

TERMS OF REFERENCE

Construction Project Management



PROJECT	Technical support to NACOSA to assist in the completion of Safe Spaces for the Department of Education in South Africa.		
REFERENCE	CFP-06-SIB-09-2022	DATE	15-09-2022
SUMMARY	NACOSA seeks the services of suitably qualified project manager to provide technical support to assist in ensuring that the Safe Spaces are well designed and built according to project specifications. The Safe Spaces are to be located in schools in Newcastle (KZN) and Moretele (North West).		
QUESTIONS	Questions can be addressed by email only to Queries@nacosa.org.za with the reference in the subject line. Questions may be submitted on or before 21 September 2022.		
DEADLINE	17h00 on Wednesday, 28 September 2022		
DOCUMENTS	1. Terms of Reference 2. Annex 1 Bidding Form		

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1. PURPOSE AND BACKGROUND

NACOSA is a national community service organisation, working to build strong, equal and healthy communities, free from HIV, AIDS, TB and GBV. We do this by strengthening community systems, mobilising and managing resources, facilitating networking and collaborations, providing and enabling access to services and advocating, learning and sharing collectively.

NACOSA is the lead implementer of an innovative new programme called **Imagine**, to prevent HIV and unwanted pregnancy in adolescent girls and young women, funded through a social outcomes-based financial instrument managed by the South African Medical Research Council.

2. SCOPE OF WORK

NACOSA is seeking a service provider who will play an active and positive role within the project team, who has the ability to plan proactively for risk events and adapt to unforeseen events as they occur, and who will take responsibility for the management and safe execution of all the Works in a cost-effective manner which complies with all relevant South African regulatory standards. Modular Safe Spaces or classrooms need to be constructed/retrofitted within these selected schools. The successful consultant will assist in the mobilization phase of the project.

Table 1. Overview of Location for Fourteen Pre-Fabricated and Retrofitted Classroom School Based Safe Spaces

Province	Sub-District	Suburb	School
KwaZulu Natal	Newcastle	Osizweni	Buhlebomzinyathi Secondary School
KwaZulu Natal	Newcastle	Madadeni	Isikhalisezwe High School
KwaZulu Natal	Newcastle	Osizweni	Mzamo High School
KwaZulu Natal	Newcastle	Blaauwbosch	Nhlosokuhle High School
KwaZulu Natal	Newcastle	Blaauwbosch	St. Lewis Bertrand's High School
KwaZulu Natal	Newcastle	Osizweni	Thubelihle High School
KwaZulu Natal	Newcastle	Osizweni	Xolani High School
KwaZulu Natal	Newcastle	Osizweni	Zama High School
North West Province	Moretele	Ga-Motle	Ithuteng Secondary School
North West Province	Moretele	Bosplaas	Kgapamadi High School
North West Province	Moretele	Dertig	Matlaisane Secondary School
North West Province	Moretele	Mogoelo	Machakela-Mambodo Secondary School
North West Province	Moretele	Makapanstad	Mmankala High School
North West Province	Moretele	Mathibestad	Sempapa Secondary School

The preliminary design of for the facilities envisages modular prefabricated container structures for the schools or retrofitting existing classrooms where indicated. The successful tenderer will perform the design, procurement and manage the implementation of the project from initiation to handover. The successful tenderer will do the build and deliver all ten (14) Safe Spaces with the relevant fittings. The Safe Spaces will consist of types of spaces to accommodate a range of needs:

- Individual Counselling areas
- Clinical Examination area
- Secure Storage areas
- Walkways and external entrance areas
- Administration area

3. SPECIFICATIONS

3.1 SCOPE OF WORK

Stage 1: Inception

NACOSA will provide the consultant with a full appraisal on the project sites, not limited to; background to the project, the brief, key considerations and elements to the facilities, stakeholder engagement, the budget and budgetary constraints, the timelines, the need for a construction company, and the approach to contracting.

The duration of the project scoping period is envisaged to be from October to December 2022.

Deliverables

DELIVERABLE	
Concept and Viability	<ol style="list-style-type: none"> 1. Provide an initial design that provides detail on the: <ul style="list-style-type: none"> • intended space provisions and planning relationships, • proposed materials and intended building services, • technical and functional characteristics of the design. 2. Provide a report that addresses the conformity of the concept with the rights to the use of the land. 3. Provide a report that outlines the anticipated costs of the project. 4. Develop and submit a project programme. 5. Provide a report and evidence that there has been stakeholder engagement and how their contributions have been considered and integrated in the design process. 6. All project documentation must be in English.
Design Development	<ol style="list-style-type: none"> 1. Provide a report that <ul style="list-style-type: none"> • Confirms the scope and complexity of the site • Reflects that the design has been reviewed and this has included consultation with local and statutory authorities 2. Provide documentation that reflects the design, construction system, materials and components of the site, including the services. 3. Provide a report and evidence that there has been stakeholder engagement and how their contributions have been considered and integrated.
Documentation and Procurement	<ol style="list-style-type: none"> 1. Provide documents that reflect local authority permission has been granted. 2. Completed Method Statements for the following areas of work must be submitted to demonstrate a full understanding of the Works. These are to be updated as required as the works progress (where applicable): <ol style="list-style-type: none"> a. For staff accommodation including management. b. Site Security. c. As identified within the individual specifications. d. Adherence to the Disaster Management Act Regulations

	<p>e. Approach to the Completion of the Project.</p> <p>f. Proof of valid membership of the NSBRC or any other professional construction body as determined.</p> <p>g. List of Referees of work completed in the last two years.</p> <p>3. Safety measures and conditions (where applicable):</p> <p>a. Access to the site for materials delivery.</p> <p>b. Transport and clearance of goods and materials.</p> <p>c. Approach to undertaking the Works.</p> <p>d. Maintaining access and existing fire escape routes clear during the Works.</p> <p>4. Detailed Company Organisation including resourcing schedule, clearly identifying key personnel that will be responsible for the delivery of the project, including Contractor's organisation chart.</p> <p>5. The following information shall be included:</p> <p>a. Typical generic job descriptions for those members of the team shown on the organisation chart.</p> <p>b. CV's of the senior management and site-based staff proposed for this project inclusive of Client reference contact.</p> <p>6. It is essential that the tenderer includes all items listed in the "Instructions relating to preparation and submission of tenders". Financially, the bid must include: -</p> <p>a. A fixed price for the tender</p> <p>b. A fixed price for staff and organisation costs (preliminaries and general conditions)</p> <p>c. A fixed price for all related fees. Detailed breakdown required as follows albeit this is not an exhaustive list:</p> <p>i. Contractor's own design consultants and current design consultants who will be novated to the contractor.</p> <p>ii. Any other fees such as building regulation, planning and other survey costs, if relevant.</p>
Construction	<p>1. Provide documents that reflect the inspection of the work for conformity to the contract documentation</p> <p>2. Provide reports that reflect that the duties and obligations in the contract have been administered and performed.</p> <p>3. Be a direct liaison between NACOSA and the contracting firm/s and make recommendations to NACOSA for disbursements to the contractor/s.</p> <p>4. Provide the certificate of practical completion</p> <p>5. Provide the occupational certificate.</p>
Close out	<p>1. Provide a comprehensive close out report</p> <p>2. Provide certificates related to contract completion</p> <p>3. Provide the as-built drawings and relevant technical and contractual undertakings</p>

Please note: Prices must be submitted for all optional extras in Annex 1 – Bidding Form.

4. PRICING INSTRUCTIONS

- State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- All prices shall be tendered in accordance with the units specified in Annex 1 – Bidding Form.

- Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word “included” or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the NACOSA may also perform a risk analysis with regard to the reasonableness of such rates.
- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment.
- Prices submitted for main items and sub-items must be calculated and completed in the total price in the pricing schedule. While, tenderers will be evaluated on the total price, should there be any calculation error on the total price, the evaluation will be based on the corrected amount accepting that the amounts in the main and sub-items are correct.

5. REQUIREMENTS

Bidders may choose to bid for one geographic area or all geographic areas. This should be clearly specified in the bidder’s proposal. Interested companies should submit their bid with the following supporting documents.

All submissions must in the format of Annex 1 – Bidding Form, any deviations from this format will invalidate the bid.

BIDDING DOCUMENTS

	ITEM	<input checked="" type="checkbox"/>
1.	Completed Invitation to Bid Form	
2.	Company Profile	
3.	PIN for Tax clearance certificate verification (<i>verification will be done with SARS eFiling</i>)	
4.	Valid B-BBEE Certification	
	<ul style="list-style-type: none"> • Copy of a certificate from a SANAS accredited Verification Agency OR • A signed Exempt Micro Enterprise (EME) affidavit with the required information¹ OR • A signed Qualifying Small Enterprise (QSE) affidavit with the required information². Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming: <ul style="list-style-type: none"> – Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE. – Level of Black Ownership 	

¹ http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf

² http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf

	<i>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.</i>	
5.	A detailed proposal that includes at least the following:	
	<ul style="list-style-type: none"> Evidence of previous work completed. Clearly explain what the lead time is for the completion of the of the Safe Spaces will be. Proof that your company has adequate capacity to handle the volumes of items in this tender i.e. Workshop details including size, location and capacity. NB. Site visits will occur to ensure that disclosures are true. Very clear timeline on the delivery of the items. The timelines provided in the bidding process will be used as the basis for contracting. Bidders should provide realistic timelines as the contract will have penalty clauses for late delivery. A list of current references that we may contact. Advise as to whether you currently have, or have in the past three years, declared a dispute with a client or had a contract terminated 	
6.	Completed and Signed Declaration of Interest	
7.	A valid workman's compliance certificate	
8.	Proposed project team	
9.	Detailed Quotation	
10.	Tenderers should have a CIDB contractor grading designation of 5 ME / 5CE or higher. Tenderers must be registered with the CIDB in a ME / CE class of construction works.	
11.	A list of current projects and completion dates of these projects with values.	
12.	Reference letters from previous clients were similar work has been completed. A minimum of 3 references required.	
13.	Company documents applicable for a Company or CC :	
	<ul style="list-style-type: none"> Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. Certified copy of ID documents of the Directors or Members. Most recent year's financial statements showing comparative figures. Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque. 	
14.	Ownership documents for a Sole Proprietorship :	
	<ul style="list-style-type: none"> Certified copy of ID documents of the Owner Most recent year's financial statements showing comparative figures Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque 	

6. EVALUATION CRITERIA

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered. **All submissions must in the format of Annex 1 – Bidding Form, any deviations from this format will invalidate the bid.**

Only submissions that meet the technical specifications in all aspects as stipulated in this term of reference will be considered. Evaluation will be split into 3 stages:

Evaluation Stage 1: Correctness and completeness

Bidders must provide the above documentation as specified.

Please note: The absence of the following documentation automatically disqualifies the bid:

1. CIDB Grading/Master Builders Certificate
2. Valid Tax Compliance Certificate
3. Company Profile

Evaluation Stage 2: Technical Evaluation

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below.

Bidders must obtain a minimum of 70 out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE.

Evaluation Criteria for Proposals

	CRITERIA	POINTS																		
1	A minimum of 10 years' experience in providing project management and related professional services in construction for corporate or government clients.	15																		
2	Professionally registered Project Manager, Civil Engineer, Architect and/or Quantity Surveyor. As an organisation the employees that are registered. (C.V.s and proof of registration and/or employment to be provided). <i>Points:</i> <i>Registered = 10 Points</i> <i>Non-Registered = 0 points</i>	10																		
3	5-10 years' experience in managing construction projects <i>Points:</i> <i>0-5 years = 10 Points</i> <i>6-9 years = 15 points</i> <i>10+ years = 20 points</i>	20																		
4	Proof of Management Control and Ownership in terms of BBB-EE <table border="1" data-bbox="263 1653 1061 2022"> <thead> <tr> <th>B-BBEE STATUS LEVEL OF CONTRIBUTOR</th> <th>NUMBER OF POINTS</th> </tr> </thead> <tbody> <tr><td>1</td><td>10</td></tr> <tr><td>2</td><td>9</td></tr> <tr><td>3</td><td>8</td></tr> <tr><td>4</td><td>7</td></tr> <tr><td>5</td><td>6</td></tr> <tr><td>6</td><td>5</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> </tbody> </table>	B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS	1	10	2	9	3	8	4	7	5	6	6	5	7	4	8	2	10
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6	5																			
7	4																			
8	2																			

	Non-compliant contributor	0	
5	Provide three contactable references where similar construction project management solutions have been implemented along with the Portfolios of Evidence of what was delivered for those 3 references. <i>Points:</i> <i>3 References and Portfolio = 20 Points</i> <i>2 References and Portfolio = 10 Points</i> <i>0-1 References = 0 Point</i>		20
6	Established network of registered related professionals which can be used assist in the execution of the project (engineers, quantity surveyors). Letters of reference by these professionals to be submitted. <i>Points:</i> <i>References = 5 Points</i> <i>0 References = 0 Point</i>		10
7	Budget cost effectiveness and price		15
	TOTAL		100

Evaluation Stage3: Price

Bidders whose bids achieve a minimum of 80% on the above technical evaluation will be evaluated on price. Bids that do not meet the 80% threshold will be excluded from the process.

Preference Point system applicable to this bid is 80/20 (PPS)

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

Criteria	Number of Points
Price	80
B-BBEE	20
Total Points	100

Price points calculation formula as follows:

The calculation for price points will be conducted as follows:

$$PS = P \left[\frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of tender/offer under consideration

P = Maximum points

Pt = Comparative price of tender/offer under consideration

Pmin = Comparative price of lowest acceptable tender/offer. Points scored will be rounded-off to the nearest 2 decimal places

Example

P = Maximum points to be obtained is 80.

Pt = Comparative price of tender/offer under consideration, for example John Smith Inc. quoted R520 000.00.

Pmin = Comparative price of lowest acceptable tender/offer, for example Jane Wesson Inc. quoted R430 000.

$$PS = 80 \left[1 - \frac{(520\,000 - 430\,000)}{430\,000} \right]$$

PS = 63.26 scored out of 80 for John Smith Inc.

B-BBEE points calculation as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

7. TIMEFRAMES

The delivery of the template is expected by 15 November 2022. Please be advised the dates below are indicative and subject to change.

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	NACOSA	30 September 2022
Finalisation of Safe Space Plan	Successful bidder	15 October 2022
Completion of Template	Successful bidder	30 November 2022
Supply and delivery of all Safe Spaces	Successful bidder	31 December 2022