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Provider

Employer

Witness for
Employer



SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

..... **CERTIFY THAT THE
INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**Service
Provider**

**Witness for
Service
Provider**

Employer

**Witness for
Employer**



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**Service
Provider**

**Witness for
Service
Provider**

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**Witness for
Employer**



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (b) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.

³ 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.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

Service Provider

Witness for Service Provider

Employer

Witness for Employer



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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**Service
Provider**

**Witness for
Service
Provider**

Employer

**Witness for
Employer**



2: The Contract

**Service
Provider**

**Witness for
Service
Provider**

Employer

**Witness for
Employer**



Part C1: Agreement and contract data

Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer



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 procurement of:

CONTRACT NO: SP-GK-0086/07: Supply of Civil & Structural Engineering Services in the Regions of SANParks for a period of 3 (three) years

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 authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX FOR COMPARATIVE EVALUATION IS :

.....Rand (in words);

R (in figures)

The above price is for tender evaluation purposes only. Professional fee amount will be confirmed with each project allocation, based on fees and rates offered in this proposal. The appointment will be a term agreement based on the fee proposal submitted as part of this tender.

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning a copy of this acceptance form to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature Date

Name

Capacity

For the tenderer

Name and
address of
organisation

Name and
signature

of witnesses

[Signature box for Service Provider]

Service Provider

[Signature box for Witness for Service Provider]

Witness for Service Provider

[Signature box for Employer]

Employer

[Signature box for Witness for Employer]

Witness for Employer



ACCEPTANCE (NB: TO BE COMPLETED BY SANParks NOT THE TENDERER)

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 contractor the amount due in accordance with 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 agreement)
- Part C2: Pricing data

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the 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 agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed signed acceptance form, including the schedule of deviations (if any). Unless the tenderer (now contractor) 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

Capacity

For the Employer **South African National Parks**
643 Leyds Street
Muckleneuk
0002

Name and signature Date
of witness

Schedule of Deviations

Service Provider

Witness for Service Provider

Employer

Witness for Employer



- 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 tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**Service
Provider**

**Witness for
Service
Provider**

Employer

**Witness for
Employer**



CONTRACT

The Construction Industry Development Board (Cidb) Standard Professional Services Contract (July 2009), Third Edition of Cidb document 1014 will apply to this contract.

**Service
Provider**

**Witness for
Service
Provider**

Employer

**Witness for
Employer**


Part 1: Contract Data completed by the Employer

Clause	Item and data
1	Particulars of Employer Name: South African National Parks Physical Address: 643 Leyds Street, Muckleneuk, PRETORIA Postal address: PO Box 787, PRETORIA, 0001 Telephone: (012) 426 5126
2	The works comprise civil & structural engineering services for the implementation of infrastructure projects on the various programmes and projects implemented by SANParks in 19 National Parks and other projects situated across the country.
3	The site/s will vary according to the project and National Park.
4	The Employer is an organ of State
5	The interest rate applicable is the interest rate on overdraft facilities as charged by First National Bank to SANParks.
6	The law applicable to the agreement shall be that of the Republic of South Africa.
7	Public liability insurance to be effected by the Service Provider for at least R 3 million.

Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer



Part 2: Contract Data completed by the Service Provider

Clause	Description / Wording
1.	The Service Provider is:
1.	The Service Provider's address for receipt of communications and notices is: Address (Postal): Address (Physical): Telephone Number (Work): Telephone Number (After Hours): Facsimile Number: Electronic Mail Address (E-mail):

Service Provider

Witness for Service Provider

Employer

Witness for Employer



Clause	Description / Wording																		
5.3	<p>The authorised and designated representative of the Service Provider is:</p> <p>Name:</p> <p>The postal address for receipt of communications is:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone No:</p> <p>Cellular Phone No:</p> <p>Facsimile No:</p> <p>Electronic Mail Address (E-mail):</p>																		
5.5 and 7.1.2	<p>The Key Persons and their functions in relation to the Services are:</p> <table border="1" data-bbox="331 1111 1399 1823"> <thead> <tr> <th data-bbox="339 1111 863 1146"><i>Name</i></th> <th data-bbox="871 1111 1391 1146"><i>Specific Duties</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	<i>Name</i>	<i>Specific Duties</i>																
<i>Name</i>	<i>Specific Duties</i>																		

Service Provider

Witness for Service Provider

Employer

Witness for Employer



Part C2: Pricing data

Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer



C2.1 Pricing Instructions

1. All tenderers to price the project included. The price will be used for comparative price evaluation purposes.
2. Tenderers to complete the Pricing Schedule in full:
 - a. Comparative Percentage fee based on the cost of works.
The price submitted, must supported by a **detailed fee proposal** to demonstrate the understanding requirements of this tender. This can be a separate sheet,
 - b. Additional Services – Construction Monitoring
 - c. Time based fees – complete the schedule provided
 - d. Acknowledgement of application of Disbursements as per the Department of Public Works – complete the questions to acknowledge application of disbursements

Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer



C2.2 Pricing Schedule

**Service
Provider**

**Witness for
Service
Provider**

Employer

**Witness for
Employer**



C2.2 PRICING SCHEDULE

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

NOTE: The tenderer document requires the submission of a **fee proposal** on a **Cost of Works**, based on the project below. **Tenderers to include detail calculation of Cost of Works Fees**

Normal Services

- Project Situation and Engineering Effort: Less effort
- Civil Projects: Influencing factors: Less effort

No	Description	No of units	Unit cost	Total
1	Upgrade of gravel roads (km)	15	R 780,000	R 11,700,000
2	Construct new tar road (km)	5	R 1,500,000	R 7,500,000
3	Low level bridge	2	R 3,500,000	R 7,000,000
	Sub-Total			R 26,200,000
	VAT (15%)			R 3,930,000
	Total			R 30,130,000

Additional services: Construction monitoring for a period of 12 months

- Level 3: Full-time Construction Monitoring
- Staff requirement: Civil engineer technician with at least 5 yrs experience
- Period of construction monitoring: 12 months
- Site Allowances and actual expenses: To be included (travel, S&T) for a project 250km away from your offices. Accommodation to be made available by SANParks

A. Financial – Cost of Works Fee

Item No.	ITEM	Percentage	AMOUNT
1	Fee – Normal Services		
2	Additional services: Level 3 Construction Monitoring for 12 months		
	Total Fee		
	% Discount (if applicable)		
	Total Adjusted Fee		
	Value Added Tax (15%)		
	TOTAL (Please transfer to Form of Offer on Page 62 This price will be used for tender evaluation for comparative price purposes only)		

<u>Discount</u>	Yes	No
Note: If a % Discount is offered for the Cost of Works Fee, it is considered to be a standing discount for the duration of the contract.		
Confirm discount offered for Contract Period (%)		

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B. Time based fees

No	Position	Rate per Hour
1	Professional Civil Engineer (Principal) > 10 years' experience	
2	Professional Civil Engineer 3 -10 years' experience	
3	Senior Civil Technologist with 5 years' experience or more	
4		
5		

C. Disbursements

<p>Disbursements The "Rates of Reimbursable Expenses" of the National Department of Public Works will apply for:</p> <ul style="list-style-type: none"> • Typing & duplicating • Drawing duplication • Travelling costs (km rates) limited to vehicles with a 2500cc capacity and smaller. <p>Should your company wish to submit different rates, this must be done as part of the fee proposal</p>	<p>I accept that Dept. of Public Works rates will apply for Disbursements as stated. Please tick relevant box</p>	<p>YES</p>	<p>NO</p>
<p>Daily Allowance The SANParks Subsistence Allowance for daily rates will apply, i.e. R 330/day for 12 hours or more.</p> <p>This rate will be changed to align with any new rate approved for SANParks.</p>	<p>I accept that SANParks Subsistence Allowance for daily rates will apply</p>	<p>YES</p>	<p>NO</p>
<p>Travel time Project cost-based fee: Travel time will be remunerated at 50% of hourly rate for travel greater than 1 hour and 50km per trip (2 hours and 100km per return trip)</p> <p>Should your company wish to submit a different proposal, please indicate below:</p>	<p>I accept that SANParks Subsistence Allowance for daily rates will apply</p>	<p>YES</p>	<p>NO</p>
<p>Alternative proposal for Travel time:</p>			

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STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014)



Pretoria
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PREFACE

The Standard Professional Services Contract has been prepared for use by Employers when they engage firms or individuals (Service Providers) for the performance of knowledge-based expertise provided on the basis of trust.

This document is intended to be used with the procurement documents prepared in accordance with the provisions of SANS 10403: Formatting and Compilation of Construction Procurement Documents

**Service
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Employer

**Witness for
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Contents

1. DEFINITIONS 78

2. INTERPRETATION 79

3. GENERAL 79

 3.1 Governing law 79

 3.2 Change in legislation 80

 3.3 Language 80

 3.4 Notices 80

 3.5 Location 80

 3.6 Publicity and publication 80

 3.7 Confidentiality 80

 3.8 Variations 80

 3.9 Changes to the Contract Price or Period of Performance 81

 3.10 Sole agreement 81

 3.11 Indemnification 81

 3.12 Penalty 81

 3.13 Equipment and materials furnished by the Employer 82

 3.14 Illegal and impossible requirements 82

 3.15 Programme 82

 3.16 Price adjustment to time-based fees for inflation 82

4. EMPLOYER’S OBLIGATIONS 83

 4.1 Information 83

 4.2 Decisions 83

 4.3 Assistance 83

 4.4 Services of Others 83

 4.5 Notification of material change or defect 83

 4.6 Issue of instructions 84

 4.7 Payment of Service Provider 84

5. SERVICE PROVIDER’S OBLIGATIONS 84

 5.1 General 84

 5.2 Exercise of authority 84

 5.3 Designated representative 84

 5.4 Insurances to be taken out by the Service Provider 84

 5.5 Service Provider’s actions requiring Employer’s prior approval 84

 5.6 Co-operation with Others 85

 5.7 Notice of change by Service Provider 85

6. CONFLICTS OF INTEREST 85

 6.1 Service Provider not to benefit from commissions, discounts, etc. 85

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Provider**

Employer

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Employer**



6.2 Royalties and the like 85

6.3 Independence 85

7. SERVICE PROVIDER’S PERSONNEL 85

7.1 General..... 85

7.2 Provision of Personnel in terms of a Personnel Schedule 86

8. COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION 86

8.1 Commencement of Services 86

8.2 Completion 86

8.3 Force Majeure 87

8.4 Termination 87

8.5 Suspension 88

8.6 Rights and liabilities of the Parties 88

9. OWNERSHIP OF DOCUMENTS AND COPYRIGHT 88

10. SUCCESSION AND ASSIGNMENT 89

11. SUBCONTRACTING 89

12. RESOLUTION OF DISPUTES..... 90

12.1 Settlement 90

12.2 Mediation..... 90

12.3 Adjudication..... 90

12.4 Arbitration 91

13. LIABILITY 91

13.1 Liability of the Service Provider..... 91

13.2 Liability of the Employer 91

13.3 Compensation 91

13.4 Duration of Liability..... 92

13.5 Limit of Compensation 92

13.6 Indemnity by the Employer 92

13.7 Exceptions..... 92

14. REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER..... 92

15 AMOUNTS DUE TO THE EMPLOYER 93

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GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS

In the Contract, the following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are signified in the text of the Contract by the use of capital initial letters.

Contract

The Contract signed by the Parties and of which these General Conditions of Contract form part.

Contract Data

Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract.

Contract Price

The price to be paid for the performance of the Services in accordance with the Pricing Data.

Day

A calendar day.

Defect

A part of the Services, as performed, which does not comply with the requirements of the Contract.

Deliverable

Any measurable, tangible, verifiable outcome, result or item that must be produced or completed;

Employer

The contracting party named in the Contract who employs the Service Provider.

Force Majeure

An event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

Key Persons

Persons who are named as such in the Contract Data who will be engaged in the performance of the Services.

Others

Persons or organisations who are not the Employer, the Service Provider or any employee, Subcontractor, or supplier of the Service Provider.

Parties

The Employer and the Service Provider.

Period of Performance

The period within which the Services are to be performed and completed, commencing from the Start Date.

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Personnel

Persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof.

Personnel Schedule

A schedule naming all Personnel and Key Persons.

Pricing Data

Data that establishes the criteria and assumptions that were taken into account when developing the Contract Price and the record of the components that make up the Contract Price.

Project

The project named in the Contract Data for which the Services are to be provided.

Scope of Work

The document which defines the Employer's objectives and requirements and specifies the Services which must, or may, be provided under the Contract.

Service Provider

The contracting party named in the Contract Data who is employed by the Employer to perform the Services described in the Contract, and legal successors to the Service Provider and legally permitted assignees.

Services

The work to be performed by the Service Provider pursuant to the Contract as described in the Scope of Work.

Start date

The date on which the Services are to commence. as stated in the Contract Data

Subcontractor

A person or body corporate who enters into a subcontract with the Service Provider to perform part of the Services.

2. INTERPRETATION

2.1 Unless inconsistent with the context, an expression which denotes:

- a) any gender includes the other genders;
- b) a natural person includes a juristic person and vice versa;
- c) the singular includes the plural and vice versa.

2.2 If there is any conflict between the provisions of these General Conditions of Contract and the Contract Data, the provisions of the Contract Data shall prevail.

2.3 The clause headings shall not limit, alter or affect the meaning of the Contract.

3. GENERAL

3.1 Governing law

Law governing the Contract shall be the law of the Republic of South Africa.

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Service
Provider

Employer

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Employer



3.2 Change in legislation

If after the commencement of the Contract, the cost or duration of the Services is altered as a result of changes in, or additions to, any statute, regulation or bye-law, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 14 Days of first having become aware of the change, the Service Provider furnished the Employer with detailed justification for the adjustment to the Contract Price or Period of Performance (or both).

3.3 Language

3.3.1 The language of the Contract and of all communications between the Parties shall be English.

3.3.2 All reports, recommendations and reports prepared by the Service Provider under the Contract shall be in English.

3.4 Notices

3.4.1 Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data, when sent by e-mail or facsimile to such Party.

3.4.2 A Party may change its address for receipt of communications by giving the other Party 30 Days advance notice of such change.

3.5 Location

The Services shall be performed at such locations as are specified in the Contract Data, and where the location of a particular task is not so specified, at such locations as the Employer may approve.

3.6 Publicity and publication

Unless otherwise stated in the Contract Data, the Service Provider shall not release public or media statements or publish material related to the Services or Project within two (2) years of completion of the Services without the written approval of the Employer, which approval by the Employer shall not be unreasonably withheld.

3.7 Confidentiality

Both parties shall keep all sensitive information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other Party.

3.8 Variations

3.8.1 The Employer may, without changing the objectives or fundamental scope of the Contract, order variations to the Services in writing or may request the Service Provider to submit proposals, including the time and cost implications, for variations to the Services.

3.8.2 The reasonable cost of preparation and submission of such proposals and the incorporation into the Contract of any variations to the Services ordered by the Employer, including any change in the Contract Price, shall be agreed between the Service Provider and the Employer.

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Service Provider

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Witness for Service Provider

[Signature box for Employer]

Employer

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Witness for Employer



3.8.3 Where a variation is necessitated by default or breach of Contract by the Service Provider, any additional cost attributable to such variation shall be borne by the Service Provider.

3.9 Changes to the Contract Price or Period of Performance

3.9.1 The Service Provider is entitled to apply to the Employer for a change in Contract Price or the Period of Performance in the event that:

- a) a change in legislation takes place in accordance with the provisions of Clause 3.2;
- b) a variation to the Services is made in accordance with the provisions of Clause 3.8;
- c) the Employer or Others do not perform an action, provide access to people, places or things or perform work in accordance with the programme (see Clause 3.15);
- d) the contract is suspended in accordance with the provisions of Clause 8.5;
- e) the contract is restarted following a suspension; or
- f) an event occurs which neither Party could prevent and which prevents the Service Provider from completing the Services or a part thereof

3.9.2 The Service Provider shall submit proposals to change the Contract Price or the Period for Completion (or both) to the Employer within 6 weeks of becoming aware of an event described in 3.9.1 occurring, failing which, the Service Provider shall not be entitled to a change in the Contract Price or Period of Performance.

3.9.3 The Employer shall assess the changes to the Contract Price on the effect of the event on the Services based on time-based fees.

3.9.4 The Employer shall assess the changes to the Period of Performance on the basis of the time that planned completion as shown on the latest approved programme is delayed.

3.10 Sole agreement

The Contract constitutes the sole agreement between the Parties for the performance of the Services and any representation not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing and signed by both Parties.

3.11 Indemnification

The Service Provider shall, at his own expense, indemnify, protect and defend the Employer, its agents and employees, from and against all actions, claims, losses and damage arising from any negligent act or omission by the Service Provider in the performance of the Services, including any violation of legal provisions, or rights of others, in respect of patents, trademarks and other forms of intellectual property such as copyrights.

3.12 Penalty

3.12.1 If due to his negligence, or for reasons within his control, the Service Provider does not perform the Services within the Period of Performance, the Employer shall without prejudice to his other remedies under the Contract or in law, be entitled to levy a penalty for every Day or part thereof, which shall elapse between the end of the period specified for performance, or an extended Period of Performance, and the actual date of completion, at the rate and up to the maximum amount stated in the Contract Data.

3.12.2 If the Employer has become entitled to the maximum penalty amount referred to in 3.12.1, he may after giving notice to the Service Provider :

- a) terminate the Contract
- b) complete the Services at the Service Provider's cost.

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Service Provider

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Witness for Service Provider

[Signature box for Employer]

Employer

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Witness for Employer



3.13 Equipment and materials furnished by the Employer

3.13.1 Equipment and materials made available to the Service Provider by the Employer, or purchased by the Service Provider with funds provided by the Employer for the performance of the Services shall be the property of the Employer and shall be marked accordingly. Upon termination or expiration of the Contract, the Service Provider shall make available to the Employer an inventory of such equipment and materials and shall dispose of them in accordance with the Employer's instructions.

3.13.2 The Service Provider shall, at his own expense, insure the equipment and materials referred to in 3.13.1 for their full replacement value.

3.14 Illegal and impossible requirements

The Service Provider shall notify the Employer immediately, on becoming aware that the Contract requires him to undertake anything which is illegal or impossible.

3.15 Programme

3.15.1 The Service Provider shall, within the time period set out in the Contract Data and whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, *inter alia*, include:

- a) the order and timing of operations by the Service Provider and any actions, access to people, places and things and work required of the Employer and Others;
- b) the dates by which the Service Provider plans to complete work needed to allow the Employer and

Others to undertake work required of them;

c) provisions for float;

d) the planned completion of the Services or part thereof in relation to a Period of Performance; and

e) other information as required in terms of the Scope of Work or Contract Data.

3.15.2 The Employer may, during the course of the Contract, request the Service Provider to amend the programme. Where this is not practicable, the Service Provider shall advise the Employer accordingly and advise him of alternative measures, if any, which might be taken.

3.15.3 A programme shall be deemed to be approved if the Employer fails to approve such programme or give reasons for not approving a programme within three weeks of receipt of a request by the Service Provider to approve a programme.

3.15.3 The Service Provider shall update the programme:

- a) unless otherwise stated in the Contract Data, every three months to reflect actual progress to date;
- b) whenever a change in Period of Performance or Contract Price is applied for; and
- c) whenever a change in the Period of Performance is changed by the Employer and submit such revised programme to the Employer for approval.

3.16 Price adjustment to time-based fees for inflation

3.16.1 Time-based fees which are stated in the Pricing Data as a unique rate and are not calculated by multiplying the total annual cost of employment contained, shall unless otherwise stated in the Contract Data, be adjusted in terms of 3.16.2 on each anniversary of the Starting Date.

3.16.2 The adjustment to the time-based fees shall be equal to:

$(CPI_n - CPI_s) / CPI_s$ where CPI_s = the indices specified in the Contract Data during the month in which the start date falls

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Employer

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Witness for Employer



CPI_n = the latest indices specified in Contract Data during the month in which the anniversary of the Start Date falls.

4. EMPLOYER’S OBLIGATIONS

4.1 Information

4.1.1 The Employer shall timeously provide to the Service Provider, free of cost, all available information and data in the Employer’s possession which may be required for the performance of the Services.

4.1.2 The Employer shall provide the Service Provider with reasonable assistance required in obtaining other relevant information that the latter may require in order to perform the Services.

4.2 Decisions

The Employer shall, within a reasonable time, give his decision on any matter properly referred to him in writing by the Service Provider so as not to delay the performance of Services.

4.3 Assistance

4.3.1 The Employer shall co-operate with the Service Provider and shall not interfere with or obstruct the proper performance of the Services. The Employer shall as soon as practicable:

- a) authorise the Service Provider to act as his agent insofar as may be necessary for the performance of the Services;
- b) provide all relevant data, information, reports, correspondence and the like, which become available;
- c) procure the Service Provider’s ready access to premises, or sites, necessary for the performance of the Services;
- d) assist in the obtaining of all approvals, licenses and permits from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise stated in the Contract Data;

4.3.2 Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority in giving instructions and receiving communications on the Employer’s behalf and interpreting and defining the Employer’s policies and requirements in regard to the Services.

4.4 Services of Others

The Employer shall, at his own cost, engage such Others as may be required for the execution of work not included in the Services, but which is necessary for the completion of the Project.

4.5 Notification of material change or defect

The Employer shall immediately advise the Service Provider on becoming aware of:

- a) any matter other than a change in legislation which will materially change, or has changed the Services; or
- b) a material defect or deficiency in the Services.

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Employer

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Witness for Employer



4.6 Issue of instructions

Where the Service Provider is required to administer the work or services of Others, or any contract or agreement, on behalf of the Employer, then the Employer shall issue instructions related to such work, services, contract or agreement only through the Service Provider.

4.7 Payment of Service Provider

The Employer shall pay the Service Provider the Contract Price in accordance with the provisions of the Contract.

5. SERVICE PROVIDER’S OBLIGATIONS

5.1 General

5.1.1 The Service Provider shall perform the Services in accordance with the Scope of Work with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

5.1.2 If the Service Provider is a joint venture or consortium of two or more persons, the Service Provider shall designate one person to act as leader with authority to bind the joint venture or consortium. Neither the composition nor the constitution of the joint venture or consortium shall be altered without the prior consent in writing of the Employer, which shall not be unreasonably withheld.

5.2 Exercise of authority

The Service Provider shall have no authority to relieve Others appointed by the Employer to undertake work or services on the Project of any of their duties, obligations, or responsibilities under their respective agreements or contracts, unless expressly authorised by the Employer in response to an application by the Service Provider in writing to do so.

5.3 Designated representative

Unless otherwise communicated, the authorised and designated person named in the Contract Data has complete authority to receive instructions from and give information to the Employer on behalf of the Service Provider.

5.4 Insurances to be taken out by the Service Provider

5.4.1 The Service Provider shall as a minimum and at his own cost take out and maintain in force all such insurances as are stipulated in the Contract Data.

5.4.2 The Service Provider shall, at the Employer’s request, provide evidence to the Employer showing that the insurance required in terms of Clause 5.4.1 has been taken out and maintained in force.

5.5 Service Provider’s actions requiring Employer’s prior approval

The Service Provider shall obtain the Employer’s prior approval in writing before taking, inter alia, any of the following actions:

- a) appointing Subcontractors for the performance of any part of the Services,
- b) appointing Key Persons not listed by name in the Contract Data.
- c) any other action that may be specified in the Contract Data.

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Service Provider

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Witness for Service Provider

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Employer

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Witness for Employer



5.6 Co-operation with Others

If the Service Provider is required to perform the Services in co-operation with Others he may make recommendations to the Employer in respect of the appointment of such Others. The Service Provider shall, however, only be responsible for his own performance and the performance of Subcontractors unless otherwise provided for.

5.7 Notice of change by Service Provider

On becoming aware of any matter which will materially change or has changed the Services, the Service Provider shall within 14 Days thereof give notice to the Employer.

6. CONFLICTS OF INTEREST

6.1 Service Provider not to benefit from commissions, discounts, etc.

The remuneration of the Service Provider under the Contract shall constitute the Service Provider's sole remuneration in connection with the Contract, or the Services, and the Service Provider shall not accept for his own benefit any trade commission, discount, or similar payment in connection with activities pursuant to the Contract, or in the discharge of his obligations under the Contract, and shall use his best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them shall, similarly, not receive any additional remuneration.

6.2 Royalties and the like

The Service Provider shall not have the benefit, whether directly or indirectly, of any royalty or of any gratuity or commission in respect of any patented or protected article or process used in or for the purposes of the Contract, or Project, unless so agreed by the Employer in writing.

6.3 Independence

The Service Provider shall refrain from entering into any relationship which could be perceived as compromising his independence of judgement, or that of Subcontractors or Personnel.

7. SERVICE PROVIDER'S PERSONNEL

7.1 General

7.1.1 The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services.

7.1.2 Where required in terms of the Contract, the Service Provider shall provide Key Persons as listed in the Contract Data to perform specific duties. If at any time, a particular Key Person cannot be made available, the Service Provider may engage a replacement who is equally or better qualified to perform the stated duty, subject to the Employer's approval, which approval shall not be unreasonably withheld.

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Witness for
Employer



7.1.3 Where the fees for the Services are time-based, the fee payable for a person provided as a replacement to a named Key Person shall not exceed that which would have been payable to the person replaced.

7.1.4 The Service Provider shall bear all additional costs arising out of or incidental to replacement of Personnel, except where such replacement is otherwise provided for in the Contract.

7.1.5 The Service Provider shall take all measures necessary and shall provide all materials and equipment necessary to enable Personnel to perform their duties in an efficient manner.

7.2 Provision of Personnel in terms of a Personnel Schedule

7.2.1 The Service Provider shall, where required in terms of the Contract Data, provide appropriate Personnel for such time periods as required in terms of the Contract and enter all data pertaining to Personnel including titles, job descriptions, qualifications and estimated periods of engagement on the performance of the Services in the Personnel Schedule.

7.2.2 Where the Service Provider proposes to utilise a person not named in the Personnel Schedule, he shall submit the name, relevant qualifications and experience of the proposed replacement person to the Employer for approval. Should the Employer not object in writing within 10 Days of receipt of such notification, the replacement shall be deemed to have been approved by the Employer.

7.2.3 The Services shall be performed by the Personnel listed in the Personnel Schedule for the periods of time indicated therein. The Service Provider may, subject to the approval of the Employer, make such adjustments to the data provided in terms of Clause 7.2.1 above as may be appropriate to ensure the efficient performance of the Services, provided that the adjustments will not cause payments to exceed any limit placed on the Contract Price.

7.2.4 The Service Provider shall, if required in terms of Clause 7.2.1:

- a) forward to the Employer for approval, within 15 Days of the award of the Contract, the Personnel Schedule and a timetable for the placement of Personnel.
- b) inform the Employer of the date of commencement and departure of each member of Personnel during the course of the Project.
- c) submit to the Employer for his approval a timely request for any proposed change to Personnel, or timetables.

8. COMMENCEMENT, COMPLETION, MODIFICATION, SUSPENSION AND TERMINATION

8.1 Commencement of Services

The Service Provider shall commence the performance of the Services within the period stated in the Contract Data.

8.2 Completion

8.2.1 Unless terminated in terms of the Contract, or otherwise specified in the Contract Data, the Contract shall be concluded when the Service Provider has completed all Deliverables in accordance with the Scope of Work.

8.2.2 The Service Provider may request an extension to the Period of Performance if he is or will be delayed in completing the Contract by any of the following causes:

- a) additional Services ordered by the Employer;

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Service Provider

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Witness for Service Provider

[Signature box for Employer]

Employer

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Witness for Employer



- b) failure of the Employer to fulfil his obligations under the Contract;
- c) any delay in the performance of the Services which is not due to the Service Provider’s default;
- d) *Force Majeure*; or
- e) suspension.

8.2.3 The Service Provider shall within 14 Days of becoming aware that a delay may occur or has occurred, notify the Employer of his intention to make a request for the extension of the Period of Performance to which he considers himself entitled and shall within 30 days after the delay ceases deliver to the Employer full and detailed particulars of the request.

8.2.4 The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, or inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in terms of Clause 12.

8.3 Force Majeure

8.3.1 The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of *Force Majeure*, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to meet the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.

8.3.2 In the event that the performance of the Services has to be suspended on the grounds of *Force Majeure*, the Period of Performance shall be extended by the extent of the delay plus a reasonable period for the resumption of work.

8.3.3 During the period of his inability to perform the Services as a result of an event of *Force Majeure*, the Service Provider shall be entitled to any payment due in terms of the Contract and shall be reimbursed for additional costs reasonably and necessarily incurred by him in suspending, delaying and re-activating the performance of the Services.

8.4 Termination

8.4.1 The Employer may terminate the Contract:

- (a) where the Services are no longer required;
- (b) where the funding for the Services is no longer available;
- (c) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within thirty (30) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;
- (d) if the Service Provider becomes insolvent or liquidated; or
- (e) if, as the result of *Force Majeure*, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days;

8.4.2 The Employer shall give the Service Provider not less than thirty (30) Days written notice of any termination made in terms of 8.4.1 (a) or (b).

8.4.3 The Service Provider may terminate the Contract, by giving not less than thirty (30) Days written notice to the Employer after the occurrence of any of the following events:

Service Provider

Witness for Service Provider

Employer

Witness for Employer



- (a) if the Employer fails to pay any monies due to the Service Provider in terms of the Contract and not subject to dispute pursuant to Clause 12 within forty-five (45) Days after receiving written notice from the Service Provider that such payment is overdue;
- or
- (b) if, as the result of *Force Majeure*, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; or
- (c) when the Services have been suspended under Clause 8.5 and the period of suspension exceeds the period stated in the Contract Data, or it is clear to the Service Provider that it will be impossible or impractical to resume the suspended Services before the period of suspension has exceeded the period stated in the Contract Data;
- or
- (d) if the Employer is in material breach of a term of the Contract and fails to rectify such breach within 30 Days of the receipt of written notice requiring him to do so.

8.4.4 Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in terms of the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (c) and (d) of Clause 8.4.1.

8.4.5 Should the Service Provider, being an individual or the last surviving principal of a partnership or body corporate, die or be prevented by illness or any other circumstances beyond his control from performing the obligations implied by the Contract, the Contract shall be terminated without prejudice to the accrued rights of either Party against the other.

8.5 Suspension

8.5.1 The Employer may temporarily suspend all or part of the Services by notice to the Service Provider who shall immediately make arrangements to stop the performance of the Services and minimise further expenditure.

8.5.2 When Services are suspended, the Service Provider shall be entitled to pro-rata payment for the Services carried out and reimbursement of all reasonable cost incident to the prompt and orderly suspension of the Contract.

8.6 Rights and liabilities of the Parties

Completion, suspension or termination of the Contract shall not prejudice or affect the accrued rights or liabilities of the Parties.

9. OWNERSHIP OF DOCUMENTS AND COPYRIGHT

9.1 Copyright of all documents prepared by the Service Provider in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to Project shall be vested in the party named in the Contract Data. Where copyright is vested in the Service Provider, the Employer shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the Project and need not obtain the Service Provider’s permission to copy for such use. Where copyright is vested in the Employer, the Service Provider shall not be liable in any way for the use of any of the information other than as originally intended for the Project and the Employer hereby indemnifies the Service Provider against any claim which may be made against him by any party arising from the use of such documentation for other purposes.

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9.2 The ownership of data and factual information collected by the Service Provider and paid for by the Employer shall, after payment by the Employer, lie with the Employer.

9.3 The Employer shall have no right to use any documents prepared by the Service Provider whilst the payment of any fees and expenses due to the Service Provider in terms of the Contract is overdue.

10. SUCCESSION AND ASSIGNMENT

10.1 Except as defined in Clause 8.4.4 above, each Party binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other Party and to the other partners, successors, executors, administrators, assigns and legal representatives of the other Party in respect of all obligations and liabilities of the Contract.

10.2 An assignment shall be valid only if it is a written agreement by which the Service Provider transfers his rights and obligations under the Contract, or part thereof, to others.

10.3 The Service Provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder, except in the following cases :

- (a) by a charge in favour of the Service Provider’s bankers of any monies due or to become due under the Contract; or
- (b) by assignment to the Service Provider’s insurers of the Service Provider’s right to obtain relief against any other person liable in cases where the insurers have discharged the Service Provider’s loss or liability.

10.4 The approval of an assignment by the Employer shall not relieve the Service Provider of his obligations for the part of the Contract already performed or the part not assigned.

10.5 If the Service Provider has assigned his Contract or part thereof without authorization, the Employer may forthwith terminate the Contract and the third party will have no claim against the Employer resulting from such termination.

11. SUBCONTRACTING

11.1 A Service Provider may not subcontract any work which he has the skill and competency to perform, unless otherwise permitted in the Contract Data.

11.2 A subcontract, where permitted in terms of the Contract Data, shall be valid only if it is a written agreement by which the Service Provider entrusts performance of a part of the Services to Others.

11.3 The Service Provider shall not subcontract to nor engage a Subcontractor to perform any part of the Services without the prior written authorization of the Employer. The services to be sub-contracted and the identity of the Subcontractor shall be notified to the Employer. The Employer shall, within 14 Days of receipt of the notification and a full motivation why such services are to be subcontracted, notify the Service Provider of his decision, stating reasons, should he withhold such authorization. If the Service Provider enters into a subcontract with a Subcontractor without prior approval, the Employer may forthwith terminate the Contract.

11.4 The Employer shall have no contractual relationships with Subcontractors. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service

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Provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.

11.5 The Service Provider shall advise the Employer without delay of the variation or termination of any subcontract for performance of all or part of the Services.

11.6 The Service Provider shall be responsible for the acts, defaults and negligence of Subcontractors and their agents or employees in the performance of the Services, as if they were the acts, defaults or negligence of the Service Provider, his agents or employees. Approval by the Employer of the subcontracting of any part of the Contract or of the engagement by the Service Provider of Subcontractors to perform any part of the Services shall not relieve the Service Provider of any of his obligations under the Contract.

12. RESOLUTION OF DISPUTES

12.1 Settlement

12.1.1 The Parties shall negotiate in good faith with a view to settling any dispute or claim arising out of or relating to the Contract and may not initiate any further proceedings until either Party has, by written notice to the other, declared that such negotiations have failed.

12.1.2 Any dispute or claim arising out of or relating to the Contract which cannot be settled between the Parties shall in the first instance be referred by the Parties to either mediation or adjudication as provided for in the Contract Data

12.2 Mediation

12.2.1 If the Contract Data does not provide for dispute resolution by adjudication, not earlier than 14 Days after having advised the other Party, in terms of Clause 12.1, that negotiations in regard to a dispute have failed, an aggrieved Party may require that the dispute be referred, without legal representation, to mediation by a single mediator. The mediator shall be selected by agreement between the Parties, or, failing such agreement, by the person named for this purpose in the Contract Data. The costs of the mediation shall be borne equally by the Parties.

12.2.2 The mediator shall convene a hearing of the Parties and may hold separate discussions with any Party and shall assist the Parties in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and advice. The Parties shall record such agreement in writing and thereafter they shall be bound by such agreement.

12.2.3 The mediator is authorised to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Parties.

12.2.4 If either Party is dissatisfied with the opinion expressed by the mediator or should the mediation fail, then such Party may require that the dispute be referred to arbitration or litigation in a competent civil court, as provided for in the Contract Data.

12.3 Adjudication

12.3.1 If the Contract Data does not provide for dispute resolution by mediation, an aggrieved Party may refer the dispute to adjudication. Adjudication shall be in accordance with the latest edition of the separately published CIDB Adjudication Procedures.

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12.3.2 The adjudicator shall be appointed in terms of the Adjudicator’s Agreement bound in the Construction Industry Development Board’s Adjudication Procedure.

12.3.3 The Adjudicator shall be any person agreed to by the parties or, failing such agreement, shall be nominated by the person named in the Contract Data. The Adjudicator shall be appointed in accordance with the Adjudicator’s Agreement contained in the CIDB Adjudication Procedure.

12.3.4 If a Party is dissatisfied with the decision of the Adjudicator, the Party may give the other Party notice of dissatisfaction within 28 Days of the receipt of that decision and refer the dispute to arbitration or litigation in a competent civil court as provided for in the Contract Data. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties.

12.4 Arbitration

12.4.1 Arbitration, where provided for in the Contract Data, shall be by a single arbitrator in accordance with the provisions of the Arbitration Act of 1965 as amended and shall be conducted in accordance with such procedure as may be agreed between the Parties or, failing such agreement, in accordance with the Rules for the Conduct of Arbitrations published by the Association or Arbitrators current at the date the arbitrator is appointed.

12.4.2 The arbitrator shall be mutually agreed upon or, failing agreement, to be nominated by the person named in the Contract Data.

13. LIABILITY

13.1 Liability of the Service Provider

13.1.1 The Service Provider shall be liable to the Employer arising out of or in connection with the Contract if a breach of Clause 5.1 is established against him.

13.1.2 The Service Provider shall correct a Defect on becoming aware of it. If the Service Provider does not correct a Defect within a reasonable time stated in a notification and the Defect arose from a failure of the Service Provider to comply with his obligation to provide the Services, the Service Provider shall pay to the Employer the amount which the latter assesses as being the cost of having such Defect corrected by Others.

13.1.3 All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance stated in the Contract Data, if any.

13.2 Liability of the Employer

The Employer shall be liable to the Service Provider arising out of or in connection with the Contract if a breach of an obligation of his in terms of the Contract is established. The Service Provider shall have no separate delictual right of action against the Employer.

13.3 Compensation

If it is established that either Party is liable to the other, compensation shall be payable only on the following terms:

(a) Compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of the breach.

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(b) In any event, the amount of compensation will be limited to the amount specified in Clause 13.5.

13.4 Duration of Liability

Notwithstanding the terms of the Prescription Act No. 68 of 1969 (as amended) or any other applicable statute of limitation neither the Employer nor the Service Provider shall be held liable for any loss or damage resulting from any occurrence unless a claim is formally made within the period stated in the Contract Data or, where no such period is stated, within a period of three years from the date of termination or completion of the Contract.

13.5 Limit of Compensation

13.5.1 Unless otherwise indicated in the Contract Data, the maximum amount of compensation payable by either Party to the other in respect of liability under the Contract is limited to:

- a) the sum insured in terms of 5.4 in respect of insurable events; and
- b) the sum stated in the Contract Data or, where no such amount is stated, to an amount equal to twice the amount of fees payable to the Service Provider under the Contract, excluding reimbursement and expenses for items other than salaries of Personnel, in respect of non-insurable events.

13.5.2 Each Party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amount payable.

13.5.3 If either Party makes a claim for compensation against the other Party and this is not established, the claimant shall reimburse the other for his reasonable costs incurred as a result of the claim or if proceedings are initiated in terms of Clause 12 for such costs as may be awarded.

13.6 Indemnity by the Employer

Unless otherwise indicated in the Contract Data, the Employer shall indemnify the Service Provider against all claims by third parties which arise out of or in connection with the performance of the Services save to the extent that such claims do not in the aggregate exceed the limit of compensation in Clause 13.5, if applicable, or are covered by the insurances arranged under the terms of Clause 5.4.

13.7 Exceptions

13.7.1 Clauses 13.5 and 13.6 shall not apply to claims arising from deliberate misconduct.

13.7.2 The Service Provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by:

- a) the Employer omitting to act on any recommendation, or overriding any act, decision or recommendation, of the Service Provider, or requiring the Service Provider to implement a decision or recommendation with which the Service Provider disagrees or on which he expresses a serious reservation; or
- b) the improper execution of the Service Provider's instructions by agents, employees or independent contractors of the Employer.

14. REMUNERATION AND REIMBURSEMENT OF SERVICE PROVIDER

The Employer shall remunerate and reimburse the Service Provider for the performance of the Services as set out in the Pricing Data. If not otherwise stated in the Pricing Data, the following shall apply:

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14.1 The Service Provider shall be entitled to render interim monthly accounts for fees and reimbursements throughout the duration of the Contract. Interim amounts of lump sum fees due shall be based on progress.

14.2 Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Employer, at the prime interest rate charged by his bank and certified by such bank, plus 2% per annum, and calculated from the due date of payment.

14.3 If any item or part of an item in an invoice submitted by the Service Provider is disputed by the Employer, the latter shall, before the due date of payment, give notice thereof with reasons to the Service Provider, but shall not delay payment of the balance of the invoice. Clause 14.2 shall apply to disputed amounts which are finally determined to be payable to the Service Provider.

14.4 In respect of Services charged for on a time-basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of twenty four months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.

15 AMOUNTS DUE TO THE EMPLOYER

Amounts due to the Employer shall be paid by the Service Provider within thirty (30) Days of receipt by him of the relevant invoices. If the Employer does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, which is payable by the Service Provider, at the rate stated in the Contract Data, calculated from the due date for payment.

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PERSONNEL SCHEDULE

NAME	TITLE	JOB DESCRIPTION	QUALIFICATIONS	ESTIMATED PERIOD OF ENGAGEMENT (weeks)
To be completed on award of contract				

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CONTRACT DATA

The Conditions of Contract are the *Standard Professional Services Contract (July 2009)* published by the Construction Industry Development Board. Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.



South African National Parks

SP-GK-0086/07

Supply of Civil & Structural Engineering Services in the Regions for SANParks for a period of 3 (three) years.

C.1.2 Contract Data

The Conditions of Contract are the *Standard Professional Services Contract (July 2009)* published by the Construction Industry Development Board (see www.cidb.org.za). Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Part 1: Data provided by the Employer

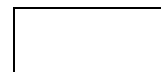
Clause	Data
	The Employer is South African National Parks
3.4 and 4.3.2	The authorised and designated representative of the Employer is: Name: Antionet van Wyk/Blake Schraader The address for receipt of communications is: Telephone: 012 – 426 5126 E-mail: antionet.vanwyk@sanparks.org Address: 643 Leyds Street, Muckleneuk, 0002
1	The Project is Supply of Civil & Structural Engineering Services in the Regions of SANParks for a period of 3 (three) years
1	The Period of Performance is as per agreed programme for project implementation is from date of appointment to date of completion issued by Principal Agent for the works.



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1	<p>The Scope of Work will be as per Board Notice 138 of 2015, Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Professional Act (commencement date 1 January 2016). The scope of work and fees will be revised according to notices issued by the Engineering Council of South Africa.</p> <p>1) Normal Services – All Stages (Stage 1 – 6)</p> <p>Stage 1 - Inception</p> <p>Establish client requirements and preferences, refine user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies</p> <ol style="list-style-type: none"> (1) Assist in developing a clear project brief. (2) Attend project initiation meetings. (3) Advise on procurement policy for the project. (4) Advise on the rights, constraints, consents and approvals. (5) Define the services and scope of work required. (6) Conclude the terms of the agreement with the client. (7) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services. (8) Determine the availability of data, drawings and plans relating to the project. (9) Advise on criteria specific to own scope of work that could influence the project life cycle cost significantly. (10) Provide necessary information within the agreed scope of the project to other consultants involved. <p>Deliverables will typically include:</p> <ul style="list-style-type: none"> – Agreed services and scope of work. – Signed agreement. – Report on project, site and functional requirements. – Schedule of required surveys, tests, analyses, site and other investigations. – Schedule of consents and approvals and related lead times.
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	<p>Stage 2 - Concept and Viability (also termed Preliminary Design)</p> <p>Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project)</p> <ol style="list-style-type: none"> (1) Agree documentation programme with principal consultant and other consultants involved. (2) Attend design and consultants' meetings. (3) Establish the concept design criteria. (4) Prepare initial concept design and related documentation. (5) Advise the client regarding further surveys, analyses, tests and investigations which may be required. (6) Establish regulatory authorities' requirements and incorporate into the design. (7) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents. (8) Establish access, utilities, services and connections required for the design. (9) Coordinate design interfaces with other consultants involved. (10) Prepare preliminary process designs; preliminary designs, and related documentation for approval by authorities and client and suitable for costing. (11) Provide cost estimates and comment on life cycle costs as required. (12) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved. <p>Typical deliverables will include:</p> <ul style="list-style-type: none"> - Concept design. - Schedule of required surveys, tests and other investigations and related reports. - Process design. - Preliminary design. - Cost estimates as required.
	<p>Stage 3 - Design Development (also termed Detail Design)</p> <p>Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project</p> <ol style="list-style-type: none"> (1) Review documentation programme with principal consultant and other consultants involved. (2) Attend design and consultants' meetings. (3) Incorporate client's and authorities' detailed requirements into the design. (4) Incorporate other consultants' designs and requirements into the design. (5) Prepare design development drawings including draft technical details and specifications. (6) Review and evaluate design and outline specification and exercise cost control. (7) Prepare detailed estimates of construction cost. (8) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved. (9) Submit the necessary design documentation to local and other authorities for approval. <p>Typical deliverables will include:</p> <ul style="list-style-type: none"> - Design development drawings. - Outline specifications. - Local and other authority submission drawings and reports. - Detailed estimates of construction costs.

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Stage 4 - Documentation and Procurement

Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- (1) Attend design and consultants' meetings.
- (2) Prepare specifications and preambles for the works.
- (3) Accommodate services design.
- (4) Check cost estimates and adjust designs and documents if necessary to remain within budget.
- (5) Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- (6) Prepare documentation for contractor procurement.
- (7) Review designs, drawings and schedules for compliance with approved budget.
- (8) Call for tenders and/or negotiation of prices and/or assist the principal consultant where relevant.
- (9) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- (10) Evaluate tenders.
- (11) Prepare contract documentation for signature.
- (12) Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.
- (13) Assess samples and products for compliance and design intent.

Typical deliverables will include:

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget construction cost.
- Tender documentation.
- Tender evaluation report.
- Tender recommendations.
- Priced contract documentation.

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Stage 5 - Contract Administration and Inspection

Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- (1) Attend site handover.
- (2) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- (3) Carry out contract administration procedures in terms of the contract.
- (4) Prepare schedules of predicted cash flow.
- (5) Prepare pro-active estimates of proposed variations for client decision making.
- (6) Attend regular site, technical and progress meetings.
- (7) Review the Contractor's quality control programme and advise and agree a quality assurance plan.
- (8) Inspect the works for quality and conformity to contract documentation, on average once every 2 weeks during the course of the works as described in more detail in 3.3.2 for Level 1: periodic construction monitoring.
- (9) Review the outputs of quality assurance procedures and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- (10) Adjudicate and resolve financial claims by contractor(s).
- (11) Assist in the resolution of contractual claims by the contractor.
- (12) Establish and maintain a financial control system.
- (13) Clarify details and descriptions during construction as required.
- (14) Prepare valuations for payment certificates to be issued by the principal agent.
- (15) Instruct, witness and review all tests and mock ups carried out both on and off site.
- (16) Check and approve contractor drawings for design intent.
- (17) Update and issue drawings register.
- (18) Issue contract instructions as and when required.
- (19) Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- (20) Inspect the works and issue practical completion and defects lists.
- (21) Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals

Typical deliverables will include:

- Schedules of predicted cash flow.
- Construction documentation.
- Drawings register.
- Estimates for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuations for payment certificates.
- Progressive and draft final account(s)
- Practical completion and defects list
- All statutory certification and certificates of compliance as required by the Local and other Statutory Authorities

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	<p>Stage 6 - Close- Out</p> <p>Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project.</p> <ol style="list-style-type: none"> (1) Inspect and verify the rectification of defects (2) Receive, comment and approve relevant payment valuations and completion certificates (3) Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties. (4) Prepare and/or procure as-built drawings and documentation. (5) Conclude the final accounts where relevant. <p>Typical deliverables will include:</p> <ul style="list-style-type: none"> - Valuations for payment certificates - Works and final completion lists - Operations and maintenance manuals, guarantees and warranties - As-built drawings and documentation - Final accounts
	<p>Will depend on the project. Provision will be made for full time and part time monitoring.</p> <p>2) Additional services: Construction monitoring for a period of 12 months</p> <ol style="list-style-type: none"> a. Level 3: Full-time Construction Monitoring b. Period: 12 months c. Qualification: Civil engineer technician with at least 5 yrs experience <p>Level 3: Full-time Construction Monitoring (Full time staff seconded to the client for the duration of the works and paid for by the client)</p> <p>The full time construction monitoring staff shall:</p> <ol style="list-style-type: none"> (i) Maintain a full time presence on site to constantly review samples of materials and work procedures, for conformity to contract documentation, and review completed work prior to covering up, or on completion, as appropriate. (ii) Assist with the preparation of as-built records and drawings to the extent required in the agreement with the client (iii) Where the consulting engineer is the sole professional service provider or principal agent, carry out such administration of the project as is necessary on behalf of the client.
3.4.1	Communications by e-mail / facsimile is permitted.
3.5	The location for the performance of the Project is site specific as per appointment for each project.
3.6	The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.
3.15	Agreement will be reached on an Implementation Programme for each project.
3.15.2	The Service Provider shall update the programme at intervals not exceeding 4 weeks.
3.16	The basis of the fee proposal as per contract will be used to determine contract price adjustments for time base fees.
4.3.1(d)	The Service Provider is not required to assist in the obtaining of approvals, licenses and permits from the state, regional and municipal authorities having jurisdiction over the Project.
5.4.1	The Service Provider is required to provide professional indemnity cover in an amount of R 3,000,000 in respect of a claim without limit to the number of claims.

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5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1 Appointment of sub-contractors, i.e. other professionals. 2 Engagement with National, Provincial-, District or Local Authorities during planning and implementation.
7.2	The Service Provider is required to provide personnel in accordance with Personnel Schedule.
8.1	The Service Provider is to commence the performance of the Services within 30 Days of date that the Contract becomes effective, and after engagement for a specific project which forms part of the "Project" in 3.5 above.
8.2.1	The Contract is concluded when the project is completed on date as per the approved programmed of revisions thereof.
8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed 6 months.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1	Interim settlement of disputes is to be by adjudication.
12.2 / 12.3	Final settlement is by arbitration.
12.3.3	The adjudicator is the person appointed by the agreement between the two parties.
12.4.1	In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by Association of Arbitrators.
15	The interest rate will be prime interest rate of the Employers bank.
	The additional conditions of contract are: Value of site instructions on site not to exceed R 20,000 without the approval of the Employer.

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Service Provider

SP-GK-0086/07

Supply of Civil & Structural Engineering for SANParks for a period of 3 (three) years.

C.1.2 Contract Data

Part 2: Data provided by the Service Provider

The Service Provider is advised to read the *Standard Professional Services Contract (July 2009)* published by the Construction Industry Development Board (see www.cidb.org.za) in order to understand the implications of this Data which is required to be completed.

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

Clause	Data														
1	The Service Provider is. Name: To be completed on award of contract Address: To be completed on award of contract Telephone: _____ Facsimile: _____ E-mail: _____														
5.3	The authorised and designated representative of the Service Provider is: Name: To be completed on award of contract The address for receipt of communications is: Address: To be completed on award of contract Telephone: _____ Facsimile: _____ E-mail: _____														
1	The Period of Performance is as per implementation programme in Annexure B with the scheduled completion date is as per agreed programme and approved revisions.														
5.5 7.1.2	The Key Persons and their jobs / functions in relation to the services are: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Specific duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Specific duties												
Name	Specific duties														

Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer

REMEMBER TO SUBMIT THE FOLLOWING DOCUMENTS

QUALITY EVALUATION

1) Portfolio

A list/portfolio of projects which describes the projects in detail, explaining the relevance to SANParks requirements i.e. covers the civil & structural fields and typical work requirements of SANParks.

2) Green Technology Design Experience

3) Reference letters

References letters from clients on performance of projects. Each reference letter must have:

- Client
- Description of works
- Value of project
- Performance level

4) CV's of staff & ECSA Registration certificates

Professional Civil Engineer (Principal) > 10 years' experience

Professional Civil Engineer 3 -10 years' experience

Senior Civil Technologist with 5 years' experience or more

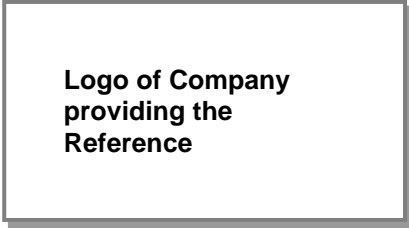
Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer

EXAMPLE OF TENDERER



REFERENCE LETTER TO BE OBTAINED BY FOR SELECTED PROJECTS

TO:
ATTENTION:
COMPANY:
CONTACT NO:
EMAIL:
REFERENCE NAME OF PROJECT

Client:
Description of Works/Project:
Project Value:
Project Duration:
Project site:
Statement of Performance level:

Name and surname of person providing this reference:.....

Signature:

Date:



Service Provider



Witness for Service Provider



Employer



Witness for Employer

LEGAL COMPLIANCE DOCUMENTS

- 1) An original and valid B-BBEE Status Level verification Certificate or certified copy thereof
- 2) Proof of registration of Closed Corporation or Company or other legal entities applicable to tender - Certified copy
- 3) National Treasury Central Supplier Database (CSD) Registration Report – Compulsory
- 4) Tax Clearance Certificate – Certified copy or PIN to access information
- 5) Proof of professional registration of Engineers with ECSA – Mandatory
- 6) Proof of Professional Indemnity Insurance of R 3 million.
- 7) Proof of registration of company with CESA (if applicable)

Service
Provider

Witness for
Service
Provider

Employer

Witness for
Employer