CLOSED TENDER PROCESS

NAME OF SERVICE PROVIDER: ____________________________

REQUEST FOR QUOTATION FOR GOODS AND SERVICES AT JPC

N.B. THIS REQUEST FOR QUOTATION (RFQ) ISSUED ONLY LIMITED TO PROFESSIONALS APPROVED FOR INCLUSION IN THE JPC PANEL OF PROFESSIONALS (POP 03/2018) UNDER THE FOLLOWING CATEGORY: TURNKEY PROGRAMME MANAGER/TURNKEY PROJECT MANAGER

JPC requests your quotations on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotations submitted.

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>25 SEPTEMBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE</td>
<td>07 OCTOBER 2019</td>
</tr>
<tr>
<td>CLOSING TIME</td>
<td>10H30 (TELKOM TIME)</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>PUBLIC SAFETY – EMS DEPARTMENT</td>
</tr>
<tr>
<td>SCM NUMBER</td>
<td>RFQ 25 09 2019 – SCM 29</td>
</tr>
<tr>
<td>PANEL NUMBER</td>
<td>POP03/2018 PANEL OF PROFESSIONALS</td>
</tr>
</tbody>
</table>

DESCRIPTION OF GOODS/SERVICES

TURNKEY PROGRAMME MANAGER/TURNKEY PROJECT MANAGER FOR VISUAL ASSESSMENTS, BILLS OF QUANTITIES, PREPARE SCOPES OF WORKS, WORK PACKAGES, MONITORING AND EVALUATION OF THE CAPEX/REPAIRS & MAINTENANCE WORKS AT VARIOUS FACILITIES.

- Assist in implementation of Capex/Repair and Maintenance Projects transactions.

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
<table>
<thead>
<tr>
<th><strong>COMPULSORY BRIEFING SESSION</strong></th>
<th>• Interact with the market surroundings, to confirm decisions on scope, timing and packaging of transactions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue: Imbizo Boardroom</td>
<td>Venue: Imbizo Boardroom</td>
</tr>
<tr>
<td>1st Floor</td>
<td>1st Floor</td>
</tr>
<tr>
<td>Forum 2, Braam Park</td>
<td>Forum 2, Braam Park</td>
</tr>
<tr>
<td>33 Hoofd Street</td>
<td>33 Hoofd Street</td>
</tr>
<tr>
<td>Braamfontein</td>
<td>Braamfontein</td>
</tr>
<tr>
<td>2017</td>
<td>2017</td>
</tr>
<tr>
<td>Time: 10H00</td>
<td>Time: 10H00</td>
</tr>
<tr>
<td>Date: 02 OCTOBER 2019</td>
<td>Date: 02 OCTOBER 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</strong></th>
<th><a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>COMPULSORY REQUIREMENTS</strong></th>
<th>Submission of all required documents</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>SUBMISSION OF QUOTES:</strong></th>
<th>1st Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Forum 2, Braam Park</td>
</tr>
<tr>
<td></td>
<td>33 Hoofd Street</td>
</tr>
<tr>
<td></td>
<td>Braamfontein</td>
</tr>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td></td>
<td>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ENQUIRIES:</strong></th>
<th>Asogan Maistry</th>
<th>010 219 9229</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>082 494 4913</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:AMaistry@jhbproperty.co.za">AMaistry@jhbproperty.co.za</a></td>
</tr>
</tbody>
</table>

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.
N.B. QUOTATIONS submitted by Professionals or Service Providers not included in POP 03/2018 - Panel of Professionals under Turnkey Programme Manager/Turnkey Project Manager will not be considered.

QUOTATIONS above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & JPC’s Supply Chain Management Policies and Procedures.

CHECKLIST

SCM NO: RFQ 25 09 2019 – FM 29

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS ARE ATTACHED TO YOUR SUBMISSION.

<table>
<thead>
<tr>
<th>No</th>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certified Copy of Company Registration Document</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rates &amp; Taxes Account for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the Commissioner of Oaths/ Arrangements letter</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rates and Taxes Account for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the Commissioner of Oaths/ Arrangements letter</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Certified Copy of BBBEE certificate.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Valid Tax Clearance Certificate or Pin number</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Empowerment Plan and employment statistics (youth, women and people with disabilities)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>All alterations must be signed.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Quotation is signed</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>UIF</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Certified ID copies for the Directors or Members of the Entity</td>
<td></td>
</tr>
</tbody>
</table>

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.
14. Central Supplier Data Base registration (CSD)
15. Works Insurance and Public liability insurance
16. Affiliation / Registration with Professional bodies
17. Professional Indemnity insurance

SIGNATURE__________________________________

NAME________________________________________

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION

1. Valid Original tax clearance.

   Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by JPC. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

2. Latest copy of rate and taxes together with a completed “Declaration on State of Municipal Accounts” form. (Attached)

   Please note the following:

   a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.

   b) If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.

3. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote, please ensure that the proposal is signed.

4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.

5. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.

6. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.

7. Proof of Directors: A certified copy of your Company Registration Documents

8. A certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.

9. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder.

10. UIF.

11. Professional Indemnity insurance

12. Copies of ID’s for the Directors or Members of the Entity.

13. Central Supplier Data Base registration.

14. Works Insurance and Public liability insurance

15. Affiliation / Registration with Professional bodies

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.
PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE__________________________________

NAME________________________________________

CONDITIONS

1. All goods or services purchased will be subject to JPC SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.

2. All purchases will be made through an official order form. Therefore, no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.

3. To participate in JPC’s Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on National Treasury Centralised Supplier Database (CSD). JPC is dealing only with the registered and accredited suppliers on the CSD.

4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.

7. Quantities are given in good faith and without commitment to JPC. The JPC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.
8. **JPC DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**

9. **QUOTATIONS SUBMITTED THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.**

I HERewith CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE__________________________________

NAME________________________________________

ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE:________________________________________

NAME:_____________________________________________

CAPACITY:__________________________________________

DATE:_____________________________________________
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266/4760117194

<table>
<thead>
<tr>
<th>BIDDER:</th>
<th>REQUEST FOR QUOTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RFQ NUMBER</td>
</tr>
<tr>
<td></td>
<td>RFQ 25 09 2019 – FM 29</td>
</tr>
</tbody>
</table>

| CONTACT PERSON |
| NAME: | Asogan Maistry |
| TEL No: | 010 219 9162 083 399 3582 |

Submission Deadline: 07 October 2019
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAY

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
QUOTATIONS

submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.

9 City of Joburg Property Company SOC Ltd.
Supply Chain Management

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please deposit all quotation in the RFQ box as stipulated in the cover page

RFQ’S above R30 000-00 to a maximum of R50 000 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended.

EVALUATION CRITERIA

Quotations will be evaluated using a two-stage evaluation process.

STAGE 1 TECHNICALITY/FUNCTIONALITY EVALUATION

Quotations will be evaluated in order to establish whether they meet the minimum required thresholds for functionality. In this regard Bidders are required to achieve a functional score of no less than **70** points out of **100**.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Element</th>
<th>Weight</th>
<th>Returnable Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Proposed Methodology and Approach (25 Points)</td>
<td>Details of the proposed methodology and approach that the Tenderer intends to follow with regards to the effective provision of Professional Services required in CAPEX Management and associated projects support services for the delivery of infrastructure program and projects (25 Points)</td>
<td>25</td>
<td>Methodology document including stakeholder engagements plan plus project charter and governance structure.</td>
</tr>
<tr>
<td>02</td>
<td>Experience of the Tenderer (Lead Tenderer and Entities in Joint Venture, Consortium, Association, etc. (30</td>
<td>Bidders’ experience and record of accomplishment in providing professional services required in CAPEX and associated projects support services for the delivery of infrastructure programs and</td>
<td>30</td>
<td>List of the projects completed, nature of related projects, value and reference letters.</td>
</tr>
</tbody>
</table>

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.
### Requirements

- **Projects:** Including municipal infrastructure. Tenderers should have proof of experience in creating and managing Project Management Units for projects exceeding Fifty million Rand and must include buildings, civil and electrical and related projects (30 Points).

### Scoring Criteria

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td><strong>Experience and Qualifications of the Tenderers’ Proposed Key Resources/Experts (20 points)</strong></td>
<td>20</td>
</tr>
<tr>
<td>04</td>
<td><strong>Methodology on job creation and skills development (15 points)</strong></td>
<td>15</td>
</tr>
<tr>
<td>05</td>
<td><strong>Project Programming and Capacity</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL** | 100 |

### Stage 2 (Price and B-BBEE Status Level of Contribution)

#### Points Awarded for Price

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

A maximum of 80 points is allocated for price on the following basis: 80/20

Where

\[
Ps = \text{Points scored for comparative price of bid under consideration.}
\]

\[
Pt = \text{Comparative price of bid under consideration}
\]

\[
Pmin = \text{Comparative price of lowest acceptable bid}
\]

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
Points will be allocated as follows:

<table>
<thead>
<tr>
<th>Price</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points for B-BBEE (Max of 20):</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-BBEE status Level of Contributor</th>
<th>Number of Points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
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<tr>
<td>5</td>
<td>8</td>
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<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-Compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018 - Panel of Professionals will not be considered.
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ 25 09 2019 – FM 29
BACKGROUND

City of Joburg Property Company (JPC) is in the process of entering into a Service level Agreement (SLA) with CoJ Public Safety’s EMS Department for the assessment, pricing, prioritising and implementation of maintenance work on various identified Public Safety EMS Department’s owned and controlled facilities. The budget for the current financial year for the works and professional fees for Public Safety EMS and Disaster Management Department’s is R45 423 000.00 including vat.

Purpose of the planned maintenance being:
- To preserve taxpayers’ investments in public and residential facilities by extending the life span of buildings and its components; thus sustaining the building value.
- Improved quality of life; thus sustaining a safe and healthy environment by keeping buildings and their components in good and structurally sound condition also preventing building failures that would interrupt occupants’ activities.
- To help buildings functionality as they are intended to operate at peak efficiency, with minimized energy consumption.
- To provide maintenance in ways that are cost-effective, by preventing minor problems from escalating into major system and equipment failures that results in costly repairs or replacements at times.

CoJ Public Safety’s EMS and Disaster Management Departments has identified the following facilities for the current financial year.

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Name</th>
<th>Scopes/Descriptions of Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lonehill Fire Station</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>2</td>
<td>Midrand Fire Station</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>3</td>
<td>Malvern Fire Station</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>4</td>
<td>Brixton Ethics &amp;</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
</tbody>
</table>

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
<table>
<thead>
<tr>
<th>Compliance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Jabulani Fire Station and Be-Safe Centre</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>7 Turffontein Fire Station</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>8 Rietfontein Fire Station</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>9 Fairview Fire Station</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>10 Sandton Fire Station and Disaster Management</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>11 Martindale Disaster Management Offices</td>
<td>Repair, Refurbishments and alterations</td>
</tr>
<tr>
<td>12 All Fire Stations</td>
<td>Electrical compliance repair, maintenance and issuing of COC’s. (Assessments have been done and BOQ’s have been compiled. Work required: to manage the implementation</td>
</tr>
</tbody>
</table>

**SPECIFICATIONS / SCOPE OF WORK:**

**The successful Bidder will:**

- Get more detailed brief of the repairs & maintenance work from Public Safety’s EMS Department for each facility identified above

*Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.*

14
• Obtain signature of a detailed brief from the Public Safety’s EMS Department.

• Formulate a Bill of Quantity (BOQ) with estimated cost for each facility

• Based on risk assessment of work, the programme manager must come up with prioritisation model given budget limitation.

• Prioritisation model should take into account urgency of the repairs & maintenance work and the Regional expenditure

• Once the prioritisation model is done, it should say what work should be done in year 1 and year 2

• Public Safety’s EMS Office with pro-active maintenance work for the future (Indicative budget)

• Act as an expert advisor when JPC is procuring contractors to execute work

• Manage construction work on site

• Authorise progress payments

• Prepare final account for each work

• Compile close-out report

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
The team should include the following services:

- Project Manager/Quantity Surveyor
- Engineering Services
- Architect/Draughtsman

**NOTE:**

- The price offered should incorporate fees for the QS, PM, preliminary Engineering services where required and preliminary Architectural services where required.
- Should any work require full engineering and other services, detailed investigations and/or detailed specific design, the awarded bidder should motivate to JPC at that time giving reasons why it is required and the cost thereof.
**PHASE 1**

**Stage 1**

1) Agreed scope of work and services (Scope clarification and obtaining detailed signed brief from Public Safety’s EMS Department)
2) Signed agreement
3) Internal Stakeholder analysis and engagements.

**Stage 2**

1) Project plan, with cost estimates.
   - Detailed scopes of works for considerations by COJ Public Safety’s EMS Department and other identified stakeholders
   - Cost benefit analysis for each individual project
2) Bills of Quantities per individual project.
3) Stakeholder consultation.
4) Due diligence on existing services
5) Cost estimates / generate BOQ (Detailed Cost Estimates/generate BOQ)

**Stage 3**

1) Prepare, co-ordinate and agree a detailed Design and Documentation Programme, based on an updated Indicative Construction Programme, with all consultants.

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
2) Establish and co-ordinate formal and informal communication structure processes and procedures for the design development of the project.
3) Manage, co-ordinate and integrate the designs by the consultants in a sequence to suit the project design, documentation programme and quality requirements.
4) Conduct and record the appropriate planning, co-ordination and management meetings.

Deliverables

- Signed Consultant/Client Agreement
- Detailed Design & Documentation Programme
- Updated Indicative Construction Programme
- Record of all meetings
- Approval by Client to proceed to Stage 4

# Refer to page 21 under conditions, point 6

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
**Stage 4**

1. Procurement of contractor (From preparation of tender document to appointment letter)
2. Assist in the preparation of Tender document for the Procurement of contractor i.e. Technical Specifications
3. Assist in Technical Evaluation of Bids Received (Technical Advisor)

**Stage 5**

1) Project manage the construction and Contract Administration
2) Project Manager / Architect (signing off on work done)
3) Health and Safety consultant - Develop requirements, manage requirements during construction
4) Social Facilitator - Stakeholder engagement, Protocol model, Establishment of Project Steering Committee, 10 x Workshops, 20 x Community Meetings, 10 x Interviews with Stakeholders
   - Detailed ongoing Stakeholder Engagement
   - Dispute Resolution (Ref. Baseline above)

**Stage 6: Project Close Out**

1) Handover file and keys to client
2) Contractual Arrangements.
3) Signature of JBCC
4) Project Management: construction and Contract Administration.

*Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.*
5) Project Manager/ Architect (signing off on the work done).
6) Health and Safety Consultant – Develop requirements, manage requirements during construction

NB: Returnable Documents with the bid submission

For the purposes of evaluating the submissions, bidders are directed to submit the following:

- Methodology document including stakeholder engagements plan plus project charter and governance structure.
- List of the projects completed, nature of related projects, value and reference letters.
- Name, Skills and qualifications of the Lead professional and successfully completed projects
- Methodology on how to formulate work packages for local SMMEs, job creation and skills development.
- Project program, access to capacity and quality control processes given SMME to be appointed.

ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR

Conditions
1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. The pricing will be based on the percentage of the overall budget allocated for the project which is R45 423 000.00

Quotations submitted by Professionals or Service Providers not included in the relevant POP 03/2018- Panel of Professionals will not be considered.
4. Quantities are given in good faith and without commitment to the JPC.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.
6. The price offered should incorporate fees for the QS, PM, preliminary Engineering services where required and preliminary Architectural services where required.

   6.1 Quantity Surveyors and/or Project Manager
   6.2 Preliminary Engineering assessment services
   6.3 Preliminary Architectural assessment services
   6.4 Full social facilitation/Stakeholder
   6.5 Full contractor contract management

7. Should any work require full engineering and other services, detailed investigations and/or detailed specific design, the awarded bidder should motivate to JPC at that time giving reasons why it is required and the cost thereof.