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**MEMORANDUM / TERMS OF REFERENCES**

**FROM:** MANAGER PMO – Z. KANISE

**TO:** BID SPECIFICATION COMMITTEE

**SUBJECT:** SPECIFICATION FOR PROJECT MANAGER / PRINCIPAL AGENT / CONSULTANT TO MANAGE RAFI PLANT CONSTRUCTION AT KFPM

**DATE:** 27 JULY 2020

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Due to challenges pertaining to the current storage facility at Ncise, Ntinga O.R. Tambo Development Agency has decided to construct a multipurpose storage facility for Plant and Equipment (Apache 54000 mechanical planter 29 rows, Seed Monitor, AG3000 seed monitor 29 rows, RF 45000 belt spreader, Challenger MT 765 tractor, Landin series 7-220 dual power tractor, Lamken Disk Rubin 9/400 KUA, Lamken Disk Rubin 9/600 KUA) within Kei Fresh Produce Market area, situated in Umtata, Vulindlela Heights.

Ntinga O.R. Tambo Development Agency SOC Ltd therefore requires the service provider to provide professional and accurate estimates of building storage facility for the RAFI plant including individual cost of material to be used during construction. Please also note that there are no drawings yet but the entity has an anticipation of how the structure needs to look like as detailed below:

**Construction- The construction element will involve the following:**

- A steel structure measuring 18m X 30m X 4.5 high structure with 0.5 chromadek IBR CIS roof sheeting.
- Both 30m sides shall be closed with 0.5 chromadek IBR Cis sheeting.
- Both 18m gable ends with 0.5 Chromadek IBR CIS sheeting.
- Bubble foil insulation shall be fitted on the roof only.
- 2 chain operated 4.5 wide X4.5 high galvanised roll-up doors shall be fitted on the 18m Gable ends.
- 1 steel combination door as door for persons entering and leaving the storage facility.
- Mount 6 off 2.45 mX380mm chromadek horizontal ventilators shall be fitted with bird proofing on the ridge of the roof.
- Occupational Health and Safety standards are to be adhered during construction stage, Construction Industry Development Board (CIDB) is applicable and the material to be supplied (steel) must be 100% Local product and content.

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)  
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M.Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;  
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. P. Pongwana (CEO)  
Company Secretary: Ms. N. Mningiswa*

The service provider must therefore:

- Prepare a detailed bill of quantities (including all sums payable/insurances and or penalties for the successful completion of the Construction of RAFI Plant) from design drawings, actual construction, electrification, drainage to the handing over of the complete plant for approval and sign off by the Agency.
- Attend at a minimum one specification committee meeting should a need for clarity be required when the Agency is finalizing the bidding document for contractors.
- Supply the Agency all the required documents for the completion of the bid document.
- Manage on behalf of the Agency any changes to be affected by the contractor that may result in expense or loss to the Agency. And mitigate such losses.
- Receive on behalf of the Agency all notifications from the contractor/s of any physical damage or any physical loss to the project.
- Issue contract instructions regarding the project within a reasonable period as to keep to the project schedule.
- Receive and sign off on the bid document of the winning contract the accepted bid price or a negotiated amount.
- Determine all securities that the Agency must put in place to insure timeous execution of the project.
- Detailed bill of quantities from the appointment service provider within 5 days of the appointed service providers signed acceptance.
- Prepare payment certificates/schedules for the main contractor and any subcontractors.
- Assist the Agency in finalization of the signed performance contract with the appointed service provider.
- The principal agent must be present at the commencement of the construction project when the site is handed over to the contractor.
- Manage all subcontracting on site within the confines of the project plan and within the preset budget of the project.
- Inspect the works from time to time and give the contractor interpretations and guidance on the standard and state of completion required to achieve practical completion.
- Inform the contractor of the period required for inspection of the works related to the issue of the certificate of practical completion.
- Receive from the contractor of the anticipated date of completion and inspect the works on or before such date.
- Issue a certificate of completion for the contractor and retain a copy for the Agency.
- Issue a works completion list to the contractor within 7 days should there be defects such defects must be attended to by the contractor.

- Notify the Agency regularly of all items which are still outstanding within the designated timeframe agreed to by the Agency the Contractor and the Principal Agent.
- Inspect the works immediately after the defects liability period as stated in the contract agreement.
- Determine all penalties for noncompliance or non-completion of tasks.
- Determined by the relevant formulas and or industry norms and standards.
- Issue a monthly recovery statement to the contractor and the Agency simultaneously with the payment certificate.
- Upon completion of the works the Principal Agency shall act on behalf of the Agency to ensure all project construction related activities are completed according to the contracted amount and within the agreed upon periods

#### EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

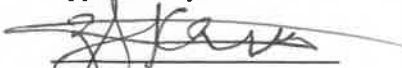
#### FUNCTIONALITY:

The following functionality will be applicable where only the bidder that scores a minimum of 70 points will be evaluated further for price and preference:

1. **Company Experience:**  
The company must have at least five (5) years experience in construction/ involvement in similar projects as well as research and should provide proof accompanied by correspondence from contactable referees indicating that such project was executed. (40 Points)
2. **Team Leader and Members Experience:**  
Team Leader must have at least five (5) years experience (Attach CV) and individual team members must have at least three (3) years' experience in field (Attach CV's). The CV's of the Team leader and Team members must be attached to the technical proposal as proof (20 Points)  
**Qualification:**  
The Team Leader must be registered as a Professional Architect in terms of South African Council for the Architectural Profession (SACAP) • Copies of certified certificates must be attached. Failure to attach copies of certificate/s will lead to forfeiture of functionality points. (30 Points)
3. **Project Plan detailing the following must be attached:**  
Project plan with intermediate and final outputs and identified timeframes/milestones, Proposed Methodology, Management of the project. (10 Points)

Price and Preference Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.

Approved by:



Z.L. Kanise

Manager: PMO

Budget confirmed by: