

AMATHOLE DISTRICT MUNICIPALITY



APPLICATION FORM

PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL) FOR THE PLANNING, DESIGN, CONSTRUCTION AND MONITORING OF AMATHOLE DISTRICT MUNICIPALITY PROJECTS FOR A PERIOD OF 3 YEARS

Please note:

This application must be completed by all applicants wishing to register as a professional service provider with the Amathole District Municipality [ADM]. Consultants to take note of the documentation and functionality requirements and ensure that the relevant documentation listed/required is attached and submitted with the Application form.

The documents can be downloaded from the Amathole District Municipality's website: www.amathole.gov.za from **Tuesday, 17 March 2026**

Completed applications must be placed in a sealed envelope endorsed “ **PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL) FOR THE PLANNING, DESIGN, CONSTRUCTION AND MONITORING OF AMATHOLE DISTRICT MUNICIPALITY PROJECTS FOR A PERIOD OF 3 YEARS**” must be deposited in the Bid Box no later than 11h00 on **Thursday, 16 April 2026** at which time the bids will be opened in public at the offices of the:

Amathole District Municipality

15 Rees Street

Quigney

East London

South Africa

5200

SCM Enquiries can be addressed to:

- Divisional Head: SCM
- E-Mail: petrosn@amathole.gov.za

Technical Enquiries can be addressed to:

- Technical Services and Infrastructure Development: General Manager
- E-Mail: Nompucukob@amathole.gov.za

AMATHOLE DISTRICT MUNICIPALITY

BID NOTICE

PROJECT NAME: PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL) FOR THE PLANNING, DESIGN, CONSTRUCTION AND MONITORING OF AMATHOLE DISTRICT MUNICIPALITY FOR A PERIOD OF 3 YEARS

BID NO.: 8/2/80/2025-2026C

Bids are hereby invited for the appointment of Panel of Professional Service Providers (Civil) for the Planning, Design, Construction and Monitoring of Amathole District Municipality Projects for a period of 3 years.

The minimum specifications are detailed in the Bid document.

Application form for the panel will be available on ADM's website www.amathole.gov.za on **Tuesday, 17 March 2026**

Please refer all enquiries to **Ms N. Badi** on **043 701 4188** or nompucukob@amathole.gov.za

Completed bid documents are to be placed in a sealed envelope endorsed "**PANEL OF PROFESSIONAL SERVICE PROVIDERS (CIVIL) FOR THE PLANNING, DESIGN, CONSTRUCTION AND MONITORING OF AMATHOLE DISTRICT MUNICIPALITY FOR A PERIOD OF 3 YEARS: BID No. 8/2/80/2025-2026C – AMATHOLE DISTRICT MUNICIPALITY**" must be deposited in the Bid Box, at the offices of the Amathole District Municipality, Ground Floor, 15 Rees Street, Quigney, East London 5201 not later than 11h00 on **Thursday, 16 April 2026**, at which time the bids will be opened in public.

FUNCTIONALITY ASSESSMENT

Category 1,2,3 and 4			
1.	Project Specific Expertise within the Employ of the Tenderer	35	Category 1 = 60% (21 out of 35) Category 2 = 65% (22.75 out of 35) Category 3 = 70% (24.5 out of 35) Category 4 = 80% (28 out of 35)
2.	Technical and Support Staff	15	Category 1 = 60% (9 out of 15) Category 2 = 65% (9.75 out of 15) Category 3 = 70% (10.5 out of 15) Category 4 = 80% (12 out of 15)
3.	Track Record, Experience	50	Category 1 = 60% (30 out of 50) Category 2 = 65% (32.5 out of 50) Category 3 = 70% (35 out of 50) Category 4 = 80% (40 out of 50)
TOTAL		100	

The minimum score as indicated for each criteria must be obtained in order to proceed further.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- [a] The Amathole District Municipality Supply Chain Management Policy will apply;
- [b] The Amathole District Municipality does not bind itself to accept the highest point scorer or any other quotation and reserves the right to accept the whole or part of the quotation;
- [c] Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
- [d] For all transactions your tax reference number/pin at SARS must be furnished.
- [e] Successful bidders will be required to register as a supplier/service provider on the National Treasury's Central Supplier Database, if not already registered.



DR. B.J. MTHEMBU
MUNICIPAL MANAGER
15 REES STREET | QUIGNEY | EAST LONDON | 5201
PO BOX 320 | EAST LONDON | 5200
TEL: 043 701 4000 | FAX: 043 721 2478



1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Amathole District Municipality is a recipient of different water services grants, including Regional Bulk Infrastructure Grant (RBIG) and Municipal Infrastructure Grant (MIG) etc. to respond to water and sanitation backlog in the Municipality. These grants are approved for the next three fiscal years as per indicative figures in the Division of Revenue Act (DoRA), as such the district is under duress to implement the programme.

1.2 PURPOSE OF THE PROJECT

The strategic goal of this project is to assist the Municipality to reduce water and sanitation backlogs and sustain various water and sanitation infrastructure. The purpose of the project is therefore to accelerate backlog reduction and improve the sustainability of services in the Amathole District Municipality

2. SCOPE OF WORKS

This scope of works is according to the Engineering Profession Act (46/2000): Guideline for services and processes for estimating fees for persons registered in terms of the Engineering Profession Act, Gazette No. 39480 of 2015 as well as the SAICE General Conditions of Contract 2015. The scope of works is phased as follows:

2.1 DESIGN CONSULTANTS

2.1.1 Project Phasing

The phasing of the project is listed below:

Stage 1 -Inception

(Defined as: Establish client requirements and preferences, assess user needs and options, appointment of necessary service providers, and establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies)

- 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 scope of services and scope of work required.
- 6) Conclude the terms of the agreement with the ADM.
- 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 that could influence the project life cycle cost significantly.
- 10) Provide necessary information within the agreed scope of the project to other consultants involved.

Deliverables will typically include:

- 1) Agreed scope of services and scope of work.
- 2) Signed agreement.
- 3) Report on project, site and functional requirements.
- 4) Schedule of required surveys, tests, analyses, site and other investigations.
- 5) Schedule of consents and approvals.

Stage 2 -Concept and Viability (Often called 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)

- 1) Agree documentation programme with principal consultant 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 process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- 11) Provide cost estimates and life cycle costs as required.
- 12) Liaison, co-operate and provide necessary information to the client, architect and other consultants involved.

Typical deliverables will include:

- Concept design.
- Schedule of required surveys, tests and other investigations and related reports.
- Process design.
- Preliminary design.
- Cost estimates as required.

Stage 3 -Design Development (also termed Detail Design)

(Defined as: Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project)

- (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 consultant's 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 architect and other consultants involved.
- (9) Submit the necessary design documentation to local and other authorities for approval.

Typical deliverables will include:

- Design development drawings.
- Outline specifications.
- Local and other authority submission drawings and reports.
- Detailed estimates of construction costs.

Stage 4 -Documentation and Procurement

(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.)

- (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 architect where relevant.
- (6) Prepare documentation for contractor procurement.
- (7) Review designs, drawings and schedules for compliance with approved budget.
- (8) Assist in calling for tenders and/or negotiation of prices and/or assist the architect where relevant.
- (9) Liaise, co-operate and provide necessary information to the architect and the other consultants as required.
- (10) Assist in the evaluation of tenders.
- (11) Assist with the preparation of contract documentation for signature.
- (12) Assess samples and products for compliance and design intent.

Typical deliverables will include:

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget construction cost.

- Bid documentation.
- Bid evaluation report.
- Bid recommendations.
- Priced contract documentation.

Stage 5 -Contract Administration and Inspection

(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)

- (1) Attend site handover.
- (2) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineer, 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) Inspect works for conformity to contract documentation.
- (8) Adjudicate and resolve financial claims by contractor(s).
- (9) Assist in the resolution of contractual claims by the contractor.
- (10) Establish and maintain a financial control system.
- (11) Clarify details and descriptions during construction as required.
- (12) Prepare valuations for payment certificates to be issued by the principal agent.
- (13) Witness and review of all tests and mock ups carried out both on and off site.
- (14) Check and approve contractor drawings for design intent.
- (15) Update and issue drawings register.
- (16) Issue contract instructions as and when required.
- (17) Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- (18) Inspect the works and issue practical completion and defects lists.
- (19) Arranging for the delivery of all test certificates, including the Electrical Certificate of Compliance. Statutory and other approvals, as built drawings and operating manuals.

Typical deliverables will include:

- Schedules of predicted cash flow.
- Construction documentation.
- Drawing 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
- Electrical Certificate of Compliance

Stage 6 -Close-Out

(Defined as: Fulfill and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project)

- (1) Inspect and verify the rectification of defects
- (2) Receive, comment and approve relevant payment valuations and completion certificates operations and maintenance
- (3) Prepare and /or procure operation and maintenance manuals guarantees and warranties.
- (4) Prepare and/or procure as-built drawings and documentation
- (5) Conclude the final accounts where relevant.

Typical deliverables will include:

- Valuations for payment certificates
- Works and final completion lists manuals, guarantees and
- Operations and maintenance manuals, guarantees and warranties

- As-built drawings and documentation
- Final accounts

Construction Monitoring

- (1) If the construction monitoring is deemed to be insufficient by the parties, the architect may, with prior written approval having been obtained from the client, appoint or make available additional staff for such construction monitoring as are necessary to undertake additional construction monitoring on site to the extent specifically defined and agreed with the client. The functions in respect of additional construction monitoring are to be limited to detailed inspections.
- (2) Alternatively, the client may appoint or make available staff, subject to approval by the architect.
- (3) Staff shall report to and take instructions from the architect or an authorized representative of the architect only and shall be deemed to be in the employ of the architect.
- (4) Should any change regarding the persons utilized for additional on-site monitoring or their remuneration or duration of services be necessary, the utilization of such persons and/or their remuneration must be agreed in writing with the client prior to the implementation thereof
- (5) If, for any reason, no additional staff or inadequate staff for construction monitoring is appointed, the architect shall provide additional services, including additional site visits, as required and agreed to in writing with the client prior to commencement thereof.
- (6) The duties of the architect for the following four defined levels of construction monitoring, respectively, are as follows:
 - (a) Level 1:

The construction monitoring staff shall:

- (i) Monitor the outputs from another party's quality assurance programme against the requirements of the plans and specifications.
- (ii) Visit the works at a frequency agreed with the client to review important materials, critical work procedures and/or completed elements or components.
- (iii) Be available to advise the contractor on the technical interpretation of the plans and specifications.

(b) Level 2:

The construction monitoring staff shall:

- (i) Review, preferably at the earliest opportunity, a sample of each important:
 - Work procedure
 - Construction material for compliance with the requirements of the plans and specifications and review representative samples of important completed work prior to enclosure or completion as appropriate.
- (ii) Visit the works at a frequency agreed with the client to review important materials, critical work procedures and/or completed elements or components.
- (iii) Be available to provide the contractor with technical interpretation of the plans and specifications.

(c) Level 3:

The construction monitoring staff shall:

- (i) Maintain a part-time presence on site as agreed with the client to review random samples and review important completed work prior to enclosure or on completion as appropriate.
- (ii) Where the architect is the sole consultant or principal agent, carry out such administration of the project as is necessary on behalf of the client.

- (iii) Be available to provide the contractor with technical interpretation of the plans and specifications.
- (d) Level 4:
 - The construction monitoring staff shall:
 - (i) Maintain a full time presence on site to constantly review
 - Work procedures
 - Construction materials for compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion as appropriate.
 - (ii) Where the engineer is the sole consultant or principal agent, carry out such administration of the project as is necessary on behalf of the client.
 - (iii) Be available to provide the contractor with technical interpretation of the plans and specifications.

Occupational Health and Safety Act, 1993 (Act No.85 of 1993).

The consultant to undertake duties falling under the Occupational Health and Safety Act, 1993 (Act NO.85 of 1993) and the Construction Regulations in terms thereof, on behalf of the client and the normal services include the following:

- (1) The architect must arrange, formally and in writing, for the contractor to provide documentary evidence of compliance with all the requirements of the Occupational Health and Safety Act, 1993 (Act NO.85 of 1993).
- (2) The architect must execute the duties of the client, as his appointed agent, as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act No.85 of 1993).

Work Regarded as Normal Services

The following services are regarded as normal services to be provided by the architect, unless specifically agreed otherwise between the architect and the client.

Normal services pertaining to all Stages of the Project

- (1) All services related to defining the scope of work, previously carried out under the report stage and that was normally paid for on a time and cost basis.
- (2) Enquiries not directly concerned with the works and its subsequent utilization.
- (3) Valuation for purchase, sale or leasing of plant, equipment, material, systems, land or buildings or arranging for such valuation.
- (4) Making arrangements for way leaves, servitudes or expropriations.
- (5) Negotiating and arranging for the provision or diversion of services not forming part of the works.
- (6) Additional work in obtaining the formal approval of the appropriate Government Departments or Public Authorities, including the making of such revisions as may be required as a result of decisions of such Departments or Authorities arising out of changes in policy, undue delay or other causes beyond the architect's control.
- (7) Topographical and environmental surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out on behalf of the client.
- (8) Setting out or staking out the works and indicating any boundary beacons and other reference marks.
- (9) Preparation of drawings for manufacture and installation or detailed checking of such for erection or installation fit.
- (10) Detailed inspection, reviewing and checking of designs and drawings not prepared by the architect and submitted by any contractor or potential contractor as alternative to those embodied in tender or similar documents prepared by the architect.
- (11) Inspection and testing, other than on site, of materials and plant, including inspection and testing during manufacture.
- (12) Preparing and setting out particulars and calculations in a form required by any relevant authority.
- (13) Abnormal additional services by or costs to the architect due to the failure of a contractor or others to perform their required duties adequately and on time.

- (14) Executing or arranging for the periodic monitoring and adjustment of the works, after final hand over and completion of construction and commissioning in order to optimize or maintain proper functioning of any process or system.
- (15) Investigating or reporting on tariffs or charges leviable by or to the client.
- (16) Advance ordering or reservation of materials and obtaining licenses and permits.
- (17) Preparing detailed operating, operation and maintenance manuals.
- (18) Additional services, duties and/or work resulting from project scope changes, alterations and/or instructions by the client, or his duly authorized agents, requiring the architect to advise upon review, adapt and/or alter his completed designs and/or any other documentation and/or change the scope of his services and/or duties. Such additional services are subject to agreement in writing between the architect and the client prior to the execution thereof.
- (19) Work and or services related to targeted procurement that could entail but is not necessarily limited to any or all of the following:
 - a) incorporation of any targeted participation goals,
 - b) the measuring of key participation indicators,
 - c) the selection, appointment and administration of participation and;
 - d) Auditing compliance to the above by any contractors and/or professional consultant.

1. CONTACT DETAILS

1. Company Name: _____

Contact person: _____

Phone No.: _____

Cell No.: _____

Fax No.: _____

E-Mail: _____

2. Postal Address: _____

Postal Code: _____

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices: _____

2. COMPANY DETAILS

1. Co./ CC Registration Number: _____

2. Vat. Registration Number: _____

3. Company income tax reference number: _____

Note: Insert personal income tax reference number if one-man business and personal income tax reference numbers of all parties if a partnership.

4. Central Supplier Database MAAA Number: _____

3. SCOPE OF WORK AND SELECTION CRITERIA

Amathole District Municipality requires the services of suitably qualified Professional Service Providers (PSPs) for a period of three years for the Civil Engineers services on an as-and-when required basis.

The Panels for Professional Service Providers will be established according to project value.

Interested PSPs will be required to submit an application for only **one** of the panels below with the panel category and discipline being defined by the project value. The table below reflects the PSP panel categories.

Table 1: PSP Category Selection

Category	Projects with value between	PI Insurance Required	Indicate preference with yes
1	R 0 up to R10,0 million	The required professional indemnity insurance will be determined per work order but will be approximately twice or more than the value of the fees, not the construction value.	
2	>R10 million up to R50 million		
3	>R50 million up to R100 million		
4	>R100 million (unlimited)		

4. SPECIAL CONDITIONS OF PANEL

Tenderers may only tender under one (1) company, if the tenderer tenders under more than one company, all submissions will be disqualified.

Tenderers may only tender for one (1) category with the categories listed in Table 1 which is defined by the project size. If more than one category is selected, ADM reserves the right to place the tenderer.

Proof of Design package. (Submit a valid licence certificate)

Company registration documents to be attached. (certified)

Failure to adhere and provide the above documentation will result in your bid being rejected.

5. FUNCTIONALITY FOR CIVIL ENGINEERING PROFESSIONAL SERVICE PROVIDERS

Stage 1: Special Conditions of Panel

Tenderers who fail to meet the Special Conditions of Panel will not be considered for Stage 2 Functionality Assessment.

Stage 2: Functionality Assessment

Tenderers will be deemed to be capable and have the required capacity if they score higher than or equal to the threshold levels set out below:

- Category 1 PSP – Score 60% per criteria;
- Category 2 PSP – Score 65% per criteria;
- Category 3 PSP – Score 70% per criteria;
- Category 4 PSP – Score 80% per criteria.

ONLY COMPANIES ACHIEVING AT LEAST THE THRESHOLD SCORE FOR FUNCTIONALITY WILL BE INCLUDED ON THE RESPECTIVE PANELS.

PSP to submit relevant and sufficient proof required to satisfy the Evaluation team during functionality in order to be scored, such as:

- Company Profile specific to Civil Engineering
- Organogram of the team
- Shortened CV for each team member indicating years' experience, relevant experience and Qualifications
- Qualification Certificates of team members
- Proof of Professional Registration
- Reference/Referral letter of successfully completed or currently being undertaken projects, similar in nature, indicating the total project cost (direct and indirect costs)
- Fully signed appointment letter of the relevant projects

FAILURE TO PROVIDE THE RELEVANT AND SUFFICIENT PROOF, WILL RESULT IN NO POINTS BEING ALLOCATED.

Functionality points will be allocated as follows for the establishment of the panels.

No	Criteria for Category 1 (Emerging PSP's) (Projects valued: R0 – R10 million)	Points Allocation
1	Project Specific Expertise within the Employ of the Tenderer	60% Max 35 Min 21
	Technical Expertise (Organogram showing team of Professional Registered Engineers and the Technical and Support staff, CV's & Qualification Certificates as well as proof of Registration to be provided) Relevant experience / expertise; Traceable record of successful monitoring of the implementation of Water and Sanitation infrastructure projects	
1.1	1 x Professional Registered Company Director (Civil Pre Eng / Pre Tech)	25
	0-5 years relevant experience	10

	>5-10 years relevant experience	15	
	>10 years relevant experience	25	
1.2	1 x Professional Registered Design Engineer (Civil Pre Eng / Pre Tech)		10
	0-5 years relevant experience	5	
	>5 years relevant experience	10	
2	Technical and Support Staff (CV's & Qualification Certificates to be provided)		60% Max 15 Min 9
2.1	1 x Technician		5
	0-5 years relevant experience	2.5	
	>5 years relevant experience	5	
2.2	1 x Draughts Person / CAD Operators		5
	0-5 years relevant experience	2.5	
	>5 years relevant experience	5	
2.3	1 x Site Supervisor / Resident Engineer (RE)		5
	0-5 years relevant experience	2.5	
	>5 years relevant experience	5	
3	Track Record, Experience (projects up to R10,0 million)		60% Max 50 Min 30
3.1	<p>Projects of construction value up to R10 million successfully completed in the last 15 years or currently being undertaken by the PSP or the lead civil engineer (10 points per project up to a maximum of 50 points). Projects must be for water and sanitation infrastructure.</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. A traceable record will be evaluated on the basis of:</p> <p>Fully signed Appointment letter and a referral letter from the client with contactable references confirming that the project was executed successfully, specifying project name and project value (Direct & Indirect Costs).</p>		50
	Total		100
	Minimum Total Average Threshold		60

No	Criteria for Category 2 (Emerging PSP's) (Projects valued: > R10 – R50 million)	Points Allocation						
1	Project Specific Expertise within the Employ of the Tenderer	65% Max 35 Min 22.75						
	<p>Technical Expertise (Organogram showing team of Professional Registered Engineers and the Technical and Support staff, CV's & Qualification Certificates as well as proof of Registration to be provided)</p> <p>Relevant experience / expertise for this category: Traceable record of successful monitoring of the implementation of Water and Sanitation infrastructure projects</p>							
1.1	<p>1 x Professional Registered Company Director (Civil Pre Eng / Pre Tech)</p> <table border="1" data-bbox="225 920 906 1077"> <tr> <td>0-5 years relevant experience</td> <td>10</td> </tr> <tr> <td>>5-10 years relevant experience</td> <td>15</td> </tr> <tr> <td>>10 years relevant experience</td> <td>25</td> </tr> </table>	0-5 years relevant experience	10	>5-10 years relevant experience	15	>10 years relevant experience	25	25
0-5 years relevant experience	10							
>5-10 years relevant experience	15							
>10 years relevant experience	25							
1.2	1 x Professional Registered Design Engineer (Civil Pre Eng / Pre Tech)	10						
	<table border="1" data-bbox="225 1178 906 1279"> <tr> <td>0-5 years relevant experience</td> <td>5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>10</td> </tr> </table>	0-5 years relevant experience	5	>5 years relevant experience	10	10		
0-5 years relevant experience	5							
>5 years relevant experience	10							
2	Technical and Support Staff (CV's & Qualification Certificates to be provided)	65% Max 15 Min 9.75						
2.1	<p>1 x Technician</p> <table border="1" data-bbox="225 1480 906 1592"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							
2.2	<p>1 x Draughts Person / CAD Operators</p> <table border="1" data-bbox="225 1637 906 1749"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							
2.3	<p>1 x Site Supervisor / Resident Engineer (RE)</p> <table border="1" data-bbox="225 1794 906 1897"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							

	Track Record, Experience (projects between R10 and R50 million)		65%
	Projects of construction value between R10 and R50 million successfully completed in the last 15 years or currently being undertaken by the PSP or the lead civil engineer (10 points per project up to a maximum of 50 points). Projects must be for water and sanitation infrastructure.		Max 50 Min 32.5
3	Note COMPULSORY attachments for verifying work done:		
3.1			
4.	1. A traceable record will be evaluated on the basis of: Fully signed appointment letter and a referral letter from the client with contactable references confirming that the project was executed successfully, specifying project name and project value (Direct & Indirect Costs).	50	
		Total	100
	Minimum Total Average Threshold		65

No	Criteria for Category 3 (Established PSP's) (Projects valued: > R50 – R100 million)	Points Allocation						
1	Project Specific Expertise within the Employ of the Tenderer	70% Max 35 Min 24.5						
	<p>Technical Expertise (Organogram showing team of Professional Registered Engineers and the Technical and Support staff, CV's & Qualification Certificates as well as proof of Registration to be provided)</p> <p>Experience / expertise for this category: Traceable record of successful monitoring of the implementation of Water and Sanitation infrastructure projects</p>							
1.1	<p>1 x Professional Registered Company Director (Civil Pre Eng / Pre Tech)</p> <table border="1" data-bbox="244 969 906 1126"> <tr> <td>0-5 years relevant experience</td> <td>10</td> </tr> <tr> <td>>5-10 years relevant experience</td> <td>15</td> </tr> <tr> <td>>10 years relevant experience</td> <td>25</td> </tr> </table>	0-5 years relevant experience	10	>5-10 years relevant experience	15	>10 years relevant experience	25	25
0-5 years relevant experience	10							
>5-10 years relevant experience	15							
>10 years relevant experience	25							
1.2	<p>1 x Professional Registered Design Engineer (Civil Pre Eng / Pre Tech)</p> <table border="1" data-bbox="244 1227 906 1339"> <tr> <td>0-5 years relevant experience</td> <td>5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>10</td> </tr> </table>	0-5 years relevant experience	5	>5 years relevant experience	10	10		
0-5 years relevant experience	5							
>5 years relevant experience	10							
2	Technical and Support Staff (CV's & Qualification Certificates to be provided)	70% Max 15 Min 10.5						
2.1	<p>1 x Technician</p> <table border="1" data-bbox="244 1541 906 1641"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							
2.2	<p>1 x Draughts Person / CAD Operators</p> <table border="1" data-bbox="244 1697 906 1798"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							
2.3	<p>1 x Site Supervisor / Resident Engineer (RE)</p> <table border="1" data-bbox="244 1854 906 1955"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							

3	Track Record, Experience (projects between R50 and R100 million)	70% Max 50 Min 35
3.1	<p>Projects of construction value between R50 and R100 million successfully completed in the last 15 years or currently being undertaken by the PSP or the lead civil engineer (10 points per project up to a maximum of 50 points). Projects must be for water and sanitation infrastructure.</p> <p>Note COMPULSORY attachments for verifying work done:</p> <ol style="list-style-type: none"> 1. A traceable record will be evaluated on the basis of: Fully signed appointment letter and a referral letter from the client with contactable references confirming that the project was executed successfully, specifying project name and project value (Direct & Indirect Costs). 	50
	Total	100
	Minimum Total average Threshold	70

No	Criteria for Category 4 (Established PSP's) (Projects valued: > R100 million – unlimited)	Points Allocation						
1	Project Specific Expertise within the Employ of the Tenderer	80% Max 35 Min 28						
	<p>Technical Expertise (Organogram showing team of Professional Registered Engineers and the Technical and Support staff, CV's & Qualification Certificates as well as proof of Registration to be provided)</p> <p>Experience / expertise for this category: Traceable record of successful monitoring of the implementation of Water and Sanitation infrastructure projects</p>							
1.1	<p>1 x Professional Registered Company Director (Civil Pre Eng / Pre Tech)</p> <table border="1" data-bbox="225 920 906 1077"> <tr> <td>0-5 years relevant experience</td> <td>10</td> </tr> <tr> <td>>5-10 years relevant experience</td> <td>15</td> </tr> <tr> <td>>10 years relevant experience</td> <td>25</td> </tr> </table>	0-5 years relevant experience	10	>5-10 years relevant experience	15	>10 years relevant experience	25	25
0-5 years relevant experience	10							
>5-10 years relevant experience	15							
>10 years relevant experience	25							
1.2	<p>2 x Professional Registered Design Engineer (Civil Pre Eng / Pre Tech)</p> <table border="1" data-bbox="225 1122 906 1234"> <tr> <td>0-5 years relevant experience</td> <td>(2,5 x 2) = 5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>(5 x 2) = 10</td> </tr> </table>	0-5 years relevant experience	(2,5 x 2) = 5	>5 years relevant experience	(5 x 2) = 10	10		
0-5 years relevant experience	(2,5 x 2) = 5							
>5 years relevant experience	(5 x 2) = 10							
2	Technical and Support Staff (CV's & Qualification Certificates to be provided)	80% Max 15 Min 12						
2.1	<p>2 x Technician</p> <table border="1" data-bbox="225 1435 906 1541"> <tr> <td>0-5 years relevant experience</td> <td>(1.25 x 2) = 2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>(2,5 x 2) = 5</td> </tr> </table>	0-5 years relevant experience	(1.25 x 2) = 2.5	>5 years relevant experience	(2,5 x 2) = 5	5		
0-5 years relevant experience	(1.25 x 2) = 2.5							
>5 years relevant experience	(2,5 x 2) = 5							
2.2	<p>2 x Draughts Person / CAD Operators</p> <table border="1" data-bbox="225 1592 906 1697"> <tr> <td>0-5 years relevant experience</td> <td>(1.25 x 2) = 2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>(2,5 x 2) = 5</td> </tr> </table>	0-5 years relevant experience	(1.25 x 2) = 2.5	>5 years relevant experience	(2,5 x 2) = 5	5		
0-5 years relevant experience	(1.25 x 2) = 2.5							
>5 years relevant experience	(2,5 x 2) = 5							
2.3	<p>1 x Site Supervisor / Resident Engineer (RE)</p> <table border="1" data-bbox="225 1749 906 1845"> <tr> <td>0-5 years relevant experience</td> <td>2.5</td> </tr> <tr> <td>>5 years relevant experience</td> <td>5</td> </tr> </table>	0-5 years relevant experience	2.5	>5 years relevant experience	5	5		
0-5 years relevant experience	2.5							
>5 years relevant experience	5							

3	Track Record, Experience (projects greater than R100 million)	80% Max 50 Min 40
3.1	<p>Projects of construction value greater than R100 million successfully completed in the last 15 years or currently being undertaken by the PSP or the lead civil engineer (10 points per project up to a maximum of 50 points). Projects must be for water and sanitation infrastructure.</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. A traceable record will be evaluated on the basis of: Fully signed appointment letter and a referral letter from the client with contactable references confirming that the project was executed successfully, specifying project name and project value (Direct & Indirect Costs).</p>	50
	Total	100
	Minimum Total Average Threshold	80

6. SPECIAL CONDITIONS OF CONTRACT

1. Procurement will be on a needs basis and therefore panellists are not guaranteed work.
2. ADM reserves the right to place more than one service provider in each panel (Category).
3. Contracts entered into through this panel will apply to all new and existing infrastructure projects, including Regional Bulk Infrastructure Grant (RBIG), Municipal Infrastructure Grant (MIG) projects, etc..
4. Service Providers registered on the Panel will be invited to tender for projects.
5. ADM reserves the right to include PSPs from a lower category in their request for proposal should there be less than three PSP registered in the category required for the identified project.
6. ADM reserves the right to appoint more than one company wherein an attempt is made to transfer skills from established companies to companies owned by Emerging Exempted

Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) within the panel when sub-contracting. In case such an appointment is done, performance management will be monitored on the basis of a skills transfer plan that will be entered into at the beginning of the project.

Designated groups are those which are at least 51% owned by:

- a. black people
- b. black people who are youth
- c. black people who are women
- d. black people with disabilities
- e. black people who are military veterans
- f. black people that formed a cooperative (primary, secondary or tertiary cooperative)
- g. black people living in rural areas or underdeveloped area or townships.
- h. EME or QSE

7. ADM will use these panels to pave entry for emerging service providers and entities owned and managed by Black women, black youth and people with disabilities and military veterans. ADM reserves the right to appoint established PSPs and pair them with Emerging Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) service providers appointed by ADM.
8. ADM will allow PSP's to make use of outsourced specialist consultants where the required expertise is not available at the time of going to tender; provided that such personnel are qualified and registered at the relevant institutions. ADM reserves the right to approve such specialist outsourced consultants which is not on the panel by following the ADM's Supply Chain Management Policy.
9. Appointed PSP's will be reimbursed for tasks such as (but not limited to) Viability Investigations; Preparation of Business Plans; Facility Maintenance Investigation Reports; Operational Reports, Project Audits, etc. on a Time-Based fee as per the relevant institution Tariff of Fees.
- 10 ADM reserves the right to appoint a higher category consultant in a lower category of works required.

- 11 Tender Resources may be replaced with similar or higher level of expertise, experience and qualification.
- 12 ADM reserves the right to negotiate and fix prices when drawing down from panel.
- 13 When drawing down from the Panel, PSP will be required to provide proof of PI. The required professional indemnity insurance will be determined per work order but will be approximately twice or more than the value of the fees, not the construction value.
- 14 Price will not be included in the evaluation of the applications received as these will be done purely on Functionality. Price will be considered when PSPs on the panels are invited to quote for specific projects.
- 15 The panels will be valid for a period of 3 years from the date of panel establishment.

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract..... **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION IN TERMS OF BIDDERS PAST SCM PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p style="text-align: center;">(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).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>(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).</p>	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 of law outside 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:		
Item	Question	Yes	No
4.4	Does the Bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other 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"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) 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 *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD 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 (MBD 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.

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 Municipality / Municipal Entity)

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
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

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.
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.

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.

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



COMPANY COMPOSITION

All information must be filled in the spaces provided and a copy of the company's CK Certificate to be attached to this page.

NAME	IDENTITY NUMBER	% OWNED

TOTAL % BLACK WOMEN OWNERSHIP: _____

TOTAL % BLACK YOUTH OWNERSHIP: _____

TOTAL % PEOPLE WITH DISABILITIES _____

TOTAL % FOR MILITARY VETERANS: _____