

## EXPRESSION OF INTERETS:

### 1. Scope of the contract

Professional consultants are invited to submit Expression of Interest documents for the appointment of multi-disciplinary professional team that will provide the following services: Architecture, Electrical Engineering, Mechanical Engineering, Civil & Structural Engineering, Quantity Surveying, Geotechnical Engineering, Environmental Assessor, Property Valuer and Project Management for Westcol. Supporting documentation MUST be included for each discipline, failing which such bidders may be considered non-responsive.

The multi-disciplinary professional team should submit their agreement indication the lead company as well as indicating the field of competence in which they will be registering for and indicating.

- Architectural Services ☐
- Mechanical Engineering ☐
- Electrical Engineering ☐
- Civil and Structural Engineering ☐
- Quantity Surveying ☐
- Geotechnical Engineering ☐
- Environmental Assessor ☐
- Property Valuer ☐
- Project Management ☐
- Information Communication Technology ☐

\*\*\*\*\*More than one (1) field of competence may be selected.

### 2. Service Level Agreement

Upon successful award of a contract, a service provider shall be required to enter into a Service Level Agreement with WESTCOL.

### 3. Completion of forms

Tenderers are informed that this document contains all forms, which shall be completed in Black ink by the tenders.

### 4. Acceptance or rejection of tenders

WESTCOL has a right not to accept the lowest tender or any tender and has a right to accept the whole or any part of the tender.

### 5. Compliance with bid document

Companies submitting proposal must comply with the bid document example, the relevant CIDB Grading, Professional Bodies association documents etc. must be attached.

### 6. Tender Validity Period

The tender shall be valid for a period of hundred and twenty (120) days from the date of tender closing.

### Scope of work (Terms of Reference)

The Institution intends to create a panel of a reasonable number of professional service providers to provide Professional Services. All resources will come with the Professional team.

By inviting Expression of Interests (Eol's) intends to enter into a suitable contract for the required work (Professional Services), using stringent compliance and evaluation criteria to ensure that

contracts are entered into with only those professional service providers who have the capability and capacity to provide the services and entering into contracts based on the projected demand. The term of a list shall not exceed three years (3) years. This prequalification shall not commit WESTCOL TVET to appoint any professional service provider on to the list.

Being accredited and remaining on the List is linked to the responsibilities, skills and performance required from competent professional service providers.

Professional service providers on the list will be expected to meet all the conditions of the various forms of contract that are utilised by the Employer.

### **Procurement strategy**

The Employer intends to establish a panel for a limited number of professional service providers to provide professional services for WESTCOL TVET Infrastructure and construction related contracts, following a competitive selection process (qualified procedure).

The GCC, CIDB or other PSP forms of contracts with all other forms of contract (e.g. JBCC, NEC, GCC) may be used by the employer.

Firms or individuals will apply for accreditation or admission to the professional service provider prequalified list by completing their information and make a comprehensive submission through this Expression of Interest (Eoi) to the Institution. After initial closure of the process, firms will be evaluated against the criteria as stipulated in this document before they are registered on the list.

The Prequalified list of professional service providers shall enable the Institution to identify the B-BBEE Status level, EMEs or QSEs status, capacity and capability. It will assist the organization to identify development opportunities for professional services. Once a tenderer is admitted on the prequalified list, the tenderer will have access only to update their own information and will be able to update it. A prospective tenderer must provide accurate and up-to-date information about its offices, capacity and resources changes, B-BBEE Status Level or Emerging Micro Enterprises (EME) or Qualifying Small Enterprises (QSE) status.

Once in the list, admitted the resources for Professional Services may be expected to submit their quotes for the identified work or projects. The quotations will be requested from Professional Service Providers who operate offices nearest to the location of the project.

Whenever there are changes in the office of the admitted firm (changes in the organogram, ownership, BBEEE Status Level, professional registration, etc.), the company must submit such information to the department to update.

The invitation must include all admitted professional service resources or may be limited to the selected few. The criteria for invitation will be clearly articulated in the quotation document. It may include amongst others: current workload, previous performance, EME or QSE status, designated groups as articulated in the B-BBEE statute.

### **Location of the works**

The works may be located anywhere within the boundaries in the Westrand (Gauteng) where the institution is based on its sites.

### **Objective of the call for an expression of interest**

The objective of this call for an expression of interest is to prequalify interested professional service providers (as stated above) so that they can be invited to submit tenders/quotations for Professional Services for the improvements to project management arrangements within the organization.

### **Description of the works and services**

The required services for the technical support in relation to the envisaged works includes:

The Professional Service Provider will assist the organization to identify projects, implement the six standard stages, provide Bill of Quantities and estimations of projects in the following areas: Provision of professional services for the required disciplines, e.g. Mechanical, Civil/Structural, Quantity Survey, Architectural Services, Property Valuation, Environmental Assessor, Geotechnical Engineering, Project Management etc.

## STANDARD NORMAL ENGINEERING SERVICES AND SCOPE OF WORKS

Stages typically included as normal services during the execution of a Project.

<b>STAGE 1. Inception</b>	
<i>Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies.</i>	
<b>Typical activities</b>	<b>Typical deliverables</b>
<ul style="list-style-type: none"> <li>• Assist in developing a clear project brief</li> <li>• Advise on the rights, constraints, consents, and approvals</li> <li>• Define the scope of services and scope of work required</li> <li>• Conclude the terms of the agreement with the client.</li> <li>• Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services</li> <li>• Determine the availability of data, drawings and plans relating to the project</li> <li>• Advise on criteria that could influence the project life cycle cost significantly (financial design criteria)</li> <li>• Provide necessary information within the agreed scope of the project to other consultants involved</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed scope of services and scope of work</li> <li>• Signed agreement</li> <li>• Report on project, site and functional requirements</li> <li>• Schedule of required surveys, tests, analyses, site and other investigations</li> <li>• Schedule of consents and approvals</li> </ul>
<b>STAGE 2. Concept and Viability / Preliminary Design</b>	
<i>Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme, and viability of the project).</i>	
<b>Typical activities</b>	<b>Typical deliverables</b>
<ul style="list-style-type: none"> <li>• Agree documentation programme with principal consultant and other consultants involved</li> <li>• Attend design and consultants' meeting</li> <li>• Establish the concept design criteria</li> <li>• Advise the client regarding further surveys, analyses, tests, and investigations which may be required</li> <li>• Establish regulatory authorities' requirements and incorporate into the design</li> <li>• Refine and assess the concept design to ensure conformance with all regulatory requirements and consents</li> <li>• Establish access, utilities, services, and connections required for the design</li> <li>• Coordinate design interfaces with other consultants involved</li> </ul>	<ul style="list-style-type: none"> <li>• Concept design</li> <li>• Schedule of required surveys, tests and other investigations and related reports</li> <li>• Schedule of required surveys, tests and other investigations and related reports</li> <li>• Process design</li> <li>• Preliminary design</li> <li>• Cost estimates as required</li> </ul>

<ul style="list-style-type: none"> <li>• Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing</li> <li>• Provide cost estimates and life cycle costs as required</li> <li>• Liaise, co-operate, and provide necessary information to the client, principal consultant and other consultants involved</li> </ul>	
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### **STAGE 3. Design Development / Detail Design**

*Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability, and programme for the project).*

<b>Typical activities</b>	<b>Typical deliverables</b>
<ul style="list-style-type: none"> <li>• Review documentation programme with principal consultant and other consultants involved</li> <li>• Attend design and consultants' meetings</li> <li>• Incorporate client's and authorities' detailed requirements into the design</li> <li>• Incorporate other consultant's designs and requirements into the design</li> <li>• Prepare design development drawings including draft technical details and specifications</li> <li>• Review and evaluate design and outline specification and exercise cost control</li> <li>• Prepare detailed estimates of construction cost</li> <li>• Liaise, co-operate, and provide necessary information to the principal consultant and other consultants involved.</li> <li>• Submit the necessary design documentation to local and other authorities for approval</li> </ul>	<ul style="list-style-type: none"> <li>• Design development drawings</li> <li>• Outline specifications</li> <li>• Local and other authority submission drawings and reports</li> <li>• Detailed estimates of construction costs</li> </ul>

### **STAGE 4. Documentation and Procurement**

*Prepare procurement and construction documentation, confirm, and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.*

<b>Typical activities</b>	<b>Typical deliverables</b>
<ul style="list-style-type: none"> <li>• Attend design and consultants' meetings</li> <li>• Prepare specifications and preambles for the works</li> <li>• Accommodate services design</li> <li>• Check cost estimates and adjust designs and documents if necessary to remain within budget</li> <li>• Formulate the procurement strategy for contractors</li> <li>• Prepare documentation for contractor procurement</li> <li>• Review designs, drawings, and schedules for compliance with approved budget</li> <li>• Assist in calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Specifications</li> <li>• Services co-ordination</li> <li>• Working drawings</li> <li>• Budget construction cost</li> <li>• Tender documentation</li> <li>• Tender evaluation report</li> <li>• Tender recommendations</li> <li>• Priced contract documentation</li> </ul>

<ul style="list-style-type: none"> <li>• Liaise, co-operate, and provide necessary information to the principal consultant and the other consultants as required</li> <li>• Assist in the evaluation of tenders</li> <li>• Assist with the preparation of contract documentation for signature</li> <li>• Assess samples and products for compliance and design intent</li> </ul>	
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#### **STAGE 5. Contract Administration and Inspection**

*Manage, administer, and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical.*

<b>Typical activities</b>	<b>Typical deliverables</b>
<ul style="list-style-type: none"> <li>• Attend site handover</li> <li>• Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections</li> <li>• Carry out contract administration procedures in terms of the contract</li> <li>• Prepare schedules of predicted cash flow</li> <li>• Prepare pro-active estimates of proposed variations for client decision making</li> <li>• Attend regular site, technical and progress meetings</li> <li>• Inspect works for conformity to contract documentation</li> <li>• Adjudicate and resolve financial claims by contractor(s)</li> <li>• Assist in the resolution of contractual claims by the contractor</li> <li>• Establish and maintain a financial control system.</li> <li>• Clarify details and descriptions during construction as required</li> <li>• Prepare valuations for payment certificates to be issued by the principal agent</li> <li>• Witness and review of all tests and mock-ups carried out both on and off site</li> <li>• Witness and review of all tests and mock-ups carried out both on and off site</li> <li>• Update and issue drawings register.</li> <li>• Issue contract instructions as and when required</li> <li>• Review and comment on operation and maintenance manuals, guarantee certificates and warranties</li> <li>• Inspect the works and issue practical completion and defects lists</li> <li>• Assist in obtaining statutory certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Schedules of predicted cash flow</li> <li>• Construction documentation</li> <li>• Drawing register</li> <li>• Estimates for proposed variations</li> <li>• Contract instructions</li> <li>• Financial control reports</li> <li>• Valuations for payment certificates</li> <li>• Progressive and draft final account(s)</li> <li>• Practical completion and defects list</li> <li>• Electrical Certificate of Compliance</li> </ul>

#### **STAGE 6. Close-Out**

*Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover, and operation of the project)*

<b>Typical activities</b>	<b>Typical deliverables</b>
<ul style="list-style-type: none"> <li>• Inspect and verify the rectification of defects</li> <li>• Receive, comment, and approve relevant payment valuations and completion certificates</li> <li>• Prepare and/ or procure operations and maintenance manuals, guarantees and warranties</li> <li>• Prepare and/ or procure as-built drawings and documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Valuations for payment certificates</li> <li>• Works and final completion lists</li> <li>• Operations and maintenance manuals, guarantees and warranties</li> </ul>

<ul style="list-style-type: none"> <li>Conclude the final accounts where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Operations and maintenance manuals, guarantees and warranties</li> <li>As-built drawings and documentation</li> <li>Final accounts</li> </ul>
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Clause number:	
<b>F.1.1</b>	The employer is <b>WESTERN COLLEGE TECHNICAL AND VOCATIONAL EDUCATIONAL AND TRAINING</b>
<b>F.1.2</b>	<p>For this contract the single volume approach is adopted.</p> <ul style="list-style-type: none"> <li>Fill out the appropriate portions in black ink.</li> <li>Bind the document together with schedules for submission.</li> </ul> <p><b>NB: ALL DOCUMENTS MUST BE VALID AND CERTIFIED AT THE TIME OF BID CLOSURE</b></p> <p>The schedules and annexures must be clearly numbered in the following manner:</p> <p><b>Schedule 1: Briefing Session Certificate (if applicable)</b>  <b>Schedule 2: Original Valid Tax Clearance Pin (In case of joint venture / consortia partners, each partner must submit a tax clearance certificate)</b>  <b>Schedule 3: Copies of Company Registration Documents</b>  <b>Schedule 4: Proof of registration on Central Supplier Database</b>  <b>Schedule 5: Each individual party of a Consortia or JV member/Company must complete SBD forms 4, 6.1, 8 and 9</b>  <b>Schedule 6: B-BBEE Verification Certificate (SANAS) Accreditation (JV/consortia to produce a combined certificate) and/or Sworn Affidavit</b>  <b>Schedule 7: JV / Consortia Agreement (Lead entity to be clearly stated)</b>  <b>Schedule 8: Written testimonial and/or Reference Letters</b>  <b>Schedule 9: Audited financial Statement (2020 – 2021)</b>  <b>Schedule 10: Municipal Bill/Lease Agreement</b>  <b>Schedule 11: Registration with the relevant authorities/professional bodies</b></p> <p>The tenderer must submit the tender offer by completing the Returnable Documents including the <b>fully priced Activity Schedule / signing the “Offer”</b> section in the <b>“Form of Offer and Acceptance”</b> and delivering the single volume procurement document back to the college bound up.</p>

FUNCTIONALITY CRITERIA	POINTS ALLOCATED	SCORING
<p><b>Provide three (3) valid written and contactable reference letters of contracts of similar size /nature for the past three (3) years:</b></p> <p>The valid reference letter must be on a client letterhead, indicating Site Name, the scope of work conducted, and duration of the project, date of the project and duly signed by the client with contact details including email and telephone numbers.</p> <ul style="list-style-type: none"> <li>3 Written verifiable references = 20 points</li> <li>2 Written verifiable references = 10 points</li> <li>1 Written verifiable references = 5 points</li> </ul>	20	

<ul style="list-style-type: none"> <li>None Provided = 0 points</li> </ul>		
<b>Registration with the professional bodies</b> Bidders are to provide professionally registered certificates (ECSA, SACQSP, SACPCMP, SACAP, SACPVP, SACNASP, SANASP, COTO, IEE, ITA etc.) and curriculum Vitae(s) for each consultant. <ul style="list-style-type: none"> <li>Qualifications Provided = 10 points</li> <li>Curriculum Vitae(s) = 10 points</li> <li>None provided = 0 points</li> </ul>	20	
<b>Provide Company Experience in the provision of similar previous projects completed, with completion certificates attached. (Submit verifiable company profile)</b> <ul style="list-style-type: none"> <li>More than 10 years of experience = 10 points</li> <li>Experience between 5 and 9 years = 5 points</li> <li>Experience below 5 years = 3 points</li> <li>None Provided = 0 points</li> </ul>	10	
<b>Quality Control System and Procedures which ensure compliance with the standards and specifications required for the delivery of the project.</b> Bidders are to provide documentation indicating the availability of a quality management system or a quality management plan that is functional within the organization and can be used for this project. Details of certification/ accreditation and maintenance of the quality control and assurance system is to be provided. <ul style="list-style-type: none"> <li>Provided = 20 points</li> <li>None provided = 0 points</li> </ul>	20	
<b>Company and/or consortium practice certificate with professional body</b> <ul style="list-style-type: none"> <li>Practice certificate/s = 20 points</li> <li>None provided = 0 points</li> </ul>	20	
<b>Demonstrated Consortium experience on similar projects</b> Experience and knowledge of all professional firms forming part of the consortium on projects that are comparable in terms of complexity, size and value. Bidders are to provide details on projects with the highest value that have been completed including details of contactable references for each project listed. They are also required to attach a copy of a company profile with at-least three traceable client references <ul style="list-style-type: none"> <li>Provided = 10 points</li> <li>None provided = 0 points</li> </ul>	10	
<b>Total points</b>	<b>100</b>	

Tender bids scoring less than a minimum of 80% in respect of the total evaluation points for quality criteria will NOT be considered for further evaluation.

#### PRICING SCHEDULE (OFFER)

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **THE APPOINTMENT OF MULTI-DISCIPLINARY PROFESSIONAL TEAMS TO ESTABLISH A PANEL OF PROFESSIONAL SERVICE PROVIDERS, TO RENDER FULL BUILT ENVIRONMENT AND ENGINEERING CONSULTING SERVICES FOR WESTERN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE (WESTCOL) FOR A PERIOD OF 3 YEARS.**

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all the obligations and liabilities of the consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

STAGES	PERCENTAGE OFFER TO RENDER AMOUNT/VALUE (%)
Stage 1	
Stage 2	
Stage 3	
Stage 4	
Stage 5	
Stage 6	
<b>TOTAL PERCENTAGE (%) OFFER (VAT INCLUSIVE)</b>	

DISBURSEMENTS	RATE PER KM	AMOUNT
Disbursements (Rate per km @ 10 000km)		
<b>TOTAL OFFER (VAT INCLUSIVE)</b>		

**Please see SBD 3.3**

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the consultant in the conditions of contract identified in the contract data.