



WITS. FOR GOOD.

**Wits Tender CPP.FC.25-29 Mechanical
Engineering and Wet Services.**

**Framework Contract For Built Environment Professional
Services Within The University Of The Witwatersrand
Precincts.**

**Non-Compulsory Information Session
Friday, 28 February 2025,
[10:00 – 11H00]**

Meeting protocol



Email attendees list to
#Dept-tenders.cpd@wits.ac.za
And
admin.tenders@wits.ac.za



Introductions

Wits University Representatives:

Project Owner: Campus Planning and Development Division

Represented by:

Director: Mr Jason Huang

Head Projects: Mr Dirk Vanden Eynde

Tender Facilitator: Ms Charmaine Layton

General: [@Dept-tenders.cpd@wits.ac.za](https://twitter.com/Dept-tenders.cpd) & admin.tenders@wits.ac.za

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



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1922
2022



Introduction to the Invitation

Welcome to the tender information session for the University of the Witwatersrand (WITS) RFP. The purpose of this Request for Proposal (RFP) is to establish a panel of registered consultants to provide professional services to WITS over a four-year term. Today, we will delve into the key details of the RFP document, ensuring that all attendees gain a comprehensive understanding of the project scope, requirements, and procedures.

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Tender Documentation Walkthrough

<https://www.wits.ac.za/about-wits/tenders/>

– CPP.FC.25-29 Framework Contract for Mechanical Engineering and Wet Services Professional Services

Tender Description

- **Tender Name:** Framework Contract For Mechanical Engineering and Wet Services Professional Services
- **Tender Number:** CPP.FC.25-29

Important information

- **Registration of Intent to Bid:** Tenderers are encouraged to register their email address with the tender administrator at the email addresses provided above. While not compulsory, this assists in planning and ensures receipt of updates or addenda related to the tender.
- **Non-Compulsory Briefing Session:** An online briefing session will be held **Friday, 28 February 2025, at 10:00**. The tender document includes the link for the online briefing session.
- **Submission Details:** The closing time for all tender submissions is **Monday, 10 March 2025 at 23h59**

Tender Related Queries: [#Dept-tenders.cpd@wits.ac.za](#) and [admin.tenders@wits.ac.za](#)

Documents to Download:

1. [CPP.FC.25-29.ME_ Professional Services Framework Tender_ Mechanical Eng](#)
2. [CPP.FC.25-29.ME_ Professional Services Framework Tender Mechanical Eng Annexures](#)

Eligibility criteria

Please note this is just a highlight of pertinent information, please check tender document for completed list of requirements.

Tender offers will only be accepted if the following eligibility criteria, pre-qualification criteria and the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:

- a) the tenderer must provide a minimum of three (3) client references where they have provided a similar requirement in the last 5 (five) years. The references must have similar or greater technical capacity and complexity to that of this Tender. For each, attach a completion certificate or written testimonial/confirmation of completion from the client or employer;
- b) the tenderer is **not** an unincorporated joint venture; and is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to automatically continue to function in the event of a death or withdrawal of one of the partners;
- c) Tenderers must have offices within 80km of Braamfontein. Proximity to both the Tenderer's location and the project site is a weighted criterion in the bid assessment. Tenderers are required to provide information about their geographical proximity to the project site, which will be considered alongside other relevant criteria in the overall bid assessment. Closer proximity to the project location may be favoured, provided all other requirements are met. Additionally, key personnel involved in the project must be based at the specified location to ensure effective project management and oversight.



Eligibility criteria

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- d) The intent to bid is not compulsory. Additionally, tenderers must ensure representation by one of their full-time employees at the non-compulsory clarification meeting.
- e) the tenderer has in their full-time employment a principal consultant (key person) (i.e., the person who will provide the service or under whose active and personal direction, control, and supervision the service is to be provided) who is registered as a professional Mechanical engineer or engineering technician (Pr.Eng or PrTech) in terms of the engineering profession act, 2000 or professional natural scientist in terms of the natural scientific professions act, 2003.
- f) The tendering entity must primarily provide independent technology-based intellectual services for a fee. This can be evidenced by either having at least 50% of its directors, members, or partners professionally registered as
 - a) Professional Engineers or Engineering Technicians with ECSA.
 - b) Governed by the Engineering Profession Act, 2000 (Act no 46 of 2000 – Registered with ECSA), specifically, in Mechanical Engineering, or by satisfying the Client of its primary business nature.
- g) The tenderer submits an original valid Tax Clearance PIN (In case venture/consortia partners, each partner must submit a tax clearance certificate) issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;



Eligibility criteria

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- h) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
 - i) the tenderer has not:
 - a. abused the Employer's Supply Chain Management System; or
 - b. failed to perform on any previous contract and has been given written notice to this effect;
- j) the tenderer has completed **Appendix A: Contactable References.**
- k) the tenderer has completed **Appendix B: Consultant Qualifications and Experience Summary**
- l) the tenderer has completed **Appendix C: Company Capacity and Staff Experience**
- k) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;
- l) the tenderer to provide proof of the following insurance coverage:
 - i. Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million.
 - ii. Professional Indemnity Insurance with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million.
- m) The tenderer to provide the latest signed 3 (three years) Annual Financial Statements



Prequalification criteria

Please note this is just a highlight of pertinent information, please check tender document for completed list of requirements.

Procurement Strategy:

- The purpose of this bid is to establish a panel of registered consultants that will form Professional Services Providers (PSPs) that may be utilized on an ad-hoc basis.
- Incorporated joint ventures are permitted, provided that the joint venture has been established prior to this tender and has all the necessary documentation in place.
- Sole proprietor consultancies are acceptable.

PROCUREMENT ELIGIBILITY – refer to the tender document for the full details

1. Appendix A: Contactable References.
2. Appendix B: Consultant Qualifications and Experience Summary
3. Appendix C: Completed Practice Declaration
4. Company registration documents.
5. Provides proof of valid SARS tax pin for SA entities or equivalent for international etc.
6. Provides a VAT registration certificate for SA entities
7. Provides the latest signed 3 (three years) Annual Financial Statements. (AFS)
8. Provide evidence of applicable insurance for this industry.



Prequalification criteria continued

FUNCTIONAL ELIGIBILITY – All components – refer to the tender document for the full details

1. the tenderer must provide a minimum of three (3) client references where they have provided a similar requirement in the last 5 (five) years.
2. CVs of project staff/key personnel must be provided. Proof of qualifications and years of relevant experience of proposed staff / key personnel is to be submitted with a Curriculum Vitae.
3. Provide completed price data as per NEC Part Two: Pricing Data
4. Tenderers must have offices within 80km of Braamfontein.

Part T2: Returnable documents

Returnable Schedules and Documents must be submitted to remain eligible. Failure to do so will result in disqualification.

- Annexure 1: NEC4-PSC – Professional Services Contract – **Mechanical Engineering & Wet Services Professional Services** Framework
- Appendix A: Contactable References
- Appendix B: Consultant Qualifications and Experience Summary
- Appendix C: Practice Declaration

Quality Criteria

Criterion 1: Company Experience & Track Record = 40 Points

Tenderers to provide a minimum of three (3) client references where they have provided for similar projects completed in the last 5 (five) years.

Criterion 2: Proposed Senior/Key persons for this contract = 10 Points

Professional profile(s) in relation to the required service

- Qualifications (Must be relevant to profession)
- Relevant experience.
- key person must be a staff member;
- Duration Of Employment

Criterion 2a: Team experience & competency = 10 Points

The focus of this criterion is to allow the tenderer to share the depth and range of capacity and experience of the company, and to indicate staff retention.

Criterion 2b: Team - Number of staff = 10 Points

Depth and Range of Capacity and Experience of the Company

Criterion 2c: Team - average duration of employment = 10 Points

Criterion 3: Proximity to University Location = 20 Points

Procurement and Delivery Management

Key Points

- Eligibility criteria stated in document must be complied with in full.
- Complete and detailed information, list relevant experience.
- Key person experience.
- All queries must be address in writing as per the tender advertisement.
- Strict adherence to closing date and time
- NEC Form of contract is non-negotiable, any and all qualifications are to be raised as part of tender submission.
- Insurance cover is a non-negotiable.



Process for seeking clarifications and issuance of addenda

- Tenderers will be promptly notified of any addenda to the RFP; however, it is advisable to regularly check the university's website for updates.
- All queries or requests for clarification must be submitted via email to #Dept-tenders.cpd at #dept-tenders.cpd@wits.ac.za **And** Dept-Procurement-TendersAdmin at admin.tenders@wits.ac.za
- Please note that any correspondence with university staff regarding this tender is strictly prohibited and may result in disqualification.



Submission Date and Time

Professional service	Tender number	Closing Dates
Mechanical Engineering	CPP.FC.25-29.ME	Monday, 10 March 2025 @ 23H59



Submission protocol

Electronic Submissions:

- The [Electronic Submission Protocol](#) will apply to this Tender.
- Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>
- Avoid emailing Submissions in the last sixty (60) minutes.
- Tender submission must be emailed to **both** #Dept-tenders.cpd@wits.ac.za **and** admin.tenders@wits.ac.za

TENDERER RESPONSE FORMAT

- Appendix A – Reference summary and reference letters - Fully completed – zipped folder
 - **Prequalification criteria** – zipped folder with subfolders for Procurement, Component
 - **Functionality criteria** – zipped folder with subfolders for each component
- **Annexure 1: NEC4-PSC – Professional Services Contract – Mechanical Engineering and Wet Services Professional Services Framework**

CLARIFICATION

References Clarification:

- Tenderers to provide a **minimum** of three (3) client references where they have provided for similar projects completed in the last 5 (five) years. February 2019, to February 2024
- The discipline-specific value refers to the fee value for the project that is specific to the discipline

General:

- Annexures 2 – 7 and the Proforma Task Order are for information purposes only
Therefore, **DO NOT** include in your tender submission.
- To determine the proximity to the university, the evaluation will consider the distance between the tenderer's office location and 1 Jan Smuts Avenue, Braamfontein, where the university is situated. The statement specifies that tenderers must have offices within 80km of Braamfontein, indicating a broader geographical scope.



Form of Contract

- Annexure 1 NEC4-PSC - Professional Services Contract – Mechanical Engineering and Wet Services Framework**
- Annexure 2 General Standard Scope of Professional Services**
- Annexure 3 Framework for the Determination of Fees**
- Annexure 4 Access to University Precincts**
- Annexure 5 Generic Occupational Health and Safety Environmental Specification for Construction Contracts**
- Annexure 6 Electronic Submission Protocol**
- Annexure 7 Tender Terms and Conditions**

Notable Contract Clauses

Fee Percentage:

E.g. specialist studies, design *Services*, inputs, advice and tests where instructed by the *Client*

The fee percentage is

5 %

%

Price Adjustment (for time-based fees only!):

X1: Price adjustment for inflation (used only with Options A)

The Index is the index published in “Consumer Price Index: index numbers and year on year rates” as published in the Statistical News Release, P0141 Table B of Statistics South Africa. The Base Date Index (B) is the latest available index before the starting date. The Latest Index (L) is the latest index available before the date of assessment of an amount due.



Notable Contract Clauses

Delay Damages:

X7: Delay damages

Delay damages

X7.1

If the *Consultant* fails to adhere to the programme for an end of stage deliverable agreed to by the *Client*, the *Consultant* and others and as a consequence is the primary reason for a delay in the finalization of an end-of-stage deliverable required in terms of the *Standard scope of professional Services associated with the delivery of a package*), the *Consultant* pays low performance damages in the following amounts:

section	description	amount per day (R)
(1)	Up to 7 days	5% of the total of the Prices of the Task Order
(2)	More than 7 days but less than 14 days	10% of the total of the Prices of the Task Order
(3)	More than 14 days but less than 21 days	15% of the total of the Prices of the Task Order
(4)	More than 21 days but less than 28 days	20% of the total of the Prices of the Task Order
(5)	More than 28 days	25% of the total of the Prices of the Task Order



Fee Calculation Examples - Parameters

The fee calculations are based on Annexure 3: Framework for Determination of Fees

Rate	Description	Unit	Value (Examples)
1	<ul style="list-style-type: none"> Director, member or partner Senior professional staff whose calculated rate per hour equals or exceed the maximum hourly rate 	Rate per hour in Rand	R 1800 / hr
2	<ul style="list-style-type: none"> Professional staff, who are appropriately registered with a statutory council with adequate expertise and relevant experience, who carry direct professional responsibility for one or more specific activities related to the services; and Technical staff with adequate expertise and relevant experience performing work with direction and control provided by professional staff. 	Rate per hour in Rand based on cents per hour for every R100 total annual cost of employment	13 cents / hr per R100 TAC
F _{CON}	An adjustment factor (see Framework for the determination of professional fees for consulting services) used in the calculation of the fee percentage to reflect factors such as risk, productivity, efficiency, locality, local knowledge, particular methods or systems for delivering services, level of expenses that are not recoverable, alignment of services with scope of work etc.	Number	0.9
F _{LE}	An adjustment factor that reflects the level of effort that is required as determined in accordance with the provisions of the Framework for the Determination of Professional Fees for Consulting Services for services falling within the scope of work after the award of the contract.	Number	1.0

NOTE: adjustment factor for level of effort will not be considered for any fee calculations for any Task Orders issued as part of this framework contract

Fee Calculation Examples - Parameters

Discipline	Cost of construction
Mechanical Engineering	R 10 000 000

Fee Calculation Examples - Eng

Engineering example:

The BFP for engineering services shall be calculated in accordance with the following formula provided that BFP is not less than 4% or where the cost of construction exceeds R1 billion:

$$\text{BFP} = 24.1 - 2.3 \times \log(B)$$

Where

B = cost of construction in Rands requiring engineering services provided that the cost of construction is equal to or greater than R1 million and does not exceed R1 billion

BFP shall be negotiated where the cost of construction in Rands exceeds the above stated thresholds.

Step 1: Calculate BFP in accordance with formula above:

Assuming cost of construction of R10 million:

$$\begin{aligned} \text{Basic Fee Percentage} &= 24.1 - 2.3 \times \log(10\,000\,000) \\ &= 24.1 - 2.3 \times 7 \\ &= 8.00 \end{aligned}$$

Fee Calculation Examples - Eng

Engineering example continued:

Step 2: Calculate final fee percentage in accordance with the following formula

$$\text{Final Fee Percentage} = \text{BFP} \times \text{FLE} \times (\text{Rate 2} \div 16) \times \text{FCON}$$

where

BFP	=	8.00	as calculated in Step 1
FLE	=	1.0	as constrained by tender
Rate 2	=	13	as per example tender offer
FCON	=	0.9	as per example tender offer

$$\begin{aligned}\text{Final Fee Percentage} &= \text{BFP} \times \text{FLE} \times (\text{Rate 2} \div 16) \times \text{FCON} \\ &= 8.00 \times 1.0 \times (13 \div 16) \times 0.9 \\ &= 8.00 \times 1.0 \times (0.8125) \times 0.9 \\ &= 5.85\end{aligned}$$

Step 3: Calculate final fee value in accordance with the following formula

$$\begin{aligned}\text{Final Fee Value} &= \text{Final Fee Percentage} \times \text{Cost of Construction} \\ &= (5.85 \div 100) \times \text{R}10\,000\,000 \\ &= \text{R}585\,000 \text{ **EXCLUDING VAT**}\end{aligned}$$



Fee Calculation Examples - Eng

Engineering example for construction value < R1million excluding VAT:

Section	Construction Value (excl. VAT) range		Fee calculation Methodology	Adjustment Factor
	A	B	C	E
1	≥ 1 000 000		As per Annexure 3	No Change
2	750,000	999,999.99	As per fee calculation for R1,000,000 construction value	100%
3	500,000	749,999.99	As per fee calculation for R1,000,000 construction value	80%
4	250,000	499,999.99	As per fee calculation for R1,000,000 construction value	60%
5	100,000	249,999.99	As per fee calculation for R1,000,000 construction value	50%
6	1	99,999.99	As per fee calculation for R1,000,000 construction value	35%

Section	Construction Value (excl. VAT) range		Fee calculation Methodology			Value
	A	B	Step 1	Step 2	Step 3	Step 4
1	1,000,000		10.30	7.53	R75,318.75	R75,318.75
2	750,000	999,999.99	N/A	N/A	N/A	R75,318.75
3	500,000	749,999.99	N/A	N/A	N/A	R60,255.00
4	250,000	499,999.99	N/A	N/A	N/A	R45,191.25
5	100,000	249,999.99	N/A	N/A	N/A	R37,659.38
6	1	99,999.99	N/A	N/A	N/A	R26,361.56



Clarifications

- **Estimated Construction Costs:** It is expected that the majority of the projects will be in the value range up to R 20 million. The university may occasionally exceed this.
- **Reference Letters:** We will only accept references for completed projects, as ongoing projects cannot be deemed successful until they are completed. References should highlight the value of the project.
- Professional Engineering Technologists will be considered acceptable substitutes for Professional Engineers.
- **Registration requirements for a sole proprietorship:** Submit a sworn affidavit with the submission, confirming they are trading as a sole proprietor.
- **Sole Proprietor tax compliance and AFS (Annual Financial Statements):** We require the income statement and the balance sheet, including your IRP5 or a confirmation of earnings.
- **Professional fee % of 5% in the NEC contract:** The 5% fee percentage: Is only used when Wits requests the Consultant to approach and contract in a sub-consultant i.e. heritage consultant, acoustic engineer, land surveyor, Geotech. Investigation, etc. The consultant will then be paid the cost of the sub-consultant + the fixed fee percentage of 5%.



Q & A

[A copy of this presentation will be circulated]

