



Request for Tender

APPOINTMENT OF A PRINCIPAL AGENT WITH A MULTIDISCIPLINARY TEAM FOR THE CONSTRUCTION OF TJHESEHO COMMUNITY LEARNING CENTRE AS AN AGRICULTURAL SKILLS HUB (REITZ PROJECT)

**The Free State Community Education and Training College
86, Kellner Street
Westdene
Bloemfontein 9301**

Tender No: RFT01/2021

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TENDER

TERMS OF REFERENCE:

THE FREE STATE COMMUNITY EDUCATION AND TRAINING COLLEGE REQUIRES THE SERVICES OF A PRINCIPAL AGENT WITH A MULTIDISCIPLINARY TEAM FOR THE CONSTRUCTION OF TJHESEHO COMMUNITY LEARNING CENTRE AS AN AGRICULTURAL SKILLS HUB

Introduction and Background

Free State CET College is a public sector institution registered in terms of Continuing Education and Training Act No 16 of 2006 (as Amended). The Free State CET College comprises of 15 Community Learning Centres (CLCs) with 6 selected pilot learning centres and 171 Satellite Learning Centres (SLCs).

The Free State CET College has planned to construct the Tjheseho Agricultural Skills Hub (Reitz Project) which will address diverse range of possibilities to people with skills shortage, low level of schooling, out of school and unemployed youth, reskilling and articulation. This will incorporate skills development to support agriculture and relevant economic structures within and around communities of Nketoana Local Municipality aiming to contribute to local economic development. This skills development hub is meant to specialize in agricultural simulation and have other secondary activities which are driven by community services, business, transport, trade, manufacturing and agriculture. Reitz Project was launched by the former Minister of Higher Education and Training on 20 October 2018.

1. Invitation to tender

Tenders are hereby invited for assessments, clustering of projects, design and project management of the required construction of the Tjheseho Community Learning Centre as an Agricultural Skills hub (Reitz project).

The tender process will be co-ordinated by the Free State Community Education and Training College Supply Chain Management Department section at the following address:

Deputy Principal Finance
The Free State Community Education and Training College
86, Kellner Street
Westdene
Bloemfontein
9301

2. Compulsory site briefing session

A compulsory site briefing session will be conducted at the time and date given as follows:

Date: Wednesday, 15 September 2021

Time: 11 am

Venue:

The Free State Community Education and Training College

First floor

86, Kellner Street,

Westdene

Bloemfontein

9301

For any enquiries relating to the briefing session, please contact Mr MJ Mofokeng on 051 250 4022 or email MMofokeng@FS.CETC.edu.za

3. Terms of Reference

The purpose of the tender is to identify, evaluate and appoint a multi-disciplinary bidder who will manage the entire project from conception to close out.

The bidder must have all the expertise (Quantity Surveyor, Architect, Electrical Engineer, Structural Engineer, Safety Agent, Mechanical Engineer, Civil Engineer, Project management) related to the projects that Free State CET College will be rolling out – they must oversee the project and ensure compliance to all specifications and will have regular site meetings with contractor and college staff (Project Manager) to discuss progress/challenges and sign off all works of contractor and if satisfied with delivered work.

The bidder should also understand that the tender will not be awarded for a specific amount but that the appointed engineering firms (bidders) will be provided work on a contract basis (based on performance) but still taking into consideration the magnitude of the projects.

The scope of Tjheseho Community Centre (Reitz Project) will comprises the following:

- Four (4) classrooms for theory skills programmes and for GETC, SC and AET sub levels 1-3;
- Three(3) classrooms for practicals (baking and cooking, sewing, computer lab, simulation room for business studies, home-based care and ECD);
- Three (3) workshops for skills programmes (welding, carpentry, diesel, electrical, bricklaying, tyre fixing and wheel balancing, airconditioning and plumbing)
- Structures for farming models
- Ten (10) offices;
- Boardroom for thirty (30) people and caucus room for five (5) people;
- Staff room for a minimum of fifteen (15) people;
- Kitchen;
- Toilets for staff (three (3) for males and three (3) females);
- Toilets for students (five (2) for males and five (2) for females in each block);
- Shaded parking for ten (10) vehicles;
- Parking for twenty (20) vehicles;
- Canteen for staff and students:
- Store room;
- Filling room;
- Warehouse;
- Two (2) change rooms for support staff; and
- One (1) sickbay in each planned block and one (1) in the office

The Principal Agent should prepare an overall feasibility report in consultation with the Free State Community Education and Training College ("The College") and the appointed Project Manager.

The Principal Agent must prepare a final programme of the College-approved projects and cluster the projects in an optimal, efficient and cost-effective manner in accordance with the available budget. Following this process, the Principal Agent, with support from other members of the multidisciplinary team, must draw up the Terms of Reference for tender documentation, in accordance with the Construction and Industry Development Board (CIDB) standard or requests for proposals for implementation of the works, assist and advise the College in the procurement of the construction contractor(s) and supervise, project manage and administer the construction works. All projects indicated above will require a bill of quantities and all construction must be done in accordance with acceptable industry standards and within the allocated budget provided.

The Principal Agent will be responsible for the assembly of the proposed multidisciplinary professional team that is required in respect of the appointment. The principal agent will be responsible to support the College in the implementation of the Project from stage 1 to stage 6. The professional services that would typically be required on the project include, but are not limited to:

- Engineering (Structural Civil, Geotechnical, Electrical and Mechanical)

All standard services as described in stages 1 to 6 in clause 3.2.6 (inclusive) of Board Notice **151 of 2014**: Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act No. 46 of 2000), as amended or amplified upon in the project brief.

- Architect

All standard services as described in stages 1 to 6 of section 1.1 of Board Notice **122 of 2015**: Framework for the Professional Fees Guideline – In respect of services rendered by person(s) registered in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000) as amended or amplified upon in the project brief.

- Quantity Surveyor

All standard services for building work contracts with bills of quantities as described in stages 1 to 6 in clause 10.6 of Board Notice **170 of 2015**: Amended guideline professional fees set out in the 2010 Tariff of Professional Fees determined by the South African Council for Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) and as published by the South African Council for Quantity Surveying Profession as amended or amplified upon in the project brief.

- Occupational Health & Safety Officer

The provision of all services in respect of acting as the College's agent in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2003 as described in clause 3.2 of Board Notice **151 of 2014**: Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act No. 46 of 2000), as amended or amplified upon in the project brief.

- Environmental Assessment Practitioner
- Land Surveyor
- Town Planner

The broad scope of services required shall be in accordance with the relevant Professional Board Notices providing the guideline scope of services and tariff fees for persons registered in terms of the Engineering Profession Act (Act No. 46 of 2000), the Architectural Profession Act (Act No. 44 of 2000), the Quantity Surveying Profession Act (Act No. 49 of 2000) and others where applicable.

Services are to be implemented in accordance with the six stages described under the relevant Professional Board Notices. All fees should be included in the quotation.

The Service Provider is required to provide all aspects of the services with reasonable professional care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

Gated reviews will take place at each stage of the project and will be informed by the availability of budget to proceed to the next stage. If there is any conflict between the specific requirements and the relevant guideline scope of services document referred to above, the specific requirements shall take precedence

4. Key Personnel

4.1. Key Personnel required

The Principal Agent shall manage the involvement of the following key professionals that may be required in terms of the scope of works:

- A **Structural** Engineer who is a registered Professional Engineer/Professional Technologist (Pr. Eng or Pr. Tech) with at least 10 (ten) years verifiable experience, in the design and construction of building structures, including similar assessment, repairs and rehabilitation projects;
- Civil Engineer who is a registered Professional Engineer/Professional Technologist (Pr. Eng or Pr. Tech) with at least 10 (ten) years verifiable experience, in the design and construction of roads, parking areas and stormwater drainage.
- Electrical Engineer who is a registered Professional Engineer/Professional Technologist (Pr. Eng or Pr. Tech) with at least 10 (ten) years verifiable experience, in the design and construction of building services, including a minimum of two office buildings projects
- A Mechanical Engineer who is a registered Professional Engineer/Professional Technologist (Pr. Eng or Pr. Tech) with at least 10 (ten) years verifiable experience, in the design and construction of HVAC services, including a minimum of two office buildings projects;
- A Professional Architect or Professional Architectural Technologist (Pr. Arch or Pr. Tech Arch) with at least 10 (ten) years verifiable experience, in the design and construction of building projects, including a minimum of two office building and reconfiguration projects.
- A professional quantity surveyor (Pr. QS) with at least 5 (five) years verifiable experience, as a registered professional stated, in quantity surveying related to building and/or construction projects, including a minimum of two office building projects
- An environmental practitioner with at least 5 (five) years verifiable experience as a registered professional in respect of any environmental impact assessments and authorisations of similar works that may be required;

In this respect, the Principal Agent is responsible for entering into any contractual arrangements with the above professional team members that may be required for the duration of the appointment.

Should it become necessary to replace any of the key personnel listed at the time of tender or during the course of this contract, they may only be replaced by individuals

with similar or better qualifications and experience, who satisfy the minimum requirements and only with the approval of the Free State Community Education and Training College.

5. Competencies

The successful Service Provider and consultants must possess the following competencies:

- Experience in engineering design and construction management of similar scaled projects;
- Excellent knowledge, understanding and experience of building and HVAC design and construction;
- Excellent knowledge and understanding of the materials/tools available for buildings available in the production sectors;
- An understanding of the relevant regulatory processes applicable to the Built Environment sector;
- A high level of project and financial management experience and expertise;
- Excellent analytical and conceptual abilities, and report writing skills;
- At least 5 years of experience in working with the Construction Industry Development Board (CIDB): this will include a working knowledge of the CIDB system, experience in preparing documents and sourcing construction-related Service Providers through the CIDB system;
- All engineering consultants must be registered professionally with the Engineering Council of South Africa (ECSA).

The proposal should give clear examples of all professionals' proficiency and recent experience in terms of the above skills, abilities & competencies.

6. Requirements for proposals

6.1. Content

The Service Providers interested in rendering the requested services should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

- A brief description of the approach and methodology to addressing the objectives and specific requirements. This should demonstrate an understanding of the technical concepts;
- A work plan that indicates the following:
 - Proposed clustering of works;
 - Relative level of effort (time, phasing & cost) towards activities and deliverables; and
 - A clear allocation of roles, responsibilities and resources towards the deliverables.
 - Tasks that may be sub-contracted with an indication of the approximate time requirements and budget for these tasks;
 - Details of the Service Provider including the consultant's profile that outlines relevant skills, experience and track record in support of the required competencies;
 - Details of any contribution to the empowerment of historically disadvantaged individuals and/or transformation of the sector as part of this consultancy;
 - Profiles of all consultants forming part of the proposed professional team.
 - Contact details for at least three clients/references for similar scoped projects within the last five years.

6.2. Required documents

Each tender document must include the following:

- a) A valid original Tax Clearance Certificate for each participating company or individual professional;
- b) A copy of the company/individual's latest Audited Financial Statements;
- c) A copy of the company's Unemployment Insurance Fund (UIF) registration;
- d) Letter of Good Standing from the office of the Compensation Commissioner and registration certificate as required through the Compensation for Occupational Injuries and Diseases Act (COIDA);
- e) Invitation to bid SDB1
- f) Tax clearance certificate SBD2
- g) Declaration of interest SBD4
- h) Declaration of Bidder past supply chain management practices SB8
- i) Certificate of independent bid determination
- j) Proof of registration on the Central Supplier Database (CSD report)

Each tender should include the following:

- a) Proposed fee/cost structure and ability to source additional staff/services on short notice; **(This must only be contained in the original document as per the section on submission below).**
- b) A copy of all proposed professionals' valid and up-to-date registration with the relevant professional councils;
- c) At least three traceable references: provide the names and contact details of any past or present clients you have supplied similar services to over the past 5 years.
- d) Proposed model (methodology) and work plan for implementation;
- e) Company details (where relevant), mission statement and policies with an indication of the management structure, communication and supervision;

The Free State Community Education and Training College reserves the right:

- a) To verify any information supplied in your tender document;
- b) Not to appoint any Service Provider;
- c) To cancel or withdraw this RFT at any time without attracting any penalties or liabilities;
- d) To have the final say in the appointment of the Service Provider and that this will be binding;
- e) To disqualify a tender or cancel any subsequent contracts should it be found that:
 - Information was omitted that should have been disclosed,
 - factually inaccurate information was provided
 - and/or that a misrepresentation of facts have occurred

6.3. PRICING

The estimated total construction value inclusive of professional fees, disbursements and value added tax is R60 000 000.00 (Sixty Million Rand)

A fee proposal must be inclusive of all discipline

6.4. Submission

A total **fixed-fee** bid price (inclusive of VAT) is to be included for all professional services as required. The final price stated in the "Form of Offer" must be inclusive of VAT and will be considered the fixed price for the duration of the contract.

This is a two-envelope tender process. Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" in a separate envelope and three (3) packs of copies, marked "COPY" in a second envelope.

Financial or pricing details must only be included in the pack marked "ORIGINAL".

NB. Failure to submit:

- **1 (one) pack of original documents with pricing included; and**
- **3 (three) packs of copies without pricing data**

in the prescribed manner WILL lead to your bid being disqualified.

Tenders can be submitted in the tender box located in front of the reception area of the Free State Community Education and Training College, situated at 86, Kellner street, Westdene, Bloemfontein 9301 during office hours on or before 29 September 2021, at 11:00. Normal office hours are from 08:00 – 16:00 daily.

Alternatively, submissions may be posted to the following address:

Deputy Principal Finance
The Free State Community Education and Training College
86, Kellner Street
Westdene
Bloemfontein 9301
Tender Number: RFT01/2021

NB: All documents must be compiled and clearly labelled as required.

Closing date for submissions is: 29 September 2021 at 11:00.

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

7. Evaluation criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

- A. The first stage will evaluate functionality according to the criteria listed in the table below:

FUNCTIONALITY CRITERIA	POINTS
Understanding of the client brief	5
<ul style="list-style-type: none"> • Proposed model (methodology) and • Proposed work plan for implementation and additional information supplied at the briefing session.	10 10
Key personnel (Experience in relation to the scope of work, technical and professional qualifications, managerial capability): <ul style="list-style-type: none"> • Structural Engineer • Civil Engineer • Electrical Engineer • Mechanical Engineer • Architect • Quantity Surveyor • Environmental Practitioner Overall impression of the organisation (including track record, administrative capacity and support resources, availability of resources and workload).	5 5 5 5 5 5 5 10
At least 6 projects of similar scope that have been completed in the last 5 years (including the scope, time, budget and CIDB grading of contractors)	20
At least three traceable references within the last five years..	10
Maximum possible score for functionality	100

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

Sufficient information must be provided to allow the evaluation panel to evaluate bids against these functionality criteria.

- B. The second stage will evaluate the price and equity of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), the 90/10 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 90 points and a maximum of 10 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

Failure to submit the B-BBEE Status Level Certificate mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.

All documents submitted in the response to this Request for Tender (RFT) shall be written in English.

Potential Service Providers shall not assume that information and/or documents previously supplied to the College, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.

Each tender shall be valid for a period of three months calculated from the closing date of this tender. Any inquiries in connection with this RFT shall be submitted in writing to either the postal address as specified above or to the following e-mail address:

MMofokeng@FS.CETC.edu.za to your request as:

Tender number: RFT01/2021 "Appointment of a multidisciplinary team with a consulting engineer as the Principal Agent for the construction of the Tjheseho Community Education and Training College as an agricultural skills hub

Answers to e-mailed enquiries will be forwarded to all parties who attended the compulsory briefing session.

For any technical information the following persons may be contacted: Mr MJ Mofokeng at e-mail Mmofokeng@FS.CETC.edu.za.

In the event of all parties failing to reach an agreement within 30 days from the appointment date, the College reserves the right and shall be entitled to appoint the second Service Provider or to re-advertise, should the second tender not be acceptable.

8. Nature of appointment & contractual arrangement

The appointment as a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual terms and conditions.

Contract and payment:

- The contract will be drawn up between the College and the Principal Agent;
- Invoices will be paid for upon deliverables received;
- Invoices must indicate the deliverable produced. No upfront payments will be made;
- The College will pay for the satisfactory completion of work within 30 days of the date of invoice;
- Invoices submitted to the College must be addressed to the College-appointed Project Manager.

9. Confidentiality

Any or all information made available to the Service Provider by the College shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the College.

10. Preparation of proposal

The College shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

11. Tender documentation availability

The tender documents are attached to this Request to Tender.

12. Reporting & management

- Payment will be made on approval of deliverables by the College management
- All reports must be in Word and/or Excel.
- An electronic version of all reports must be submitted.
- All reports to be submitted to the College management

13. Contract period

The appointment is anticipated to be for a period of three years but will be effective from the date of appointment until the final completion certificate is issued for the final work order under this RFT.

The contract will be reviewed for quality twelve months from the date of commencement, and continuation will be dependent on satisfactory service delivery. In addition, the work packages themselves will be subject to gated reviews at each stage of the project. In this case, decisions to proceed with a package (or part thereof) will be determined primarily by budgetary constraints.

14. Compliance reports and meetings

Both the Service Provider and the Service Recipient will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held every three months or more frequently as agreed. The Service Provider will also meet the Service Recipient as and when it deems necessary.

15. Supply chain management contact

For more information on the Supply Chain Management section requirements contact: Mr MJ Mofokeng, call on 051 250 4022 or email: MMofokeng@FS.CETC.edu.za

16. General information

The College may require information relating to the qualification and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditations, and/or letters of reference.

Approved by : Ms MA MATLAWA

Title : Principal- Free State Community Education and Training College

Date: 27/08/2021

Signature: 