

## ANNEXURE A: TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER(S) FOR OFFICE SPACE PLANNING, INTERIOR DESIGN/DECORATION, FIT-OUTS, INSTALLATIONS AND RELATED SERVICES AT ICASA'S OFFICE PREMISES

#### 1. OVERVIEW

One of the primary functions of Corporate Services: Facilities is to set-up offices throughout the country (South Africa) and ensure the Authority has a national presence. Proper planning, design and appropriate fit-outs and installations enable ICASA to conduct its core business with maximum efficiency. The Facilities unit is responsible for office space planning, interior design/decoration, fit-outs, installations and related services at ICASA's office premises.

#### 2. BACKGROUND

2.1. ICASA is currently renting buildings in all nine (9) Provinces, which are used to carry out ICASA's mandate of regulating in the public's interest. Below are the details of the current office premises (as of 25 January 2021):

Office	Address	Province	Square Metres
Head Office	350 Witch-Hazel Avenue, Eco Point Office Park, Eco Park, Centurion, Pretoria	Gauteng	9 320 sqm
Regional Office	Corner Koller and Lombard Street, Hilton, Bloemfontein	Free State	827 sqm
Regional Office	Ground Floor, Knowledge Park 3; Heron Crescent; Century City, Cape Town	Western Cape	599.5 sqm
Regional Office	303 Dr. Pixley Kaseme Street, 13 <sup>th</sup> Floor, Delta Towers, Durban	KwaZulu Natal	500 sqm
Regional Office	66 Ring Road, 1 <sup>st</sup> Floor Fairview Office Park, Greenacres, Port Elizabeth	Eastern Cape	500 sqm
Regional Office	14 Limassol Street, Isimini Office Park, Polokwane	Limpopo	339 sqm
Regional Office	9 Southey Street, 1 <sup>st</sup> Floor, Van de Wall Building, Kimberley	Northern Cape	330 sqm
Regional Office	14 Henshall Street, 5 <sup>th</sup> Floor, Medcen Building, Nelspruit	Mpumalanga	197 sqm
Regional Office	761 Dr. James Moroka Drive, SABC Broadcast Centre, Mmabatho Unit 1, Mahikeng	North West	125 sqm

*\*Please note the above-mentioned premises are rented, therefore, some of the physical addresses and square metres may change, as contracts/lease agreement expire.*

2.2. The Authority has identified the need to appoint service provider(s) to carry out office space planning, interior design/decoration, office fit-outs,

installations and related services at its office premises. The services are requested on an as and when required basis for a period of 5 years.

### **3. GENERAL REQUIREMENTS**

- 3.1. The service provider must have a minimum experience of five (5) years in providing services of similar nature in the corporate/commercial building industry.
- 3.2. This excludes experience gained during an apprenticeship or other training, under the supervision of an experienced contractor in the relevant Building Trade.
- 3.3. Good knowledge of the National Building Regulations, PFMA; Treasury Regulation and any other relevant Treasury Instructions
- 3.4. The service provider will be fully responsible for meeting all requirements in these terms of reference regarding the scope of works.
- 3.5. Where equipment is installed/fitted, all work must be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations.
- 3.6. Where OEM standards differ from those required by the terms of reference the more stringent requirement shall apply.
- 3.7. The service provider will need to perform weekly, monthly and/or quarterly assessments of the project and building infrastructure, and submit a comprehensive written report with images, as agreed with ICASA.
- 3.8. All work shall be carried out in accordance with prevailing industry norms and best practice and will at all times comply with OEM requirements, where required.
- 3.9. Work shall be scheduled in a manner as not to interfere with any normal ICASA business operations. Normal operational hours shall be from 08h00 to 16h30 (Monday – Friday).
- 3.10. The works will be scheduled during a time as agreed to with ICASA, and will be undertaken midweek, at times over weekends, public holidays, or during period when the Authority closes for vacations (shutdown).
- 3.11. The service provider may be required to attend to emergencies as well as inspections that may be required from time to time.
- 3.12. Where applicable, the existing services at the premises must remain operational until the scheduled cut-over, so as to not disrupt ICASA's business operations.

- 3.13. The service provider shall only utilize equipment that is safe and in good serviceable order.
- 3.14. The service provider shall only incorporate in the works materials, products, components and assemblies which are:
  - a) fit for their intended purpose; and
  - b) capable of fulfilling required functions under intended use conditions or when in use.
- 3.15. Should the service provider cause damage to any services, they will first/swiftly secure the damaged services, and make the area safe. They will thereafter inform the employer's representative of the damage incurred, so that any other relevant authorities can also be informed. The service provider will be liable for full costs of repairs to the damages.
- 3.16. The service provider is responsible for obtaining from the relevant authorities, any and all permits and related paperwork/services which might be required to successfully execute the project (e.g. compliance certificates).
- 3.17. Job cards must be signed by all parties upon completion of the works/milestones.
- 3.18. Job cards content must include but not limited to the following:
  - 3.18.1. Description of the work to be undertaken;
  - 3.18.2. Action taken/work done;
  - 3.18.3. Material used;
  - 3.18.4. Time of arrival and departure;
  - 3.18.5. Location/area where work was undertaken;
  - 3.18.6. General remarks/comments and;
  - 3.18.7. Full names, signatures and date by all parties;
- 3.19. When project work is executed/performed, all project related record sheets/job cards must be stored for the duration of the contract and should be available for inspection at any time.
- 3.20. The lack of complete history files may result in the cancellation of the contract.
- 3.21. It shall be the service provider's responsibility to ensure that all relevant labour and safety legislation is adhered to, for the duration of the contract.
- 3.22. ICASA shall not be responsible for payment of any unauthorized work.
- 3.23. ICASA reserves the right to separately procure maintenance, repairs and replacement/installation services when contracted service provider(s)

services do not meet ICASA's requirements and/or industry standards in terms of quality, workmanship etc.;

- 3.24. The service provider shall at all times enforce strict discipline and good order among its employees. The service provider shall be responsible for all behaviour and activities of all its employees at all times during the performance of the work of this contract.
- 3.25. The service provider shall not divulge, furnish, or disclose any sensitive information concerning ICASA or any other stakeholders' activities to the public or media.
- 3.26. ICASA reserves the right to have confidentiality agreement signed with the successful service provider.
- 3.27. ICASA reserves the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets.
- 3.28. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.
- 3.29. The service provider shall not make use of the site under renovations, refurbishment, construction (whichever is applicable) for residential purposes, and no workers will be permitted to set up sleeping quarters on site.

#### **4. OPERATIONS**

- 4.1. The service provider must accept and respect the fact that ICASA's premises continuously undergo maintenance, repairs and/or refurbishment/improvements and that a variety of stakeholders are involved in the maintenance of ICASA's existing premises.
- 4.2. In some instances, the requested services will take place while the building is occupied, and in some instances, it will be a building that has been recently contracted to ICASA to rent for a set period of time.
- 4.3. At no time must the service provider's work result in nuisance, interference or danger to the employees, stakeholders, public or any other person working at ICASA's premises.
- 4.4. At no time shall the service provider:
  - allow any pollutive or toxic substance to be released into the air or storm water systems;
  - interfere with, or put at risk, the functionality of any system or service;
  - cause a fire or safety hazard

- 4.5. At no time must the service provider interfere with, or put at risk, the functionality of any sprinklers and/or fire prevention system/equipment.
- 4.6. Therefore, within reason and with prior arrangement with the appointed service provider, ICASA will require the following from time to time:
  - 4.6.1. Assisting with operations re-scheduling of work to accommodate other service providers;
  - 4.6.2. Allowing access and helping other contracted service providers, OEM suppliers to correct defects on equipment, systems, work undertaken etc.
  - 4.6.3. Pointing out and locating services/facilities/equipment they are aware of to contractors or other service providers (e.g., nearest water stop tap, fire extinguisher, fire hose reels;
  - 4.6.4. Providing access to other service providers;
  - 4.6.5. Attending co-ordination and planning meetings;
  - 4.6.6. Sharing knowledge on operations with ICASA;
  - 4.6.7. Providing data, reports and/or statistics to ICASA relating to services rendered;
  - 4.6.8. Recommending improvements on maintenance procedures;
  - 4.6.9. Recommending improvements on operational procedures;
  - 4.6.10. Co-operating with ICASA's security with regards to security issues;
- 4.7. ICASA's representative may instruct/request operational and works procedures to the contracted service provider as might be required from time to time.
- 4.8. Where applicable, the service provider shall keep accurate daily records of staff attendance, maintenance work, safety inspections and exception reports.
- 4.9. The service provider shall ensure that all required reports and any other supporting documents are submitted to ICASA as agreed (e.g. weekly, monthly, quarterly).
- 4.10. The reports shall include but not limited to:
  - 4.10.1. Renovations/refurbishment work (including % of scheduled renovations/refurbishment and reactive work completed);
  - 4.10.2. Signed job cards by service provider and ICASA representative;
  - 4.10.3. Where applicable, signed and completed standing work orders;
  - 4.10.4. Break-down summary for expenses incurred thus far;

4.10.5. Outstanding renovations issues

4.10.6. Summary of materials and labour to be included on the job card.

## 5. PENALTIES

5.1. A penalties mechanism will apply to the contract and assessment and determination of performance penalties imposed must be signed off and discussed at the scheduled meetings by the service provider and ICASA representative(s).

5.2. Any applicable deductions applied to the next payable invoice amount.

5.3. The following mechanism will be applied for determination of performance:

<b>KPI</b>	<b>Measure</b>	<b>Penalty</b>	<b>Value of work</b>
Incomplete/Poor recordkeeping (e.g. closed job cards, reports etc.)	90% of renovations records completed and submitted in time	5% of invoice	R0.00 – R150 000.00
		7.5% of invoice	R150 000.01 – R500 000.00
		10% of invoice	Above R500 000.00
Repeat work	Not more than 1 repeat work in a month	5% of invoice	R0.00 – R150 000.00
		7.5% of invoice	R150 000.01 – R500 000.00
		10% of invoice	Above R500 000.00
Workmanship	Not more than 1 poor workmanship notification per month	5% of invoice	R0.00 – R150 000.00
		7.5% of invoice	R150 000.01 – R500 000.00
		10% of invoice	Above R500 000.00
Non-compliance to Health & Safety measures, protocols, contraventions to OHS Act and industry best practices	Not more than 1 non-compliance to Health & Safety measures per month	5% of invoice	R0.00 – R150 000.00
		7.5% of invoice	R150 000.01 – R500 000.00
		10% of invoice	Above R500 000.00
Availability of labour, tools and equipment	Not more than 1 non-availability of labour, tools and equipment, leading to work downtime	5% of invoice	R0.00 – R150 000.00
		7.5% of invoice	R150 000.01 – R500 000.00
		10% of invoice	Above R500 000.00
Compliance certificates (e.g. electrical, plumbing, glazing certificates)	Failure to deliver valid certificates as stated on the implementation plan, or as agreed	R10 000.00 every twenty (20) working days	

## **6. METHODOLOGY**

- 6.1. The service provider is expected to provide ICASA's representative(s) with methodology, detailed work procedures (e.g. site establishment, works execution) and preliminary refurbishment/renovations programme, fully showing the work to be carried out.
- 6.2. The service provider will be required to amend the methodology or procedures if ICASA's representative(s) do not believe that the approach will satisfy the specified requirements.
- 6.3. The appointed service provider's proposal will be expected to respond appropriately to all future scope of work as issued by ICASA from time to time/as and when the need arises.
- 6.4. The proposal should articulate what value add the bidder will provide in achieving the stated objectives for the project.
- 6.5. As part of the methodology, the bidder must as such explain his / her understanding of the objectives of the requested services, stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address the requested services.
- 6.6. In the methodology, the bidder should clearly state instances where certificates of compliance will be issued for work done.
- 6.7. Work instructions, daily check sheets, monthly maintenance reports, inventory reports, work requests, work orders, job cards, breakdown reports, exception reports, and any other related documents/records must be in a format as agreed with ICASA and will remain the property of ICASA.

## **7. MEETINGS**

- 7.1. The service provider will be expected to attend management meetings relating to this contract and other related issues that may arise from time to time.
- 7.2. As far as is practicable, the service provider must make all required persons available for these meetings as required by ICASA.
- 7.3. Meetings must be held and conducted under the below governance structure:

<b>Occurrence</b>	<b>ICASA Representatives</b> (one or more of the following officials)	<b>Service Provider Representatives</b> (one or more of the following officials)	<b>Purpose</b>
Weekly	Manager: Facilities/ Senior Manager: Facilities/ Maintenance Assistants/ Regional Manager or nominated representative	Site Manager Architect Quantity Surveyor Interior Designer/ Decorator Contractor	Planning meeting to: Review and agree on office space/ building layout; Develop office space planning and related matters; Develop, review and sign off floor plans; Develop, review and sign interior design/decoration plan
Weekly	Manager: Facilities/ Senior Manager: Facilities/ Maintenance Assistants/ Regional Manager or nominated representative	Site Supervisor/ Site Manager/ Architect Interior Designer/ Decorator Contractor	<ul style="list-style-type: none"> <li>• Review previous week’s work;</li> <li>• Identify any snags to be fixed by the service provider;</li> <li>• Plan and agree on the week’s work, including snags to be executed;</li> <li>• Discussion of any other related matters (e.g. budget, costs)</li> </ul>
Monthly	Manager: Facilities/ Senior Manager: Facilities/ Maintenance Assistants/ Regional Manager or nominated representative	Site Supervisor/ Site Manager/ Architect Quantity Surveyor Interior Designer/ Decorator Contractor	<ul style="list-style-type: none"> <li>• Review previous month’s work;</li> <li>• Agree and sign off on the month’s work that has been completed;</li> <li>• Plan and agree on the work to be executed for the new month, and any remaining snags from the previous month;</li> <li>• Submission, review and/or sign off on a close-out report, where applicable;</li> <li>• Discussion of any other related matters (material lead times, project schedule, budget, costs)</li> </ul>
Quarterly	Manager: Facilities/ Senior Manager: Facilities/ Maintenance Assistants/ Regional Manager or nominated representative	Site Supervisor/ Site Manager/ Architect Interior Designer/ Decorator Contractor	<ul style="list-style-type: none"> <li>• Review the quarter’s work;</li> <li>• Agree and sign off on any outstanding month’s work that has been completed;</li> <li>• Plan and agree on the work to be executed for the new quarter, where applicable, and any remaining snags from the previous months;</li> <li>• Submission, review and/or sign off on a close-out report, where applicable;</li> <li>• Discussion of any other related matters (material lead times, project schedule, budget, costs)</li> </ul>



## **8. PERSONNEL**

- 8.1. The service provider should propose the structure and composition of their team i.e. the main disciplines involved, the key technical staff member/expert responsible for each discipline (i.e. Architect, Quantity Surveyor, Mechanical/Electrical Engineer, Civil/Structural Engineer, Space Planner, Interior Designer/Decorator), and the proposed technical and support staff and site staff, together with names of second choice alternate personnel;
- 8.2. The roles and responsibilities of each key staff member/expert should be set out as job descriptions. In the case of an association/joint venture/consortium, it should, indicate how the duties and responsibilities are to be shared;
- 8.3. In addition, they shall provide a summary of the key staff member's construction related qualification (certificates, diplomas or degrees as well as professional registration certificates), experience previous and current occupation
- 8.4. Please include full detailed CV's of the key staff members that will be fully dedicated to this project, as and when required, which includes but not limited to architect, mechanical/electrical engineer, civil/structural engineer, space planner, quantity surveyor, interior designer/decorator, site manager, site foreman/supervisor, health and safety officer. None of these persons will be replaced by a person of lesser ability or qualification.
- 8.5. The service provider will be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works.
- 8.6. The service provider shall at all times remain responsible to ensure that the on-site staff compliment is sufficient to maintain the service levels and system performance indicators, as agreed with ICASA.
- 8.7. Should the service provider not be able to maintain adequate performance due to constraints caused by ICASA, this must be timeously reported, in writing, to ICASA's representative(s).
- 8.8. Qualified and experienced personnel with thorough knowledge and expertise in commercial buildings, in possession of appropriate certificates/qualifications, able to issue an electrical certificate of compliance (COC) and any other compliance documents and sign off on the works will be required to carry out work as and when it is identified by ICASA.

- 8.9. A clocking system must be used to track/monitor and hours worked at every site and the service provider must ensure there is no “buddy clocking” where one labourer can easily clock in for another (absent/late) employee.
- 8.10. The service provider shall continuously ensure that all staff is suitable, able and competent for the duties required of them.
- 8.11. The service provider shall continuously ensure that all staff is knowledgeable and trustworthy of the areas of work and related procedures and processes allocated to them.
- 8.12. The service provider shall further ensure that any staff member reasonably suspected of partaking in criminal activities is immediately removed from site/ICASA’s premises.
- 8.13. No casual labour (i.e. “off the street” labour) may be employed by the service provider unless pre-arranged/agreed with ICASA. Such labour may be screened where necessary and cannot be used for jobs of a technical nature.

## **9. RESPONSE TIMES**

- 9.1. The service provider will be expected to render its services between 08h00 – 16h30 (Monday – Friday), or as agreed with ICASA.
- 9.2. Any work and any other services performed after hours, weekends and/or public holidays must be agreed in advance with ICASA.
- 9.3. The service provider will be expected to respond 100% to all work instructions from ICASA within 24 hours, including weekends and public holidays, or as agreed with ICASA. Where applicable, specify lead times for requested services.
- 9.4. For emergency repairs, which includes but not limited to building structural damages, electrical, plumbing, air conditioning, lighting, broken fixtures, faulty equipment/appliances, roof/building leakages the service provider is expected to respond at any time of the day or night, seven (7) days a week, inclusive of all statutory holidays, throughout the contract period, and that appropriate staff are available to respond to call-outs.
- 9.5. The response times to all emergency call-outs, as stated in 9.4 above, must be within 2 hours from being notified (i.e. 100% of all calls).
- 9.6. When not on site the service provider needs to ensure that they can still meet the specified service levels as stated in this contract.

- 9.7. Response time shall be measured as the length of time taken by the appointed service provider to arrive on ICASA's premises in order to attend to a work instruction.
- 9.8. Special arrangements will be made for all project related work and completion dates fixed at negotiation stages. In the event of the scheduled work not being completed within the agreed times, it will be the sole responsibility of the service provider to communicate with ICASA Facilities representative/manager to extend the completion time.
- 9.9. ICASA will hold the service provider liable for any costs incurred by any party as a result of negligence or unreasonable poor performance by the service provider including excessive time taken to effect agreed upon services (e.g. fixing snags, correction of incorrectly fitted items/equipment etc.).

## **10. AS BUILT/NEW DRAWINGS**

- 10.1. Where required, the service provider shall prepare an updated set of as-built computer-aided (CAD) drawings.
- 10.2. Drawings must be compatible with AutoCAD 2018 format or latest versions, and the service provider should have AutoCAD/Revit proficient staff or equivalent.
- 10.3. The service provider must specify the computer-aided (CAD) software to be utilised for services which include but not limited to office space planning, interior design/decoration, floor plans etc.
- 10.4. At completion of the contract the service provider shall hand these drawings to ICASA or equivalent for reproducing onto the originals for handing over to ICASA (provision for allowance of as-built drawings elsewhere).

## **11. LEGISLATIVE FRAMEWORK & APPLICABLE STANDARDS**

- 10.1. It shall be the responsibility of the service provider to ensure that all equipment and methods used in the provision of office space planning, interior design/decoration, fit-outs, installations and/or construction, comply with all relevant statutory regulations, in particular the latest amendments, which includes but not limited to:
  - 10.1.1. The Occupational, Safety and Health Act 85 of 1993;
  - 10.1.2, Government, Provincial and Local Authorities Ordinances, Regulations, By-laws, Rules and other legal instructions.
  - 10.1.3. SANS 10400 (standards);

10.1.4. National Building Regulations;

10.1.5. SABS standards;

## **12. WARRANTIES, GUARANTEES FOR MATERIALS & WORKMANSHIP**

12.1. Where warranties for materials and/or workmanship are called for, the service provider shall obtain a written warranty, addressed to ICASA, from contractor/supplier supplying the materials and/or doing the work not later than the works completion date.

12.2. The warranty shall state that workmanship, materials and installation are warranted for a specific period from the final completion and that any defects that may arise during the specific period shall be made good at the expense of the contractor/supplier supplying the materials and/or doing the work, upon written notice from the service provider/ICASA.

12.3. The warranty and workmanship will not be enforced if the work and/or materials/equipment is damaged by defects during the office fit-outs and installation of the building in which case the responsibility for replacement shall rest entirely with the contractor if they are at fault.

12.4. The service provider, in consultation with ICASA, must evaluate the cause responsible for defects in the works.

12.5. Warranty/guarantee period for the services rendered, including the replacement/installation and commissioning of all new parts must be clearly specified at all times, and must be in line with industry standards.

12.6. Where applicable, accompanying documentation shall include but not be limited to:

12.6.1. Operating and/or maintenance manuals;

12.6.2. Installation plan CAD drawings where applicable;

12.6.3. As-Built installation plans

## **13. HEALTH AND SAFETY**

13.1. All persons on company premises shall obey all health and safety rules, procedures and practices.

13.2. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed.

13.3. All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met.

- 13.4. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to ICASA's representative(s).
- 13.5. The contractor's Workmen's Compensation fees must be up to date.
- 13.6. No unsafe/dangerous equipment or tools may be brought onto or used on ICASA's premises.
- 13.7. ICASA reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to ICASA and without affecting the terms of the contract in any way.
- 13.8. The service provider shall implement and enforce a health and safety measures and protocols when executing this project, including scheduled briefings on how to evacuate the premises during emergencies.
- 13.9. The major hazards identified by ICASA is that the office space planning activities, interior decoration, fit-outs, installations and/or construction works will take place within ICASA's premises.
- 13.10. The service provider will be working in close proximity of buildings where employees and stakeholders operate and requires minimal disruption as well as noise caused by related activities. As such, the service provider must adhere to ICASA's measures, protocols, guidance and specifications for access to and working on the premises.
- 13.11. The service provider shall manage health and safety in accordance with the Occupational Health and Safety Act, and ICASA's occupational health and safety measures and protocols.
- 13.12. Service provider's personnel must wear the correct Personal Protective Equipment and Clothing (PPE&C) and use the correct tools and equipment at all times, failing which they will be prohibited from working on site/ICASA's premises.
- 13.13. The service provider must put in place the necessary safety measures, demarcation, signage to prevent anyone from being injured during the provision of space planning, interior design/decoration, fit-outs, installations and related services.
- 13.14. Where applicable, the service provider must submit a safety file, prior to the commencement of duties.

- 13.15. At the completion of any work, the service provider shall immediately remove all its tools and equipment from the premises and leave all work areas in a clean condition.
- 13.16. If the service provider fails to promptly and properly fulfil the obligations relating to cleaning and final clean up, ICASA reserves the right to employ another service provider to complete the cleaning of premises, and to charge the cost thereof to the contracted service provider.
- 13.17. Further, ICASA reserves the right to withhold a retainer/payment until ICASA deems the area/premises acceptable.
- 13.18. Any impacts on the environment must be minimized, environmental pollution prevented, efficient use of natural resources ensured and conservation of any biodiversity during the duration of the contract adhered to (where applicable).
- 13.19. Old equipment that is removed from ICASA's premises shall be disposed of safely, and in an environmentally safe and responsible manner.
- 13.20. Environmental concerns that need to be addressed include but not limited to:
  - 13.20.1. Removing & disposing of hazardous waste from site;
  - 13.20.2. Removing & disposing of rubble from site;
  - 13.20.3. Dust caused by construction activities;
  - 13.20.4. Noise caused by construction activities;
  - 13.20.5. Effect on adjacent buildings, roads, services, etc.;
- 13.21. Consideration must also be taken for the following;
  - 13.21.1. Waste minimization;
  - 13.21.2. Energy and water efficiency;
  - 13.21.3. Prevention of water and soil contamination;
  - 13.21.4. Managing air emissions

#### **14. WARNING NOTICES & BARRICADES**

- 14.1. Warning notices and other forms of barricades will be erected to keep the public away from the locations where there is work being performed.
- 14.2. It is the service provider's responsibility to ensure that all relevant persons are informed of the hazards associated with the works and to keep persons outside of the working areas from a health and safety perspective.

**15. DISPOSAL**

- 15.1. The service provider(s) shall at all times during the progress of the work keep the premises and the site free from accumulations of all refuse, rubbish, scrap materials and debris caused by its operations
- 15.2. At all times, at the premises/area where work is undertaken, such premises/area shall present a safe, neat, orderly and workmanlike appearance.
- 15.3. This is to be accomplished by the removal of such material, debris, etc. from the premises on a weekly basis, or as agreed with ICASA.
- 15.4. Loading, cartage, hauling and dumping will be at the service provider's expense.

**16. QUALITY CONTROL PROCEDURES**

- 16.1. All work must be executed in accordance with prevailing industry norms and standards in relation to quality.
- 16.2. In this regard, the service provider will be expected to submit quality plans/control procedures to ICASA from time to time, with emphasis on controlling materials, personnel, subcontractors, work procedures and on improving infrastructure reliability.
- 16.3. The bidder should also include reference to the quality plan which outlines processes, procedures and associated resources (as indicated above), applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

**17. COMPLETION/CLOSE-OUT STRATEGY**

- 17.1. The service provider shall develop and submit a completion/close-out report, to minimise the correction of defects after the project completion and strive to achieve project completion on or before the scheduled completion date.
- 17.2. The close-out report and any other supporting documents must be in the format as agreed with ICASA and must be submitted within 21 working days after the project has been completed, with no outstanding work and/or snags.
- 17.3. Such a strategy shall include a systematic approach to ensuring that contractors (e.g. Site Foreman/Supervisor) and any other relevant parties

search for defects as the work progresses, programme their work in such a manner that defects are corrected ahead of project completion and sufficient time is allowed for commissioning.

- 17.4. Final payment/retainer will only be released once all outstanding matters/services have been successfully completed and a close-out report has been signed off by ICASA.

## 18. APPOINTMENT

- 18.1. ICASA may conduct a site inspection as part of the evaluation of service provider(s).
- 18.2. ICASA reserves the right to appoint more than one service provider who have obtained functionality scores of 70 or more, after completion of the evaluations.
- 18.3. The appointment may be further split into the different CIDB Gradings, as listed below:

<b>CIDB Grading</b>	<b>Tender value of less than or equal to</b>
1	R 500 000.00
2	R1 000 000.00
3	R3 000 000.00
4	R6 000 000.00

**Classes of work**

Service provider must clearly specify the class(es) of construction works they are registered for with CIDB and must be registered in classes which includes but not limited to electrical engineering works – building, general building works, mechanical engineering works, specialist works such as fire prevention and protection infrastructure, waterproofing etc. (attach valid proof for each class).

## 19. MANDATORY REQUIREMENTS

**The following documentation must be submitted, failure to comply and submit any one of the documents will disqualify the submission:**

- 19.1. Suitably qualified service provider with a CIDB Grading (1 to 4), capable of undertaking construction as referred to on table 18.3 above (attach valid proof).
- 19.2. Service provider must clearly specify the class(es) of construction works they are registered for with CIDB and must be registered in classes which includes but not limited to electrical engineering works – building, general



building works, mechanical engineering works, specialist works such as fire prevention and protection infrastructure, waterproofing etc. (attach valid proof).

- 19.3. Valid proof of registration with the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (COIDA) (attach valid proof).
- 19.4. A letter of confirmation from insurers or letter of intent indicating that they qualify for adequate insurance cover for the project of this nature, that is, Contractors All Risks which include but not limited to third party liability related to work conducted on site, property damage and injury losses (attach valid proof).

## **20. REFERENCES**

- 20.1. The prospective service providers must submit three (3) to five (5) references of having worked in project(s) of similar nature. This project of a similar nature must be a corporate building *with a ground floor and a minimum of two (2) or more floors above the ground floor and with basement, located in an urban setting of which at least 50% or more is utilised for corporate business offices.*
- 20.2. Reference letters, not older than 5 years, must be on a letterhead of the client, must be addressed to the service provider who was awarded the contract and must include the tender/ order number and the contract amount.
- 20.3. The reference letter must be signed and dated by an official from the client.
- 20.4. The service provider must specify if the projects listed as references were completed successfully. Attach a certificate/letter of completion, which must be on a letterhead of the client, must be addressed to the service provider who was awarded the contract and must include the tender/order number and the contract amount.
- 20.5. In addition to references, provide the details of the buildings where you undertook office space planning, interior design/decoration, fit-outs, installation, construction services for commercial buildings.
- 20.6. It is the responsibility of the service provider to ensure that its references provided are available in instances where ICASA plans to engage with them as part of doing reference checks.

- 20.7. If ICASA finds that the cited references are un-cooperative, such conduct on the part of the service provider’s references may influence the scoring negatively.
- 20.8. References must be completed on the table below:

	<b>Client details</b>	<b>Project Value</b>	<b>Location</b>	<b>Size m<sup>2</sup></b>
<i>e.g.</i>	<i>ICASA</i>	<i>R4 000 000.00</i>	<i>Centurion</i>	<i>500</i>
1				
2				
3				
4				
5				

## **21. SCOPE OF WORK**

- 21.1. The scope of work entails the provision of the below-mentioned services and any other related services.
- 21.2. The requested services will include but not limited to:
- 21.2.1. Office space planning;
  - 21.2.2. Interior design and decoration;
  - 21.2.3. Office floor plans & related drawings;
  - 21.2.4. Office fitouts and installations;
  - 21.2.5. Building compliance (certificates);
  - 21.2.6. Plumbing, ablutions and drainage (installations, refurbishments);
  - 21.2.7. Heating, ventilation, air-conditioning & cooling (installation, refurbishments);
  - 21.2.8. Fire detection and/or suppression (installation, refurbishments);
  - 21.2.9. Carpentry and joinery;
  - 21.2.10. Bricklayers and stonemasons;
  - 21.2.11. Floor coverings and finishes;
  - 21.2.12. Painting;
  - 21.2.13. Glazing, plastering and tiling;
  - 21.2.14. Structural steel work;
  - 21.2.15. Updating existing building infrastructure systems,

- 21.2.16. Installing new technology (e.g. building management system, motion sensor lighting etc.);
  - 21.2.17. Upgrading finishes;
  - 21.2.18. Changes to the function of the space and enhance aesthetics;
  - 21.2.19. Building condition assessments/reviews
- 21.3. The service provider must also conduct a building condition assessments/reviews, which includes but not limited to:
- 21.3.1. The age and operating condition of all mechanical and electrical systems;
  - 21.3.2. The condition of the building and its ability to support any renovations;
  - 21.3.3. The quality of existing utilities;
  - 21.3.4. Ensuring that all zoning, fire, and any other statutory requirements are inspected thoroughly to make sure the building meets all statutory requirements.
- 21.4. Experience in infrastructure planning, budgeting, designing, managing and administration of projects and programmes.

## **22. PRICING**

- 22.1. All pricings must be quoted in South African Rand (ZAR) including VAT.
- 22.2. The attached pricing/costing template must be completed. Any other costs that are not specified in the template must be completed in a separate sheet/page (attached as Annexure C).
- 22.3. Any pricing not included in the pricing template or on a separate sheet/page will not be considered.
- 22.4. Prices charged by the service provider(s) for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid, and any variance may render the contract null and void.
- 22.5. Costs are based on estimates, as the contract is on an as and when required basis, and excludes the cost of the materials, which must be market related at all times.
- 22.6. Prices quoted will be reviewed every three (3) years to ensure they are still market related. ICASA reserves the right to negotiate prices if they are above the market (rates).

## ANNEXURE A: EVALUATION CRITERIA

FUNCTIONALITY EVALUATION	WEIGHTS
<b>1. METHODOLOGY</b>	<b>50 (WEIGHT)</b>
The methodology covers:	
1.1. Proposal which includes implementation with timelines, types of drawings to be submitted and sample images of previous projects and related progress reporting on previous projects regarding: 1.1.1. Office space planning as per clause 3, 6 & 22; 1.1.2. Interior design & decoration as per clause 3, 6 & 22; 1.1.3. Fit-outs & installation works execution as per clause; 1.2. The proposed site establishment procedures; 1.3. The proposed building condition assessment procedures, as per clause 22.3	= 5
1.1. Proposal which includes implementation which incorporates timelines, types of drawings to be submitted and sample images of previous projects regarding: 1.1.1. Office space planning as per clause 3, 6 & 22; 1.1.2. Interior design & decoration as per clause 3, 6 & 22; 1.1.3. Fit-outs & installation works execution as per clause; 1.2. The proposed site establishment procedures; 1.3. The proposed building condition assessment procedures, as per clause 22.3	= 4
1.1. Proposal which includes implementation which incorporates timelines, types of drawings to be submitted and sample images of previous projects regarding: 1.1.1. Office space planning as per clause 3, 6 & 22; 1.1.2. Interior design & decoration as per clause 3, 6 & 22; 1.1.3. Fit-outs & installation works execution as per clause; 1.2. The proposed site establishment procedures;	= 3
The proposal meets any two (2) of the above-mentioned requirements	= 2
Irrelevant/no submission/The proposal meets only (1) of the above-mentioned requirements	= 1
<b>PERSONNEL</b>	<b>35 (WEIGHT)</b>
The service provider has:	
2.1. Attached the relevant structure and composition of their team i.e. the main disciplines involved, the key staff member/expert responsible for each discipline, and the proposed technical and support staff and site staff, together with names of second choice alternate personnel, as per clause 8; 2.2. Clearly specified the roles and responsibilities of each key staff member/expert and have been set out as summarized job descriptions, as per clause 8; 2.3. Attached key technical staff members (i.e. Architect, Quantity Surveyor, Mechanical/Electrical Engineer, Civil/Structural Engineer, Space Planner, Interior Designer/Decorator) relevant NQF6 qualification(s) or equivalent, professional registration/membership, experience (previous and current occupation), as per clause 8; 2.4. Included CV's of the key staff members that will be fully dedicated to this project, as per clause 8; 2.5. A contract manager and supervisor/foreman must each have a minimum of 8 years' experience or more in managing projects of similar nature, as per clause 8.	= 5
2.1. Attached the relevant structure and composition of their team i.e. the main disciplines involved, the key staff member/expert responsible for each discipline, and the proposed technical and support staff and site staff, together with names of second choice alternate personnel, covering all requested services, as per clause 8; 2.2. Attached key technical staff members (i.e. Architect, Quantity Surveyor, Mechanical/Electrical Engineer, Civil/Structural Engineer, Space Planner, Interior Designer/Decorator) relevant NQF6 qualifications or equivalent, professional registration/membership, experience (previous and current occupation), as per clause 8; 2.3. Included CV's of the key staff members that will be fully dedicated to this project, as per clause 8. 2.4. A contract manager and supervisor/foreman must each have a minimum of 6-7 years' experience in managing projects of similar nature, clearly specified in the proposal, as per clause 8.	= 4

2.1. Attached the relevant structure and composition of their team i.e. the main disciplines involved, the key staff member/expert responsible for each discipline, and the proposed technical and support staff and site staff, together with names of second choice alternate personnel, as per clause 8;	= 3
2.2. Attached key technical staff members (i.e. Architect, Quantity Surveyor, Mechanical/Electrical Engineer, Civil/Structural Engineer, Space Planner, Interior Designer/Decorator) relevant NQF6 qualifications or equivalent, professional registration/membership, experience (previous and current occupation), as per clause 8;	
2.3. A contract manager and supervisor/foreman must each have a minimum of five (5) years' experience in managing projects of similar nature, as per clause 8.	
The proposal meets any two (2) of the above-mentioned requirements	= 2
Irrelevant/no submission/The proposal meets only (1) of the above-mentioned requirements	= 1
<b>3. REFERENCES</b>	<b>15 (WEIGHT)</b>
3.1. Provided references <i>in company letterhead</i> , where service provider rendered <i>projects of similar nature</i> , in a corporate building with a ground floor and a minimum of two (2) or more floors above the ground floor. Reference letters, not older than 5 years, must be on a letterhead of the client, must be addressed to the service provider who was awarded the contract and must include the tender/order number and the contract amount:	
3.1.1. Five (5) or more references provided;	= 5
3.1.2. Four (4) references provided;	= 4
3.1.3. Three (3) references provided;	= 3
3.1.4. Two (2) or less references provided;	= 2
3.1.5. Irrelevant/no reference(s) provided	= 1
<b>Total:</b>	<b>100</b>
<b>Threshold</b>	<b>70</b>

No	Category	Weight
<b>A.</b>	<b>Price</b>	<b>80</b>
<b>B.</b>	<b>BBBEE Status Level Contribution</b>	<b>20</b>
	<b>TOTAL</b>	<b>100</b>

## ANNEXURE B: PROJECT ACTIVITIES GUIDELINES

<p><b>23.1 Project Initiation Activities</b></p> <p>23.1.1. Establish ICASA's requirements, preferences, needs and options;</p> <p>23.1.2. Finalization of necessary services/contractors;</p> <p>23.1.3. Establish the project brief including objectives, priorities, constraints, assumptions, aspirations and strategies;</p> <p>23.1.4. Assist in developing a clear project brief;</p> <p>23.1.5. Attend the project initiation meetings;</p> <p>23.1.6. Advise on any applicable rights, constraints, consents and approvals;</p> <p>23.1.7. Define the contractor's scope of work and services;</p> <p>23.1.8. Determine availability of data, drawings and plans relating to the project;</p> <p>23.1.9. Provide necessary information within the agreed scope of the project to the contractor(s).</p>	<p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>• Agreed scope of work (refer to clause 22);</li> <li>• Agreed services (refer to clause 4,7,16);</li> <li>• Report on project, site and functional requirements (refer to clause 3-7 &amp; 17);</li> <li>• Schedule of required drawings, tests, analyses, site and other investigations (refer to clause 10);</li> <li>• Schedule of required approvals/consents;</li> <li>• Report on location and availability of existing infrastructure (refer to clause 22); and</li> <li>• Schedule of information provided to other parties.</li> </ul>
<p><b>23.2. Concept and Viability Activities</b></p> <p>23.2.1. Prepare and finalise the project concept in accordance with the brief including the scope, scale, character, form, function and preliminary programme and viability of the project;</p> <p>23.2.2. Agree the documentation programme with the ICASA and any other relevant parties/end-users;</p> <p>23.2.3. Attend design and contractors' meetings;</p> <p>23.2.4. Establish concept design criteria;</p> <p>23.2.5. Prepare initial concept design and related documentation;</p> <p>23.2.6. Advise ICASA of any other critical/important matters relating to the project;</p>	<p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>• Concept design, including interior decorations (refer to clause 3, 6, 10, 22);</li> <li>• Related reports (refer to clause 3-7 &amp; 17);</li> <li>• Preliminary designs (refer to clause 1, 7 &amp; 22); and</li> <li>• Cost estimates as required (refer to clause 7).</li> </ul>

<p>23.2.7. Refine and assess concept design to ensure conformance with all regulatory requirements and consents (e.g. compliance certificates);</p> <p>23.2.8. Establish regulatory authorities' requirements and incorporate into the design;</p> <p>23.2.9. Establish access, utilities, services and connections required for the design;</p> <p>23.2.10. Coordinate design interfaces with ICASA, contractors and any other relevant parties;</p> <p>23.2.11. Prepare preliminary designs and related documentation for approval by external authorities (where applicable) and ICASA and for costing;</p> <p>23.2.12. Prepare cost estimates and life cycle costs as required; and</p> <p>23.2.13. Liaise, cooperate and provide necessary information to ICASA, contractors and any other relevant parties</p>	
<p><b>23.3. Design Development Activities</b></p> <p>23.3.1. Develop the approved concept to finalise the design,</p> <p>23.3.2. Outline specifications, cost plan, financial viability and programme for the project;</p> <p>23.3.3. Review the documentation programme with ICASA, contractors and any other relevant parties;</p> <p>23.3.4. Attend design and contractors' meetings;</p> <p>23.3.5. Incorporate ICASA's and any other authorities' detailed requirements into design;</p> <p>23.3.6. Incorporate any other applicable designs and requirements into the design;</p> <p>23.3.7. Prepare design development drawings including draft technical details and outline specifications;</p> <p>23.3.8. Review and evaluate design and outline specifications and exercise cost control;</p>	<p><b>Deliverables</b> (include but not limited to):</p> <ul style="list-style-type: none"> <li>• Design development drawings (refer to clause 10);</li> <li>• Outline specifications (refer to clause 3, 7, 22);</li> <li>• Local authority submission drawings (refer to clause 3;5-6 &amp; 22); and</li> <li>• Detailed estimate(s) of renovations/refurbishment costs (refer to clause 3 &amp; 22).</li> </ul>

<p>23.3.9. Prepare detailed estimates of office fit-outs and installation costs;</p> <p>23.3.10. Liaise, cooperate and provide necessary information to ICASA, contractors and any other relevant parties;</p> <p>23.3.11. Where applicable, submit necessary design documentation to local authorities for approval.</p>	
<p><b>23.4. Documentation, Materials &amp; Resources Co-ordination Activities</b></p> <p>23.4.1. Prepare the renovations, refurbishment, construction (whichever is applicable) and documentation, confirm and implement the co-ordination of materials, resources strategies and procedures for effective and timeous execution of the project;</p> <p>23.4.2. Attend design and contractors' meetings;</p> <p>23.4.3. Prepare specifications for the fit-outs, installations and quality standards with ICASA, contractors and any other relevant parties;</p> <p>23.4.4. Prepare specification and preambles for the fit-outs and installations;</p> <p>23.4.5. Prepare designs for materials and resources coordination purposes;</p> <p>23.4.6. Assist ICASA in the formulation of the materials and resources coordination strategy for contractors;</p> <p>23.4.7. Check cost estimate with the quantity surveyor and adjust design if necessary, to remain within budget;</p> <p>23.4.8. Review working drawings and related costs (e.g. materials, resources, related services) for compliance with the approved budget;</p> <p>23.4.9. Prepare documentation for coordination of all services required during office fit-outs and installations;</p> <p>23.4.10. Assist ICASA with coordination of resources, materials and related services required and/or negotiation of prices;</p> <p>23.4.11. Liaise, cooperate and provide necessary information to ICASA, contractors and any other relevant parties;</p>	<p><b>Deliverables</b> (include but not limited to):</p> <ul style="list-style-type: none"> <li>• Specifications (refer to clause 3 &amp; 22);</li> <li>• Services coordination (refer to clause 4, 7 &amp; 16);</li> <li>• Working drawings (refer to clause 10);</li> <li>• Budget of fit-outs &amp; installation costs (refer to clause 3 &amp; 22);</li> <li>• Resources &amp; materials coordination recommendations (refer to clause 3;4,7 &amp;12);</li> <li>• Specifications/terms of reference documentation (refer to clause 3 &amp; 22);</li> <li>• Financial review of proposed resources, materials and related services (refer to clause 3,4,7 &amp; 12); and</li> <li>• Project costs documentation (refer to clause 3 &amp; 22).</li> </ul>



<p>23.4.12. Assist with the review and proposed resources and materials for the project;</p> <p>23.4.13. Assist with the preparation of related contract documentation for signature; and</p> <p>23.4.14. Assess samples and products for compliance and design intent.</p>	
<p><b>23.5. Office Fit-Outs &amp; Installation Activities</b></p> <p>23.5.1. Management, administer and monitor the contractors and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works;</p> <p>23.5.2. Attend site handover;</p> <p>23.5.3. Issue fit-outs and installation documentation (e.g. COC) in accordance with the documentation programme;</p> <p>23.5.4. Carry out contract administration procedures delegated by ICASA in terms of the contract;</p> <p>23.5.5. Prepare schedules of predicted cash flow and/or payments to be made;</p> <p>23.5.6. Proactively prepare estimates for proposed variations for ICASA’s decision making;</p> <p>23.5.7. Attend regular site, technical and progress meetings;</p> <p>23.5.8. Inspect the works for conformity to contract documentation;</p> <p>23.5.9. Adjudicate and resolve any financial claims;</p> <p>23.5.10. Assist in the resolution of contractual claims;</p> <p>23.5.11. Establish and maintain a financial control system (managing &amp; reporting on project budget/costs);</p> <p>23.5.12. Clarify details and descriptions during installation as required by ICASA;</p> <p>23.5.13. Prepare valuations for payment certificates;</p>	<p><b>Deliverables</b> (include but not limited to):</p> <ul style="list-style-type: none"> <li>• Schedule of predicted cash flow (refer to clause 3 &amp; 22);</li> <li>• Construction documentation (refer to clause 4,6,12 &amp; 17);</li> <li>• Drawings register (refer to clause 10);</li> <li>• Estimate for proposed variations; (refer to clause 3 &amp; 22)</li> <li>• Contract instructions (refer to clause 6 &amp; 9);</li> <li>• Fire safety certificate (refer to clause 3,5,6 &amp; 22);</li> <li>• Financial control reports (refer to clause 3 &amp; 22);</li> <li>• Progressive and draft final account(s) (refer to clause 3, 13 &amp; 17);</li> <li>• Practical completion defect list(s) (refer to clause 7,9 &amp; 17); and</li> <li>• Certificate (s) of compliance from contractor(s) (refer to clause 3, 5, 6 &amp; 22).</li> </ul>

<p>23.5.14. Approve valuations for payment;</p> <p>23.5.15. Manage, witness and review of all tests and mock-ups carried out both on and off the site;</p> <p>23.5.16. Check and approve sub-contract shop drawings for design intent;</p> <p>23.5.17. Update and issue the drawings register;</p> <p>23.5.18. Issue contract instructions as and when required;</p> <p>23.5.19. Prepare final account(s) for the installations on progressive basis;</p> <p>23.5.20. Review and comment on operation and maintenance manuals, guarantees, certificates and warranties (refer to clause 12);</p> <p>23.5.21. Inspect the installations and issue practical completion and defects lists; and</p> <p>23.5.22. Assist in obtaining statutory certificates.</p>	
<p><b>23.6. Close-Out Activities</b></p> <p>23.6.1. Fulfil and complete the project close-out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of project;</p> <p>23.6.2. Inspect and verify rectification of defects;</p> <p>23.6.3. Receive/Submit for comment and approve relevant payment valuations and completion certificates;</p> <p>23.6.4. Facilitate final operations and maintenance manuals, guarantees and warranties (refer to clause 12) and handover to ICASA;</p> <p>23.6.5. Prepare as-built drawings, any other relevant drawings and documentation and handover to ICASA; and</p> <p>23.6.6. Conclude on any outstanding/final payment(s)</p>	<p><b>Deliverables</b> (include but not limited to):</p> <ul style="list-style-type: none"> <li>• Valuations for payments certificates (refer to clause 3,13 &amp; 17);</li> <li>• Works and final completion list (refer to clause 3, 7,9, 17 &amp; 22);</li> <li>• Operations and maintenance manuals, guarantees and warranties (refer to clause 12);</li> <li>• As-built drawings, any other related drawings and documentation (refer to clause 10); and</li> <li>• Final account(s) (refer to clause 17).</li> </ul>



**ANNEXURE C: PRICING SCHEDULE**

Description		Hours/units per annum	Rate per hour/unit	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Architect (4 hours x 12 months)	Normal Hours (Monday – Friday)	48 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	After Hours (Monday – Friday)							
	Weekend & Public Holidays							
Quantity Surveyor (4 hours x 12 months)	Normal Hours (Monday – Friday)	48 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	After Hours (Monday – Friday)							
	Weekend & Public Holidays							
Interior Designer/Decorator (4 hours x 12 months)	Normal Hours (Monday – Friday)	48 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	(2 hours x 12 months) After Hours (Monday – Friday)	24 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	(2 hours x 12 months) Weekend & Public Holidays	24 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
Mechanical/Electrical Engineer (4 hours x 12 months)	Normal Hours (Monday – Friday)	48 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	(2 hours x 12 months) After Hours (Monday – Friday)	24 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	(2 hours x 12 months) Weekend & Public Holidays	24 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
Civil/Structural Engineer (4 hours x 12 months)	Normal Hours (Monday – Friday)	48 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	(2 hours x 12 months) After Hours (Monday – Friday)	24 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
	(2 hours x 12 months) Weekend & Public Holidays	24 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____



Description		Hours/units per annum	Rate per hour/unit	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Site Manager 8hrs x 5days x 12months	Normal Hours (Monday – Friday)	480 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
2hrs x 5days x 12months	After Hours (Monday – Friday)	120 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
4hrs x 2days x 12months	Weekend & Public Holidays	96 hours x	R_____ =	R_____	R_____			R_____
Site Foreman/ Supervisor 8hrs x 5days x 12months	Normal Hours (Monday – Friday)	480 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
2hrs x 5days x 12months	After Hours (Monday – Friday)	120 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
4hrs x 2days x 12months	Weekend & Public Holidays	96 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
Labourer(s) 8hrs x 5days x 12months	Normal Hours (Monday – Friday)	480 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
4hrs x 5days x 12months	After Hours (Monday – Friday)	240 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
4hrs x 2days x 12months	Weekend & Public Holidays	96 hours x	R_____ =	R_____	R_____	R_____	R_____	R_____
Certificate of Compliance (Electrical) (including equipment and labour)		2	R_____ =	R_____	R_____	R_____	R_____	R_____
Certificate of Compliance (Plumbing) (including equipment and labour)		2	R_____ =	R_____	R_____	R_____	R_____	R_____
Certificate of Compliance (Glazing) (including equipment and labour)		2	R_____ =	R_____	R_____	R_____	R_____	R_____
CAD drawings – 4 per annum		4	R_____ =	R_____	R_____	R_____	R_____	R_____
				<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
				R_____	R_____	R_____	R_____	R_____



Description	Hours/units per annum	Rate per hour/unit	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Other costs (specify, if any):							
			R_____	R_____	R_____	R_____	R_____
<b>Grand Total : 5 years (estimated contract value)</b>			R_____				
<b>All costs and rates must be VAT inclusive</b>							