



Road Traffic
Management Corporation

**APPOINTMENT OF MULTIDISCIPLINARY PROFESSIONAL
SERVICE PROVIDERS TO ASSIST ON INFRASTRUCTURAL
PROJECTS FOR THE ROAD TRAFFIC MANAGEMENT
CORPORATION FOR PERIOD OF THREE (3) YEARS WITH AN
OPTION TO EXTEND**

RTMC BID NO 06 /2019/20

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1** All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however such enquiries will be entertained until within ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2** All the documentation submitted in response to this bid must be in English.
- 2.3** The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1** Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2** The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure,

monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. Instructions on submission of Bids

5.1 Bids should be submitted in **Five (5) copies (1 original and 4 copies, failure to comply will result to disqualification of bid)** and all bound in a sealed envelope endorsed, **RTMC BID 06/2019/20: Appointment of Multidisciplinary professional service providers to assist on infrastructural projects for the Road Traffic Management Corporation** for period of three (3) years with an option to extend.

5.1

5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Eco Origin Office Park, Block F, 349 Whitch-Hazel Street, Highveld Ext 79, Centurion by no later than **16 September 2019, 11h00am.**

5.3 **Compulsory briefing session** will be held on the **30 August 2019, 10h00am** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.

NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.5 All bids submitted must be signed by a person or persons duly authorised thereto.

5.6 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.7 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.

5.8 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.9 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.10 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.

6.2 The bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted

cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

7. RTMC's Rights

- 7.1** The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2** The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3** The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4** The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5** The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1** The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.

8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. Bidders Details and Contact Person

DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address			

(in block letters)	
Physical address (in block letters)	
Domicilium citandi et executandi in the RSA (full street address) (in block letters)	

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint
Venture/Partnership/Close

Corporation. (Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.3 Schedule 2:

- 10.3.1 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;
- 10.3.2 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed, a combined B-BBEE Certificate must be provided.
- 10.3.3 **Annexure 4** Declaration of Interest (SDB 4)
- 10.3.4 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)
- 10.3.5 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)
- 10.3.6 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

Note: Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid.

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10.4 Schedule 3: (Separate envelope)

- 10.4.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope. Failure to comply with the above will result in disqualification of the bid.**
- 10.4.2 **Annexure 1** Price Schedule Summary (SBD 3.3)
- 10.4.3 **Annexure 2** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL INSTRUCTIONS TO BIDDERS

- 11.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 11.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 11.3** RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.
- 11.4** RTMC will standardize prices wherever practical with recommended/appointed service providers.

SECTION: 2

TERMS OF REFERENCE / SPECIFICATION

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE AND OBJECTIVES OF THE CONTRACT

- 1.1 The purpose of this Bid is to solicit the services of the multidisciplinary professional consulting services firm in the built environment to do detailed design, costing and construction supervision of the projects for the development of the RTMC Office Park and Road Traffic College previously known as Boekenhoutkloof Traffic College (Centre of Excellence) for period of three (3) years with an option to extend.
- 1.2 One of the goals and objectives of RTMC Environmental Sustainability Strategy is to ensure external stakeholder participation on environmental sustainability projects and invest in energy efficient solutions. Hence the need for proper environmental sustainability which includes modern green buildings and energy saving initiatives like solar energy and natural lighting that will ensure clean energy.

2. BACKGROUND

2.1 RTMC Traffic Training College

2.1.1 The Road Traffic Management Corporation (RTMC) acquired the right to use and occupy the Boekenhoutkloof Traffic College now known as the Road Traffic Management Corporation Traffic Training College. The RTMC envisage to transform the institution into a Centre of Excellence (CoE) to train 21st century cadre (traffic officers). The RTMC is charged with the responsibility of developing and rolling out standardized, modernized and improved training packages for Traffic Officers and other Road Safety Practitioners to increase education standards and levels of professionalism. These ideals are espoused to be achieved through the CoE.

2.1.2 The recommendations of the above exercise provides a premise on which the Corporation would like to source the services of a professional consulting services firm to conduct a more in-depth

analysis of the infrastructure needs at the Road Traffic Management Corporation Traffic Training College in line with the envisaged long-term thinking of the Corporation to transform that facility into a Centre of Excellence (CoE).

- 2.1.3 In its endeavour to give effect to the commitment of establishing a CoE the RTMC has secured a ±42ha property north-west of Pretoria on which the current Road Traffic Management Traffic Training College is situated.

The infrastructure at the College is quite dilapidated due to years of lack of preventative maintenance due to budgetary constraints. The hostel facility caters for a maximum of 80 Traffic Officer Trainees at any one time and is in need of dire maintenance and repairs to comply with Occupational Health and Safety (OHS) guidelines and Environmental sustainability considerations.

2.2 Current Infrastructure (Training College)

- 2.2.1 The ±42ha property is adequate to be transformed into a Training College and CoE to accommodate at least 2,150 trainees at a time. It is envisaged that the current infrastructure will form part of the final product. Notwithstanding its inadequacy, the current infrastructure needs urgent maintenance and repair to be in line with Occupational Health and Safety (OHS) guidelines and Environmental Sustainability.

- 2.2.2 The infrastructure of the current facility caters for the training of 80 Traffic Officer Trainees and the current infrastructure includes:

- Lecture Rooms
- Learner Accommodation (40 rooms)
- Office buildings
- Skid Track
- Shooting range

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- 17 houses
 - Test Pit
 - Warehouses
 - K53 Yard test facility
 - Weighbridge
 - Swimming Pool
 - Single quarters

2.3 RTMC Office Park

2.3.1 In its existence since 2005, the Corporation has moved office premises at least four times, as a result employees are left with no choice but to change their travel patterns and to adjust their family responsibilities because of moving offices. These have direct financial impact on employees.

2.3.2 The leasing of office premises has unintended negative consequences of instability towards the employees of the Corporation because of moving offices after the end of each lease term.

2.3.3 Furthermore the Corporation has also been through numerous changes in the past years and has grown from a staff complement of fifty-four (54) personnel when it opened its doors in 2005 to + - one thousand one hundred and ninety (1190) to date. It is also worth mentioning that the Corporation also has special needs, which are not provided for, through normal conventional office premises that are found in the market.

2.4 Current Infrastructure of Office Park

2.4.1 RTMC has acquired land subject to Ministerial approval, with an intention to build its own office premises and the following were the required attributes of the land.

- Property description and size
 - The land is located adjacent to N1 North and the New Road off ramp onto the N1
 - Land size 25 800m²
 - 12 000m² wetlands not to be used

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- Zoning (Applicable for intended purpose)
 - Access (will be from the third road)
 - Servitude (yes)
 - Slope (yes)
 - Geotechnical report (barring the wetlands area, the site conditions are acceptable for construction of offices)
 - Heritage (No heritage related concerns)
 - Bulk services (available around the area)
 - Additional information that is key will be made available on request

It is against the stated background that RTMC seeks to appoint a multidisciplinary team of consultants to do detailed design, costing and construction supervision of the projects. Therefore, it is important that the team must consist of all the disciplines necessary for the successful design and implementation of both projects.

3. SCOPE OF WORK

3.1 Traffic Training College

The Scope of Work for the planning and design of the CoE for the Corporation will consist of the following main deliverables:

Phase 1 (Professional services)

- Project management and Supervision
- Development of a CoE Infrastructure Implementation Master Plan (Phased Implementation);
- Assessment, planning and supervision of maintenance and repair of current infrastructure to comply with OHS guidelines and Environmental Sustainability;
- Services needs-analysis:- planning and design of services (water, electricity and sewage);
- Environmental compliance:- conducting relevant studies in line with relevant legislation;
- Zoning or Rezoning if applicable;

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- Any other services, studies, applications to be concluded before construction phase.
 - Documentation (development of the tender document/ bill of quantities for the procurement of construction services)
 - Support the bidding process (for the appointment of the construction)
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Phase 2 (Construction)

- Site handover processes (facilitation)
- Project management and supervision
- Contract administration and Closed out
- Other activities related to the College can be determined as and when need arise

3.2 RTMC Office Park

The Scope of Work for the development of office park entails but not limited to the following main deliverables;

Phase 1 (Professional services)

- Project management and Supervision
- Project Inception
- Concept and Feasibility
- Design and development
- Documentation (development of the tender document/ bill of quantities for the procurement of construction services)
- Support the bidding process (for the appointment of the construction)

Phase 2 (Construction)

- Site handover processes (facilitation)
- Project management and supervision
- Contract administration and Closed out

3.3 Proposal requirements

3.3.1 Proposals must be clear and concise, comprehensive and directly address the specifics of the proposed scope. The Service Provider will, in combination with their capability descriptions and candidate resumes, demonstrate their experience in providing similar services on prior assignment by providing references from other clients.

4. PROJECT OBJECTIVES

4.1 Overall objective

- 4.1.1 The overall objective of the project is to secure the services of suitable and experienced Service Provider to undertake all stages as per Professional Service Provider Guidelines for the required disciplines in the Built Environment (i.e. Inception, Concept, Feasibility, Design Development, Documentation and Procurement, Construction Supervision and Close Out) for the proposed RTMC Office park and Traffic Training College.
- 4.1.2 For any additional unforeseen related work RTMC reserves the right to commission the appointed service provider to execute the task identified at a given point (Terms of reference will be agreed upon by both parties)

5 DELIVERABLES AND SCOPE OF SERVICES OF THE TEAM

The Multidisciplinary professional Engineering Firm will have expertise relating to all professional aspects needed during the planning, design and construction supervision phases of the work such as project management, civil engineering, architectural, quantity surveying, environmental, electrical, water etc. The following are the minimum role and responsibilities of each team member identified as key for the project;

PHASE 1: ROLES AND RESPONSIBILITIES OF ROLE PLAYERS IN RELATION TO THE FOLLOWING ACTIVITIES:

- **INCEPTION,**
- **CONCEPT, FEASIBILITY,**
- **DESIGN DEVELOPMENT,**
- **DOCUMENTATION AND PROCUREMENT**

ROLE PLAYER - 1	INCEPTION	CONCEPT & FEASIBILITY	DESIGN AND DEVELOPMENT	DOCUMENTATION AND PROCUREMENT
1. Principal agent/ Project leader	<ul style="list-style-type: none"> • Facilitate development of a clear project brief • Establish the procurement brief and strategy for the project. • Assist the RTMC in the procurement of and appropriate other consultants who may need to be appointed, including a clear definition of their scope of work, roles and responsibilities. • Establish in conjunction with the RTMC, other consultants and all relevant authorities. The site characteristics, rights and constraints for the proper design of the intended project. • Facilitate a schedule of the 	<ul style="list-style-type: none"> • Assist the client in procurement of other consultants where required. • Advise the client on the requirement to appoint a health and safety consultant. • Communicate the project brief to other consultants and monitor the development of the concept and viability. • Agree format and procedure for cost control and reporting by other consultants • Prepare a documentation programme and indicative construction programme. • Coordinate concept and viability documentation for presentation to the client for approval • Facilitate approval of the 	<ul style="list-style-type: none"> • Agree and implement communication process and procedure for the design and development of the project. • Prepare, coordinate, agree and monitor a detail design and documentation programme • Conduct and record consultants and management meetings • Facilitate input required by the health & safety consultant • Facilitate design reviews for compliance and cost control • Facilitate timeous technical coordination • Facilitate client approval of all State 3 documentation 	<ul style="list-style-type: none"> • Recommend and agree procurement strategy for contractors, sub-contractors and other service providers with the client and other consultants. • Prepare and agree on the procurement programme. • Advise the client, in consultation with other consultants on the appropriate insurances. • Coordinate and monitor preparation of procurement documentation by other consultants in accordance to the approved procurement strategy, client SCM policies procurement programme. • Facilitate procurement process in line with client's policies and submit tender report inputs for client's tender recommendation and approval. • Agree on the format and procedures for monitoring and control by the quantity surveyor on the cost of the works. • Coordinate the assembly of the contract documentation for signature.

	<p>required consents and approvals.</p> <ul style="list-style-type: none"> • Prepare coordinate and monitor a project initiation programme. • Facilitate RTMC approval of all Stage 1 (Inception, Concept, Feasibility, Design Development, Documentation and Procurement) 	<p>concept and viability by the client.</p> <ul style="list-style-type: none"> • Assist the client in procurement of other consultants where required. 		
ROLE PLAYER - 2	INCEPTION	CONCEPT & FEASIBILITY	DESIGN AND DEVELOPMENT	DOCUMENTATION AND PROCUREMENT
2. Architect	<p>Receive, appraise and report on the RTMC requirements with regard to -</p> <ul style="list-style-type: none"> • The RTMC brief. • The site, rights, and constraints. • Budgetary constraints. • The need for consultants. • Project programme. 	<p>Prepare an initial design and advise on -</p> <ul style="list-style-type: none"> • The intended space provisions and planning relationships. • Proposed materials and intended building services. • The technical and functional characteristics of the design. • Check for conformity of the concept with the rights to the 	<ul style="list-style-type: none"> • Confirm the scope and complexity. • Review the design, and consult with local and statutory authorities. • Develop the design, construction system, materials and components. • Incorporate and co-ordinate all services and the work of 	<ul style="list-style-type: none"> • Prepare documentation required for local authority submission: • Co-ordinate technical documentation with the consultants and complete primary co-ordination. • Prepare specifications for the works. • Review the costing and programme with the consultants. • Obtain the client's authority, and submit documents for approval.

	<ul style="list-style-type: none"> • Methods of contracting. 	<p>use of the land.</p> <ul style="list-style-type: none"> • Review the anticipated costs of the project. • Review the project programme. 	<p>consultants.</p> <ul style="list-style-type: none"> • Review the design, costing and programme with the consultants. 	<ul style="list-style-type: none"> • Complete construction documentation and proceed to call for tenders: • Obtain the client's authority to prepare documents for to procuring offers for the execution of the works. • Obtain offers for the execution of the works. Evaluate offers, and recommend on awarding the building contract. • Prepare the contract documentation, and arrange the signing of the building contract.
ROLE PLAYER - 3	INCEPTION	CONCEPT & FEASIBILITY	DESIGN AND DEVELOPMENT	DOCUMENTATION AND PROCUREMENT
3. Quantity Surveyor	<ul style="list-style-type: none"> • Assisting in developing a clear project brief. • Attending project initiation meeting. • Advising on the procurement policy for the project • Advising on other professional consultants and service and services 	<ul style="list-style-type: none"> • Agreeing the documentation programme with the principal consultant and other professional consultants • Attending design and consultants meetings • Reviewing and evaluating design concepts and advising on viability in conjunction with the other professional 	<ul style="list-style-type: none"> • Reviewing the documentation programme with the principal consultant and other professional consultants • Attending design and consultants meetings • Reviewing and evaluating design and outline specification and exercising cost control in conjunction with the other 	<ul style="list-style-type: none"> • Attending design and consultants meetings • Assisting the professional consultants in the formulation of the procurement strategy for contractors, subcontractors and supplies • Reviewing work drawings for compliance with the approved budget construction cost and /or financial viability • Preparing documentation for both principal

	<p>required</p> <ul style="list-style-type: none"> • Defining the quantity surveyors scope of work and services • Concluding the terms of the client /quantity surveyor professional services agreement with the client • Advising on economic factors affecting the project • Advising on appropriated financial design criteria • Providing necessary information within the agreed scope of the project to the other professional consultants • And of which the following deliverables are applicable: <ul style="list-style-type: none"> ➤ Agreed scope of work ➤ Agreed services 	<p>consultants</p> <ul style="list-style-type: none"> • Receiving relevant data and cost estimate from the other professional consultants • Preparing preliminary and elemental or equivalent estimate of construction cost • Assisting the client in preparing a financial viability report • Auditing space allocation against the initial brief • Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants • And for which the following deliverables are applicable: <ul style="list-style-type: none"> ➤ Preliminary estimate(s) of construction cost ➤ Elemental or equivalent estimate(s) of construction 	<p>professional consultants</p> <ul style="list-style-type: none"> • Receiving relevant data and cost estimate from the other professional consultants • Preparing detailed estimates of construction cost • Assisting the client in reviewing the financial viability report • Commenting on space and accommodation allowances and preparing an area schedule • Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants • And for which the following deliverables are applicable: <ul style="list-style-type: none"> ➤ Detailed estimate(s) of construction cost ➤ Area schedule 	<p>and subcontract procurement</p> <ul style="list-style-type: none"> • Assisting the professional consultants with the calling of tenders and/or negotiation of prices • Assisting with financial evaluation of tenders • Assisting with preparing of contract documentation for signature • And which the following deliverables are applicable: <ul style="list-style-type: none"> ➤ Budget of construction cost ➤ Tender documentation ➤ Financial evaluation of tenders ➤ Priced contract documentation
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	➤ Signed client/quantity surveyor professional services agreement	cost ➤ Space allocation audit for the project		
ROLE PLAYER - 4	INCEPTION	CONCEPT & FEASIBILITY	DESIGN AND DEVELOPMENT	DOCUMENTATION AND PROCUREMENT
4.Engineering (civil, structural, mechanical and electrical)	<p>Defined as: Establish client requirements and preferences refine user needs and options, appointment of necessary consultants, and establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies)</p> <ul style="list-style-type: none"> • Assist in developing a clear project brief. • Attend project initiation meetings. • Advise on procurement policy for the project. • Advise on the rights, constraints, consents and approvals. 	<p>(Also termed Preliminary Design) (Defined as: Prepare and finalize 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> <ul style="list-style-type: none"> • Agree documentation programme with principal consultant and other consultants involved. • Attend design and consultants' meetings. • Establish the concept design criteria. • Prepare initial concept design and related documentation. 	<p>(Also termed Detailed Design) (Defined as: Develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project)</p> <ul style="list-style-type: none"> • Review documentation programme with principal consultant and other consultants involved. • Attend design and consultants' meetings. • Incorporate client and authorities' detailed requirements into the design. • Incorporate other consultants' designs and requirements into the design. 	<p>(Defined as: 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.)</p> <ul style="list-style-type: none"> • Attend design and consultants' meetings. • Prepare specifications and preambles for the works. • Accommodate services design. • Check cost estimates and adjust designs and documents if necessary to remain within budget. • Formulate the procurement strategy for contractors or assist the principal consultant where relevant. • Prepare documentation for contractor

	<ul style="list-style-type: none"> • Define the services and scope of work required. • Conclude the terms of the agreement with the client. • 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. • Determine the availability of data, drawings and plans relating to the project. • Advise on criteria specific to own scope of work that could influence the project life cycle cost significantly. 	<ul style="list-style-type: none"> • Advise the client regarding further surveys, analyses, tests and investigations, which may be required. • Establish regulatory authorities' requirements and incorporate into the design. • Refine and assess the concept design to ensure conformance with all regulatory requirements and consents. • Establish access, utilities, services and connections required for the design. • Coordinate design interfaces with other consultants involved. • Prepare preliminary process designs, preliminary designs, and related documentation for 	<ul style="list-style-type: none"> • Prepare design development drawings including draft technical details and specifications. • Review and evaluate design and outline specification and exercise cost control. • Prepare detailed estimates of construction cost. • Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved. • Submit the necessary design documentation to local and other authorities for approval. • Typical deliverables will include: <ul style="list-style-type: none"> ➤ Design development drawings. 	<p>procurement.</p> <ul style="list-style-type: none"> • Review designs, drawings and schedules for compliance with approved budget. • Call for tenders and/or negotiation of prices and/or assist the principal consultant where relevant. • Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required. • Evaluate tenders. • Prepare contract documentation for signature • Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others. • Assess samples and products for compliance and design intent.
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	<ul style="list-style-type: none"> • Provide necessary information within the agreed scope of the project to other consultants involved. • Deliverables will typically include: <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 	<p>approval by authorities and client and suitable for costing.</p> <ul style="list-style-type: none"> • Provide cost estimates and comment on life cycle costs as required. • Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved. • Typical deliverables will include: <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 	<ul style="list-style-type: none"> ➤ Outline specifications. ➤ Local and other authority submission drawings and reports. Detailed estimates of construction costs 	
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5.2 TYPICAL DELIVERABLES WILL INCLUDE:

- a) Specifications.
- b) Services-ordination.
- c) Working drawings.
- d) Budget construction cost.
- e) Tender documentation.
- f) Tender evaluation report.
- g) Tender recommendations.
- h) Priced contract documentation

5.3 PHASE 2: CONSTRUCTION

ROLE PLAYER	RESPOSIBILITIES	CONTRACT ADMINISTRATION AND INSPECTION	CLOSE OUT
1. Principal agent/ Project leader	<ul style="list-style-type: none"> • Arrange site handover to the contractor. • Establish the construction documentation issue process. • Agree and monitor issue and distribution of the construction documentation. • Instruct the contractor on behalf of the client to appoint sub-contractors. • Conduct and record regular site meetings. • Monitor, review and approve the preparation of the construction programme by the contractor. • Regularly monitor the contractor's performance against the construction programme • Adjudicate entitlements that arise 		<ul style="list-style-type: none"> • Coordinate and monitor rectification of defects. • Manage procurement of operations and maintenance manuals, guarantees and warranties. • Manage preparation of as-built drawings and documentation. • Manage procurement of outstanding statutory certificates. • Issue completion certificates. • Manage agreement of final accounts. • Prepare and present the project closeout report.

	<p>from changes required to the construction programme</p> <ul style="list-style-type: none"> • Receive, coordinate and monitor approval of all contract documentation provided by the contractor(s) • Agree quality assurance procedures and monitor implementation thereof by the other consultants and the contractor(s) • Monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the health & safety consultant • Monitor preparation of the environmental management plan by the environmental consultant (where required) • Establish procedure for monitoring scope and cost variations • Monitor, review, approve and 		
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	issue certificate <ul style="list-style-type: none"> • Receive review and adjudicate any contractual claims • Monitor preparation of financial control reports by the other consultants • Prepare and submit progress reports • Coordinate, monitor and issue practical completion lists and the certificate of practical completion • Facilitate and expedite receipt of occupation certificates 		
ROLE PLAYER	RESPONSIBILITIES	CONTRACT ADMINISTRATION AND INSPECTION	CLOSE OUT
2. Architect	<ul style="list-style-type: none"> • Administer the building contract. • Give possession of the site to the contractor. • Issue construction documentation. • Initiate and/or check sub-contract design and documentation that are appropriate. 		<ul style="list-style-type: none"> • Facilitate the project closeout including the preparation of the necessary documentation to Effect completion, handover and operation of the project. • When the contractor's obligations with respect to the building contract have been fulfilled, the architectural

	<ul style="list-style-type: none"> • Inspect the works for conformity to the contract documentation and acceptable quality in term of industry standards. • Administer and perform the duties and obligations assigned to the principal agent in the JBCC Building contract, or fulfil the obligations provided for in other forms of the contract. • Issue the certificate of practical completion. • Assist the client in obtaining the occupation certificate 		<p>professional shall issue the certificates related to contract completion.</p> <ul style="list-style-type: none"> • Provide the client with as-built drawings and relevant technical and contractual undertakings • By the contractor and sub-contractors.
ROLE PLAYER	RESPOSIBILITIES	CONTRACT ADMINISTRATION AND INSPECTION	CLOSE OUT
3. Quantity surveyor		<ul style="list-style-type: none"> • Attending the site handover • Preparing schedules for predicted cash flow • Preparing a pro-active estimate for proposed variation for client decision-making 	<ul style="list-style-type: none"> • Preparing valuations for payment certificates to be issued by the principal agent • Concluding final account(s)

		<ul style="list-style-type: none"> • Attending regular site, technical and progress meetings • Adjudicating and resolving financial claims by the contractor(s) • Assisting in the resolution of contractual claims by the contractor(s) • Establishing and maintaining a financial control system • Preparing valuation for payment certificates to be issued by the principal agent • Preparing final account(s) for the work on the progressive basis • And which the following deliverables are applicable: <ul style="list-style-type: none"> ➤ Schedule(s) of predicted cash flow ➤ Estimated for proposed variations ➤ Financial control reports ➤ Valuation for payment certificates ➤ Progressive and draft final account(s) 	<ul style="list-style-type: none"> • And which the following deliverables are applicable: <ul style="list-style-type: none"> ➤ Valuations for payment certificates ➤ Final account(s)
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ROLE PLAYER	RESPOSIBILITIES	CONTRACT ADMINISTRATION AND INSPECTION	CLOSE OUT
4. Engineering(Civil, Structural, Mechanical and Electrical)	<p>(Defined as: Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project)</p> <ul style="list-style-type: none"> • Inspect and verify the rectification of defects. • Receive, comment and approve relevant payment valuations and completion certificates • Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties. • Prepare and/or procure as-built drawings and documentation. • Conclude the final accounts where relevant. 	<p>(Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works)</p> <ul style="list-style-type: none"> • Attend site handover. • 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. • Carry out contract administration procedures in terms of the contract. • Prepare schedules of predicted cash flow. • Prepare pro-active estimates of proposed variations for client decision making. 	

	<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 	<ul style="list-style-type: none"> • Attend regular site, technical and progress meetings. • Review the Contractor's quality control programme and advice and agree a quality assurance plan. • 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 Level1: periodic construction monitoring. • Review the outputs of quality assurance procedures, advise the contractor and client on the adequacy, and need for additional controls, inspections and testing. • Adjudicate and resolve financial claims by contractor(s). • Assist in the resolution of contractual claims by the contractor. • Establish and maintain a financial control system. • Clarify details and descriptions during 	
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		<p>construction as required.</p> <ul style="list-style-type: none"> • Prepare valuations for payment certificates to be issued by the principal agent. • 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. • Update and issue drawings register. • Issue contract instructions as and when required. • Review and comment on operation and maintenance manuals, guarantee certificates and warranties. • Inspect the works and issue practical completion and defects lists. • Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals • Typical deliverables will include: <ul style="list-style-type: none"> ➤ Schedules of predicted cash flow. ➤ Construction documentation. 	
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		<ul style="list-style-type: none">➤ 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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5.4 SUPPLEMENTARY CONSULTANTS

It is important to note that any additional or supplementary services required will be agreed, in writing between RTMC and the consultants, prior to the commencement of the works. The following Consultants are required to be sourced and available on appointment of the professional team to conduct the necessary investigations and applications in order for implementation to commence:

Professional Services/Expert (s)	Frequency
Construction Health and Safety Agent	To be appointed if required
Traffic Impact Assessment	To be appointed if required
Stakeholder Facilitator	To be appointed if required
Geotechnical Engineer	To be appointed if required
Town Planner	To be appointed if required
Environmental Consultant	To be appointed if required

SECTION: 3

FUNCTIONAL EVALUATION

8. EVALUATION CRITERIA

The bid will be evaluated on a three-stage process.

- Stage 1 will be mandatory requirements,
- Stage 2 Functionality evaluation consists of two steps
 - Step 1 will be based on written responses/ technical assessment
 - Step 2 will be on presentation
- Stage 3 will be evaluated on 90/10 Preference Point System (i.e. Price and B-BBEE). The lowest acceptable tender will be used to determine the applicable preference point system (**regulation 3 of PPPFA 2017**)

8.1 STAGE 1 – MANDATORY REQUIREMENTS

ITEM	DESCRIPTION	YES	NO	COMMENTS
1	<p>CENTRALISED SUPPLIER DATABASE (CSD)</p> <p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on www.csd.gov.za)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: CSD@Treasury.gov.za</p> <p>Compliance requirement:</p> <p>CSD report or reference number</p> <p>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit CSD number for each party to the Consortium or Joint Venture.</p> <p>Failure to comply with the above will</p>			

ITEM	DESCRIPTION	YES	NO	COMMENTS
	result in disqualification of the bid			
2	<p>STANDARD BIDDING DOCUMENTS</p> <p>Bidders must sign all SBD bidding forms attached.</p> <p>Compliance requirement:</p> <p>Signed and completed SBD forms.</p> <p>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid.</p> <p>NB: SBD3.3 may be completed however must be included in the financial envelope</p>			
3	<p>BRIEFING SESSION CERTIFICATE</p> <p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session.</p> <p>(In case of joint venture etc. briefing session certificate from any party that attended the briefing session will suffice)</p>			
4	<p>COMPULSORY SUBCONTRACTING</p> <p>Bidders are required to subcontract at least 30% of the value of the contract to an EME or QSE which is least 51% owned by black people.(Regulation 9 of PPPFA 2017)</p> <p>Compliance requirement:</p>			

ITEM	DESCRIPTION	YES	NO	COMMENTS
	Bidders are required to confirm commitment and acceptance of the stated condition by indicating YES or NO and append signature on the YES or NO column			

NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

8.2 STAGE TWO – FUNCTIONALITY CRITERIA

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Bidders Experience of similar work done and references	20
<p>Bidders must demonstrate that they have the capacity to render the required services by submitting a company profile and references of key similar projects that were successfully completed by the company within the past five (5) years.</p> <ul style="list-style-type: none"> • 1 to 2 references of similar projects = 10 points • 3 to 4 references of similar projects = 15 points • 5 and more references of similar projects = 20 points <p>Compliance requirements:</p> <p>Bidders are expected to attach copies of reference letters from clients where the service has been rendered. The following details must be reflected in the content of the reference letter/s:-</p> <ul style="list-style-type: none"> • Name and short description of project successfully completed/involved • Roles and Responsibilities, • Duration of involvement (in months), 	

<ul style="list-style-type: none"> • Value of the contract, • Contactable References. (letter of references in letterhead of the clients signed by the authorized person) 	
B. Experience of the Team leaders	50
<p>B.1 Project Manager</p> <p>This criterion covers the qualification and SACPCMP registration of the Architect</p> <ul style="list-style-type: none"> • Registered with Professional Body (SACPCMP) = 5 points • Experience in the industry = 5 points <ul style="list-style-type: none"> ➤ 8 to 10 years of experience in the industry = 3 points ➤ 11 years and above of experience in the industry = 5 points • Similar projects successfully completed = 5 points <ul style="list-style-type: none"> ➤ 1 to 2 similar projects in construction and project management = 3 points ➤ 3 or more similar projects in construction and project management = 5 points <p>Compliance requirements:</p> <ul style="list-style-type: none"> • CV reflecting projects completed successfully • Relevant Bachelor Degree in Architectural or B- Tech qualification • Proof of registration with the South African Council for the Project and Construction Management Profession to be included 	15
B.2 Chief / Lead Architect	15

<p>This criterion covers the qualification and SACAP registration of the Architect</p> <ul style="list-style-type: none"> • Registered with Professional Body (SACAP) = 5 points • Experience in the industry = 5 points <ul style="list-style-type: none"> ➤ 5 to 7 years of experience in the industry = 3 points ➤ 8 years and above of experience in the industry = 5 points • Similar projects successfully completed = 5 points <ul style="list-style-type: none"> ➤ 1 to 2 similar projects as Chief or lead Architect = 3 points ➤ 3 or more similar projects as Chief or lead Architect = 5 points <p>Compliance requirements:</p> <ul style="list-style-type: none"> • CV reflecting projects completed successfully • Relevant Bachelor Degree in Architectural or B- Tech qualification • Proof of registration with the South Africa Council for the Architectural Profession to be included 	
<p>B.3 Quantity Surveyor</p> <p>This criterion covers the experience, qualification and SACQSP registration of the Quantity Surveyor</p> <ul style="list-style-type: none"> • Registered with Professional Body (SACQSP) = 2 points • Experience in the industry = 4 points <ul style="list-style-type: none"> ➤ 3 to 5 years of experience in the industry = 2 points ➤ 6 years and above of experience in the industry = 4 points • Similar projects successfully completed = 4 points <ul style="list-style-type: none"> ➤ 1 to 2 similar projects as Quantity Surveyor = 2 points ➤ 3 or more similar projects as Quantity Surveyor = 4 points 	10

<p>Compliance requirements:</p> <ul style="list-style-type: none"> • CV reflecting projects completed successfully • Relevant Bachelor Degree in Quantity Surveying or B- Tech qualification • Proof of registration with the South Africa Council for the Quantity Surveying Profession to be included 	
<p>B.4 Engineering (mechanical, civil, structural and electrical)</p> <p>This criterion covers the experience, qualification and ECSA registration of the Engineering.</p> <ul style="list-style-type: none"> • Registered with Professional Body (ECSA) = 2 points • Experience in the industry = 4 points <ul style="list-style-type: none"> ➢ 3 to 5 years of experience in the industry = 2 points ➢ 6 years and above of experience in the industry = 4 points • Similar projects successfully completed = 4 points <ul style="list-style-type: none"> ➢ 1 to 2 similar projects in Engineering = 2 points ➢ 3 or more similar projects in Engineering = 4 points <p>Compliance requirements:</p> <ul style="list-style-type: none"> • CV reflecting projects completed successfully • Relevant Bachelor Degree in Engineering or B- Tech qualification • Proof of registration with the Engineering Council of South Africa to be included. <p><i>RTMC reserves the right to authenticate all supporting documents submitted</i></p>	<p>10</p>
<p>Total</p>	<p>70</p>

NB: Bidders will be required to score a minimum of 50 points from Step 1 in order to qualify for Step 2.

STEP 2: PRESENTATION

PRESENTATION: Knowledge of the subject matter in relation to the scope of the work	30												
<p>1. Project implementation plan</p> <p>The bidder must provide and present a project implementation plan, which details how the service will be carried out. The project plan must have deliverables, timeframes and support plans. The project plan must highlight amongst other things phases outlined in the scope of the work.</p> <p>2. Understanding of the brief/ scope of work (Methodology)</p> <ul style="list-style-type: none"> Bidders are expected to familiarise themselves with the scope of work / projects by assessing available information and getting familiar with the scope of work, project area, identifying risks and constraints by devising plans to mitigate them. The above could be achieved by visiting the site to get details of the projects and get possible geographical and logistical requirements. <p>Compliance requirements :</p> <p>Bidders response should outline high-level overview of issues identified i.e. risks, constraint and mitigation plan based on the findings or observation of the assessment / analysis done.</p> <p>NB: Details of the sites will be shared during the briefing session</p> <p>Functionality will be evaluated at the following scales:</p> <table border="1" data-bbox="277 1440 1268 1912"> <thead> <tr> <th>VALUE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>5- Excellent</td><td>Meets and exceeds the functionality requirements</td></tr> <tr> <td>4- Very Good</td><td>Above average compliance to the requirements</td></tr> <tr> <td>3- Good</td><td>Satisfactory and should be adequate for stated element</td></tr> <tr> <td>2- Average</td><td>Compliance to the requirements</td></tr> <tr> <td>0- Non Compliant</td><td>Does not comply to the requirements</td></tr> </tbody> </table>	VALUE	DESCRIPTION	5- Excellent	Meets and exceeds the functionality requirements	4- Very Good	Above average compliance to the requirements	3- Good	Satisfactory and should be adequate for stated element	2- Average	Compliance to the requirements	0- Non Compliant	Does not comply to the requirements	
VALUE	DESCRIPTION												
5- Excellent	Meets and exceeds the functionality requirements												
4- Very Good	Above average compliance to the requirements												
3- Good	Satisfactory and should be adequate for stated element												
2- Average	Compliance to the requirements												
0- Non Compliant	Does not comply to the requirements												
OVERALL TOTAL FOR FUNCTIONALITY	100												

NB: Bidders will be required to score a minimum of 20 points from step 2 in order to qualify for next stage.

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

8.3 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

Stage 3 will be evaluated on 90/10 Preference Point System (i.e. Price and B-BBEE). The lowest acceptable tender will be used to determine the applicable preference point system (**regulation 3 of PPPFA 2017**)

CRITERIA	MAXIMUM POINTS
Price	90
B-BBEE Rating	10
Grand Total	100

SECTION: 4

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**BIDDERS MUST ATTACH AND
SIGN ALL ATTACHED SBD
FORMS**

ANNEXURE AND STANDARD BIDDING DOCUMENTS
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DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Declaration of Interest (SBD 4)
Annexure 4	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 5	Certificate of Independent Bid Determination (SBD 9)
Annexure 6	Pricing Schedule (SBD 3.3) Must be on a separate envelope
Annexure 7	Preference Points Claim Forms (SBD 6)

BIDDING DOCUMENTS : GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".
10. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
11. The bid prices shall be given in the units shown.
12. All prices shall be quoted in South African currency.