

# **NORTHERN CAPE DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**



## **LERATO PARK INTEGRATED HOUSING DEVELOPMENT**

**Tender No: 2334-50-02/05**

**ENVIRONMENTAL MONITORING AND CONTROL OFFICER FOR THE  
REMEDIAL WORK OF 491 SUBSIDIZED HOUSES IN PHASE 1 OF LERATO  
PARK**

**November 2021**

**PROPOSAL SUBMITTED BY:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

*Issued by:*

CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS  
AND TRADITIONAL AFFAIRS  
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Attention: Mr. G.A. Booysen

*Compiled by:*

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**Enquiries: M W Pretorius PrEng  
CLOSING DATE: 15 December 2021 at 11:00**

**REQUEST FOR PROPOSAL: ENVIRONMENTAL MONITORING AND CONTROL OFFICER FOR THE REMEDIAL WORK OF 491 SUBSIDIZED HOUSES IN PHASE 1 OF LERATO PARK, SOL PLAATJE LOCAL MUNICIPALITY, FRANCES BAARD DISTRICT MUNICIPALITY, IN THE NORTHERN CAPE PROVINCE.**

## **1. BACKGROUND**

The Department of Cooperative Governance, Human Settlements and Traditional Affairs of the Northern Cape Province (“COGHSTA”), hereby invites you to submit a proposal and for the rendering of occupational health and safety services in terms of the construction regulations, 2003 and 2014 of the occupational health and safety act (act 85 of 1993) for the construction and completion of the repair of 491 Subsidized houses in Phase 1 of Lerato Park in Kimberley.

Your firm’s proposal should be based on the guidelines as provided below in this document. Your firm’s proposal should address all activities to complete the scope of work as described below. The subsidized houses in Lerato Park form part of the Lerato Park integrated housing development project (“the Project”).

This request for proposal is subject to the conditions below.

## **2. PROPERTY LOCATION**

The project is located in Lerato Park, North West of Kimberley town between the townships known as Galeshewe and Roodepan, under the jurisdiction Sol Plaatje Municipality, Frances Baard District Municipality Northern Cape province.

The 491 subsidized houses in Lerato Park consist of the following type of housing typologies:

House Type	Size (m <sup>2</sup> )	No of houses
Freestanding Units	40.6	240
Semi-detached	40.6	116
Double Storey (Duplex)	44.0	135

### Locality Map:



## 3. PROCUREMENT

Functionality and 80/20 principle evaluation criteria will apply. Based on functionality the tenderer should score 70 (70%) out of the possible 100 or more on the following criteria to be further evaluated:

Functionality	Criteria	Maximum Points
1	Experience	35
2	Project Staff Experience	35
3	Women Youth and People with disabilities Owned	20
4	Locality	10
TOTAL		100

Criteria 1: Experience (Scoring a maximum of 35%)

<b>Sub-Criteria:</b>	<b>Points Awarded</b>
Completion of at least 5 projects of similar scope and condition in the last 5 years, supported by contactable references	35
Completion of at least 3 projects of similar scope and condition in the last 5 years, supported by contactable references	20
Completion of at least 2 projects of similar scope and condition in the last 5 years, supported by contactable references	10
<b>1. Total possible points for method and approach of Tenderer</b>	<b>35</b>

Criteria 2: Project Staff Experience (Scoring a maximum of 35%)

<b>Sub-Criteria:</b>	<b>Points Awarded</b>
Proof of Professional registration with the relevant statutory authorities and with at least 5 years' experience in building and civil environment.	30
Proof of Professional registration with the relevant statutory authorities and with at least 3 years' experience in building and civil environment.	20
Proof of Professional registration with the relevant statutory authorities and with at least 2 years' experience in building and civil environment.	10
<b>Total possible points for Qualified and registered professional</b>	<b>30</b>

Criteria 3: Women Youth and People with disabilities Owned (Scoring a maximum of 20%)

<b>Sub-Criteria:</b>	<b>Points Awarded</b>
Companies who are 100% owned by Women, Youth and People with disabilities	20
Companies who are between 50% and 100% owned by Women, Youth and People	10
<b>Total possible points for Women and Youth Owned</b>	<b>20</b>

Criteria 4: Locality

<b>Sub-Criteria:</b>	<b>Points Awarded</b>
Companies who are based in Northern Cape	10
<b>Total possible points for Locality</b>	<b>10</b>

#### **4. PROGRESS MADE TO DATE WITH THE CONSTRUCTION AND COMPLETION OF THE SUBSIDIZED HOUSES IN PHASE 1 OF LERATO PARK**

All the subsidized houses in Phase 1 of Lerato Park have been built and shows signs of moderate to severe structural cracks. These houses have to be repaired and doing so the scope of work for the repair of the houses are described below. Three houses will have to be demolished and reconstructed on the same erf with the same layout as the existing houses.

#### **5. SCOPE OF WORK**

The Project is intended to repair previously constructed subsidized houses as part of Phase 1 of an integrated housing development scheme in Lerato Park consisting of a mixture of different housing typologies and commercial and social / community amenities. In essence the Project aims to repair the items of the subsidized houses as described below:

- Remove roof tiles and replace underlay and properly install roof tiles
- Installation of fascia boards;
- Removal of PVC ceilings and replacing it with gypsum ceilings;
- Repairing of cracks that range from hairline cracks to structural cracks;
- Installation of movement joints internally and externally including demolishing of portions of brick walls and rebuild it with joints;
- Replacing of electrical light fittings with SABS approved fittings and issuing of the Certificates of Compliance ("COC");
- Replacement of inferior quality plumbing points, pipework and baths;
- Apply a plaster band around all exterior doors and windows;
- Replace damaged and inferior quality doors and door frames;
- Repainting of interior and exterior walls of the abovementioned houses;
- Increasing of existing aprons size by adding paving around houses;
- Shaping of soil around houses.
- Alterations to the Duplex units, which include:
  - Removing existing cast in-situ slab and staircase and install in new location
  - Remove and rebuild footings, walls (with finishes) and floors to accommodate the new staircases.
  - Install new roof structure and roof tiles over new extended staircase

All of the work will be done based on a phased approach / process where +-40 houses will be worked on simultaneously and residents will have to be decanted to temporary housing structures to the North of the site.

Three houses will have to be demolished and re-build on the same position of the existing houses with the same layout. The three houses consist of one free standing and two semi-



detached houses. These houses will take longer to construct than the repair work of surrounding houses and it is aimed to demolish the houses while all houses around it are vacant, construction will only be done when surrounding houses and semi-detached houses are occupied. Semi-detached houses share a raft foundation and have a connected roof structure.

The appointment includes the co-ordination with other members of the professional team, attending meetings and all other related functions.

**The scope of work consists of but is not limited to the following:**

- 5.1 Ensuring that the developer / contractors appointed for the repair of the subsidized houses comply with the Environmental Management Plan (EMP) and all other relevant environmental legislative requirements;
- 5.2 Execution of the required environmental inspections and audits during the repair of the subsidized houses at least once a month or as and when required;
- 5.3 Compilation and submission (to the relevant competent environmental authority) of any other environmental documentation required to comply with the environmental legislation requirements;
- 5.4 Providing advice and comments to the appointed developer / contractors appointed for the repair of the subsidized houses to ensure that they comply with all relevant environmental legislative requirements (Especially to comply with the requirements of the EMP) during the repair of the subsidized houses;
- 5.5 Liaison and coordination with any other required professionals to ensure compliance with the required environmental legislation;
- 5.6 Environmental progress reporting to Bigen Africa Services (Pty) Ltd ("Bigen") and any other relevant environmental authorities at least once a month or as and when requested.
- 5.7 Any other service to successfully complete the abovementioned scope of work.

## **6. PROOF OF EXPERIENCE AND PREVIOUS WORK DONE**

You are required to provide as part of your proposal proof of previous work that you and / or your firm has done similar to the scope of the work as described above.

## **7. DELIVERABLES**

- Environmental Audits to comply with the Environmental Management Plan;
- Environmental advice and assistance to the appointed developer / contractors for the repair of the subsidized houses to ensure that the mentioned contractors comply with the EMPs and all other relevant environmental legislative requirements during the repair of the subsidized houses;
- Environmental audit/monitor and control reports.

## **8. PROFESSIONAL FEES SCHEDULE**

The appointment value of the successful service provider to be appointed for the rendering of the services as described above will be fixed and based on estimated construction duration of 25 months (Commencement of work for the PSP in November 2021 and the construction ending in March 2023) for the remedial work to 491 RDP houses in Lerato Park in Kimberley. Your firm's proposal should be based on the items as described in the table in the pricing data.

## **9. ADDITIONAL REQUIREMENTS**

- 9.1. The Professional service Provider ("PSP") is required to meet the following minimum requirements of which proof must be submitted together with the proposal:
  - Company profile with CV's of professionals going to undertake the project;
  - Project proposal (Estimated time-frame for carrying out the study and compiling the report and method statement on how the project will be approached & carried out); and
  - A list of satisfied clients and contact details for similar work carried out before.
- 9.2. The proposal must also indicate the following:
  - Estimated time-frame for carrying out all required studies and compiling the required reports / documentation.
  - Method statement on how the project will be approached & carried out.
- 9.3. Draft report (electronic format only) must be submitted for approval prior to the submission of the final report which must be as follows: 4 x hard copies & 4 x CDs.
- 9.4. The project must be completed within a period of 25 months from the date of appointment and a Service Level Agreement shall be entered into with COGHSTA and the successful service provider to be appointed for the repair of the subsidized houses. At appointment stage, the successful Service Provider shall have five (5) working days to accept the appointment in writing and thereafter fourteen (14) days to commence with work on site.

- 9.5. COGHSTA requires that all suppliers be registered on Government's Central Supplier Database ("CSD") and proof of registration must be submitted along with the proposal and it is subject to verification during the evaluation stage. To register, kindly visit: [www.csd.gov.za](http://www.csd.gov.za).
- 9.6. It is also required that proposal be accompanied by fully completed copies of the attached NCP 1, 4, 6, 8 & 9 forms as well as a copy of a certified BBBEE certificate for companies wishing to claim BBBEE preference points and a valid Tax Clearance Certificate.
- 9.7. A Service Level Agreement will be entered into with COGHSTA.
- 9.8. Other procurement conditions are as follows:
- COGHSTA's SCM policy and the PPPFA Act of 2000 will apply;
  - The 80/20 evaluation criteria will apply;
  - Your proposal must comply with the PFMA and its regulations;
  - Central Supplier Database registration is compulsory;
  - COGHSTA reserves the right not to accept the lowest or any other bid proposal or to accept, where applicable, a portion of any bid proposal;
  - Failure to comply with Procurement Conditions may result in a disqualification; and
  - COGHSTA does not pay VAT.
  - A non-compulsory briefing session will be held on Wednesday, 01 December 2021 at 9h00. A link will be provided to all prospective service providers in order to access the meeting.
- 9.9. The conditions for the closing of proposal are as follows:
- Tenders close at 11:00 on 15 December 2021 and must be submitted at COGHSTA, 9 Cecil Sussman Road, Larry Moleko Louw Building, Kimberley, 8300.
  - Late, faxed or e-mailed bid proposals will not be accepted.
- 9.10. Enquiries
- General enquiries contact person: Mr G Booysen of COGHSTA  
e-mail: [gbooyesen@ncpg.gov.za](mailto:gbooyesen@ncpg.gov.za)  
Tel: 053 830 9532



## **Returnable Documents and Schedules**

## LIST OF RETURNABLE DOCUMENTS

1. Tenderers are required to submit the following with their bid proposals:
  - (a) Original valid Tax Clearance Certificate (in terms of the Preferential Procurement Regulations, 2001 published in Government Gazette No. 10684 dated 20 January 2017),
  - (b) **A valid certified copy of a B-BBEE Verification Certificate** from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA).
  - (c) Curriculum Vitae of all professionals going to undertake the project.
  - (d) Project proposal including time frames and method statement.
  - (e) List of similar work carried out previously.
  - (f) Proof of registration on the Government's Central Supplier Database (CSD).
  - (g) Bidders to provide the Department with a soft copy of their bid proposal on a memory stick and/or hard drive.
  - (h) Form of offer should be completed by the bidder. Failure to complete the form of offer will lead to your bid proposal be automatically disqualified.

## Returnable schedules

## LIST OF RETURNABLE SCHEDULES

Tenderers are required to submit the following fully completed with their bid proposals:

- (a) NCP 1 Form
- (b) NCP 4 Form
- (c) NCP 6 Form
- (d) NCP 8 Form
- (e) NCP 9 Form
- (f) Form of offer

## Pricing Data

## 1. SCHEDULE OF PROFESSIONAL FEES

1.

PAYMENT ITEM	MILESTONES DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.	Ensuring that the developer / contractor appointed for the repair of the 491 subsidized houses comply with the EMP and all other relevant environmental legislative requirements during the repair of the subsidized houses in Phase 1 of Lerato Park;	month	25		
2.	Execution of the required environmental inspections and audits during the repair of the abovementioned subsidized houses in Lerato Park at least once a month or as and when required for the estimated Period: 25 months;	month	25		
3.	Compilation and submission (to the relevant competent environmental authority) of any other environmental documentation required to comply with the environmental legislation requirements, if required;	sum	1		
4.	Providing advice and comments to the developer / contractor to be appointed for repair of the abovementioned subsidized houses in Lerato Park to ensure that they comply with all relevant environmental legislative requirements (Especially to comply with the requirements of the EMP) during repair of the 491 subsidized houses;	month	25		
5.	Liaison and coordination with any other required professionals to ensure compliance with the required environmental legislation during repair of the abovementioned subsidized houses for the estimated Period: 25 months;	month	25		
6.	Environmental progress reporting to Bigen and any other relevant environmental authorities at least once a month or as and when requested during the repair of the subsidized houses for the estimated Period: 25 months;	month	25		
7.	Any additional services / activities which may be required (Please specify)	sum	1		





PAYMENT ITEM	MILESTONES DESCRIPTION	UNIT	QTY	RATE	AMOUNT
8.	<b>Sub-total excluding travel and disbursements (sum of items 1 – 7)</b>				
9.	Travelling (Should be sufficient to cover all travelling cost for the duration of the project) Specify .....)	km			
10.	Disbursements (Copies and prints) (Should be sufficient to cover all travelling cost for the duration of the project) Specify .....)	sum			
11.	<b>Sub-total including travel and disbursements (sum of items 8 – 10)</b>				
12	Contingency (15% of Item 11 above)				
13.	<b>Sub-total (sum of items 11 – 12)</b>				
14.	<b>0% VAT</b>				<b>R0.00</b>
15.	<b>Grand TOTAL (Including disbursement, travelling and 0% VAT)</b>				

## FORM OF OFFER AND ACCEPTANCE

### OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**Tender No: 2334-50-02/05 - Environmental Monitoring And Control Officer For The Remedial Work Of 491 Subsidized Houses In Phase 1 Of Lerato Park**

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor 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.

**The offered Total of the Prices inclusive of Value Added Tax is**

.....

..... Rand (in words); R ..... (in figures)

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 Contractor in the Conditions of Contract identified in the Contract Data.

**For the Tenderer:**

**Signature(s)** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Name and address of organisation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature and Names of witnesses:**

**Signatures** \_\_\_\_\_

**Names** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the, Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement, between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract, are contained in

Agreements and Contract Data, (which includes this agreement)  
Pricing Data  
Scope of Work

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, or just after the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

**For the Employer:**

**Signature(s)** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Name and address of organisation:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature and Names of witnesses:**

**Signatures** \_\_\_\_\_

**Names** \_\_\_\_\_

**Date:** \_\_\_\_\_