



TENDER NOTICE: 10/2021

NAMAKWA DISTRICT MUNICIPALITY

PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:

REVIEW, ANALYSE AND UDATE OF THE RURAL ROADS ASSET MANAGEMENT SYSTEM (RRAMS)

.....
NAME OF SERVICE PROVIDER

ADDRESS:

.....

TEL :

FAX :

**Mr C Fortuin
Municipal Manager
Private Bag X20
Van Riebeeck Street
SPRINGBOK, 8240**

**TEL: 027 712 8000
FAX: 027 712 8040**

CONTENTS	
Number	Heading
THE TENDER	
Part T1: TENDERING PROCEDURES	
T1.1	Tender Notice and Invitation to Tender
T1.2	Tender Data
Part T2: RETURNABLE DOCUMENTS	
T2.1	List of Returnable Documents
T2.2	Returnable Schedules
THE CONTRACT	
Part C1: AGREEMENT AND CONTRACT DATA	
C1.1	Form of Offer and Acceptance
C1.2	Contract Data
Part C2: PRICING DATA	
C2.1	Pricing Instructions
C2.2	Activity Schedule
Part C3: SCOPE OF WORKS	
C3.1	Introduction
C3.2	Description of Works
C3.3	Reporting Requirement
C3.4	Applicable Standards
Part C4: SITE INFORMATION	
Annexure 1: Evaluation Criteria for Quality/Functionality	



Private Bag X20
SPRINGBOK
8240

www.namakwa-dm.gov.za
info@namakwa-dm.gov.za
027 712 8000
027 712 8040

Verwysing/Reference 8.1.3.
Navrae/Enquiries Mr M Bowers

TENDER 10/2021

REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT SYSTEM (RRAMS)

Tenders are hereby invited for the Supply of Professional Consulting Services as detailed in the tender document.

Tender documents are available during business hours as of **Thursday, 22 July 2021** from the Supply Chain office (Mr. C Osborne) Namakwa District Municipality, Van Riebeeck Street, Springbok or it can be downloaded from the Municipal website www.namakwa-dm.gov.za or it can be downloaded from e-tender portal.

The sealed quotations clearly marked: **Procurement of Professional Consulting Services: Review, Analyse and update of the Rural Roads Asset Management System (RRAMS)** must be placed in the tender box at the Namakwa District Municipal office, Van Riebeeckstreet, Springbok on or before 13 September 2021 at 12:00. A formal opening session will be held soon after the closing time of the tender.

THE FOLLOWING CONDITIONS WILL APPLY:

- Price(s) must be valid for at least ninety (90) days from the tender closing date.
- Price(s) must be firm and must be inclusive of VAT.
- This tender will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017. The original **MBD1, MBD 4, MBD 6.1, MBD7.1, MBD 8 & MBD 9** forms must be completed and submitted together with your tender if it is in excess of R 10 000.
- An **original** or **originally certified** B-BBEE certificate, or **originally certified** Sworn Affidavit must be submitted with your tender offer. **If it's not original or originally certified it will not be taken into account for preference points.**
- A valid tax compliance pin number on an official document of SARS in order for the municipality to verify tax compliance, must be submitted with the tender document.
- Potential service providers must be registered on the Central Supplier Database.
- Potential service providers who were found guilty of fraud or corruption or who willfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.

- Potential service providers (or any of the directors) whose municipal rates and taxes or municipal services charges are in arrears for three months, at the municipality or any other municipality or entity, might be excluded from this process. Please submit a municipal account (not older than 3 (three) months as proof of payment with your tender. If the bidder is not responsible for municipal rates, a Sworn Affidavit or a Lease Agreement must be submitted which indicate the reasons why a municipal account cannot be submitted.
- The lowest or only tender will not necessarily be accepted.
- No late, faxed or e-mailed tenders will be accepted.
- Potential service providers will be subjected to security screening.

NB: No Bid will be considered from persons in the service of the state.

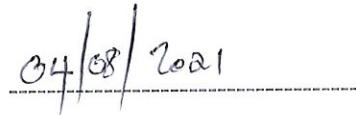
Failure to comply with these conditions may invalidate your offer.

The Municipality reserves the right to cancel or withdraw the request for tender at anytime without prior notice.

Yours faithfully



CJ FORTUIN
MUNICIPAL MANAGER



DATE

T1.1 TENDER DATA

Sub Clause	Description
	<p>The tender data are standard conditions of tender as contained in Annex F of SANS 294:2004.</p> <p>The standard conditions of tender for procurements make several references to the tender data. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard condition of tender.</p> <p>Each item of data given below is cross-referenced to the sub clause in the standard conditions of tender to which it mainly applies.</p>
F.1.1	The employer is Namakwa District Municipality
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p>TENDER PROCEDURES Part T1: Tender Procedures T1.1 Tender Notice and Invitation to Tender T1.2 Tender Data Part T2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules CONTRACT Part C1: Agreement and Contract Data C1.1 Form of Offer and Acceptance C1.2 Contract Data Part C2: Pricing data C2.1 Pricing Instructions C2.2 Activity Schedule Part C3: Scope of Works C3.1 Introduction C3.2 Description of Works C3.3 Reporting Requirement C3.4 Applicable Standards</p> <p>Part C4: Site Description</p> <p>Annexure A: Evaluation Criteria for Quality/Functionality</p>
F.1.4	<p>THE EMPLOYER'S AGENT IS:</p> <p>Name... NAMAKWA DISTRICT MUNICIPALITY</p> <p>Address... VAN RIEBEECK STREET, PRIVATE BAG X 20, SPRINGBOK, 8240</p> <p>Tel: ... (027) 7128000 Fax: ... (027) 7128040.....</p> <p>E-mail... info@namakwa-dm.gov.za</p>
F.2.1	<p>Only those service providers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> • Tendering Firms must have at least 3 years successful experience (gained in the past 10 years) of undertaking RAMS projects of comparable scale and complexity

	<ul style="list-style-type: none"> • <u>Overall Project Manager/Director, Visual Assessment Project Manager, Instrument Surveys Project Manager and Bridge Inspections Project Manager</u> must be registered with SACPCMP or ECSA or similar approved body. The prospective tenderers must submit proof of registration with SACPCMP or ECSA or equivalent international body. Certified copies of the professional registration certificate or the applicable registration number and CV must be attached as part of the tender document. • <u>Overall Project Manager</u> must have <u>at least 7 years</u> relevant experience (obtained in past 10 years) in managing Pavement Management System (PMS) or RAMS project implementation PMS/RAMS operational activities and must be registered with an international body or equivalent • The <u>Project Managers for Visual Assessment</u> and <u>Instrument Surveys</u> must have a minimum of 5 years previous relevant experience, obtained over the past 8 years, in managing such activities. The <u>Road Safety Survey Project Manager</u> must have a minimum of 5 years' experience in Network Level road safety audits/surveys, be accredited with IRAP or similar acceptable institution and his/her CV must be attached as part of the tender document. • The Bridge Inspections Project Manager (Senior Bridge Inspector) must be accredited by SANRAL as a Senior Bridge Inspector (tenderers must submit proof of this accreditation with their tender) and have at least 5 years SANRAL Experience in visual inspection of bridges and major culverts. With this experience having been gained in the past 8 years and his/her CV must be attached as part of the tender document. • 1 N° Paved Road Visual Assessors with at least 3000 km of paved roads assessment experience over the past 6 years and 1 N° Unpaved Road Visual Assessors with a minimum of 2000 km of paved or unpaved roads visual assessment over the past 6 years' experience are to be provided plus his/her CV must be attached as part of the tender document. Paved Roads Visual Assessors can also be proposed to fill the Unpaved Roads Visual Assessor position(s) • Service Providers whose Tax matters are in order with SARS. (A valid tax compliance pin number on an official document of SARS must be submitted with your bid to verify tax compliance) • Must be registered on the Central Suppliers Database (CSD) of government. • Directors of the service provider must not be in service of the state. • Service provider must not have been found guilty of fraud or corruption during the past 5 years. • Service provider must not have willfully neglected, reneged on or failed to comply with any government contract during the past 5 years. • The service provider's municipal bill must be paid up or payment arrangement must be in place with the Local Municipality.
F.2.7	No compulsory site meeting will be held. Bidders must provide their contact details to Mr. C Osborne at the Supply Chain department of the municipality when they download the document from the municipal website or the e-tender portal. This is important to ensure that Addendums reach all Bidders should there be any. If these details are not provided and an Addendum does not reach the potential bidder, your bid will be considered incomplete and not evaluated further.
F2.9	The employer does not provide insurance of any kind.
F2.10.3	Pricing schedules are provided for each year of the contract and, therefore, rates and prices are fixed as tendered for the duration of the contract – therefore no escalation will be allowed after tender is awarded.
F2.13.1	Only one (1) tender per tenderer or involvement in one (1) joint venture is permitted. This do not apply to sub-contracting or the tenderer service provider. Should an entity appear in more than one joint venture, each tender in which the entity appears will be deemed non-responsive.
F2.13.3	Only the original tender document with original signatures and original returnable documents is to be submitted, the tender document is not to be dismantled and any additional documents are to be securely attached to the relevant page in the tender. Any additional documentation is to be bound

	into a separate document which is to include clear reference to its contents in relation to the actual tender document.
F.2.13.4	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. Also note a formal letter to the client specifying and confirming the liable tenderer should accompany the tender document.
F.2.13.5	<p>The employer's address for delivery of tenders is:</p> <p>Location of tender box: NAMAKWA DISTRICT MUNICIPALITY.....</p> <p>Physical address: VAN RIEBEECK STREET.....</p> <p>..... SPRINGBOK.....</p> <p>Identification details: PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES: REVIEW, ANALYSE AND UPGRADE OF THE RURAL ROADS ASSET MANAGEMENT SYSTEM.</p>
F.2.15	The closing time for submission of tenders is: 13 September at 12:00
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed tenders will not be accepted. Electronic signatures on documentation will also not be accepted.
F.2.16	The tender validity period is 90 days .
F.2.23	<p>The following certificates are to be provided:</p> <ul style="list-style-type: none"> • Proof of ECSA registrations • A valid tax compliance pin number on an official document of SARS. • An original or originally certified B-BBEE certificate, or originally certified Sworn Affidavit (to be eligible for preference points). • Municipal bill (or Sworn Affidavit or a Lease Agreement when renting) • All relevant documentation for evaluation of quality/functionality (see tender data and Annexure 1.) • Proof of professional indemnity insurance. • CV's where relevant or indicated
F.3.11.	<p>The Procedure for evaluation of responsive tenders is:</p> <p>Methods: ...4..... (Financial Offer, Preferences and Quality/Functionality).</p> <p>The financial offer will be scored using Formula 2 of table 4 (SANS 294:2004) where the value of W1 is:</p> <ul style="list-style-type: none"> - 80 where the financial value inclusive of VAT of one or more responsive tenders equals or is less than R 50 000 000-00. <p>Up to 20 evaluation points, based on the B-BBEE status level of a service provider, will be awarded to the service provider who submit a valid B-BBEE status level verification certificate.</p>
F.3.11	The minimum number of evaluation points for quality is 70 out of a 100. Only tenderers who score the minimum score for quality will be eligible for further evaluation. The minimum sub score must also be scored as indicated on annexure A.

F.3.11.5

The quality criteria and maximum score in respect of each of the criteria are as follows:
see Annexure A

Criteria	Supporting evidence		Points	
Quality Management	Formal ISO Quality Management Certification	Yes	10	
		No	0	
Paved Road Visual Assessors	Min 3000 km Paved Road Assessment Experience	>7000 km	15	
		5000-7000 km	10	
		3000-5000 km	5	
Firm's Experience	Number of years experience undertaking similar projects	>10	15	
		5-10	10	
		3-5	5	
	Surfaced and unsurfaced Km's assessed in past 10 years	>20,000	15	
		10,000 - 20,000	10	
Bridge Inspectors	SANRAL Accredited Bridge Inspector	5,000 - 10,000	5	
		+7 years	10	
		5-7 years	5	
Unpaved Road Visual Assessors	Min 2000 km Unpaved Road Assessment Experience	3-5 years	2	
		>7000 km	5	
		5000-7000km	4	
PMS Specialist	PrEng or Pr Tech Eng - ECSA registered	2000-5000 km	2	
		At least a three-year relevant information Technology Degree At least 10 years of experience in ICT that incorporates at least 5 years experience in GIS, and 10 years in developing systems Involved with the development, implementation and maintenance of at least two different Infrastructure Management Systems for municipal authorities, which included surfaced and un-surfaced roads. Exposure to components of asset and infrastructure management within the civil engineering environment would be beneficial. 10 years experience in PMS	15	
		Specialist should have gained his/her experience through the development, implementation and operation of at least two Road Management Systems for a Municipal Authority Minimum 3 years registered as Professional engineer	10	
		Relevant Information Technology Diploma 5 years in developing systems	5	
Demonstrated past Experience on Structures (Culverts / Bridges) Asset Management Program/s as a company	Letter from Client of Works successfully completed RRAMS in the past 6 years		5	
Demonstrated past Experience on Roads Asset Management Program/s as a company	Letter from Client of Works successfully completed RRAMS in the past 6 years		5	
Logistics	Proof of address		5	
Total Score			100	

F.3.18

The number of paper copies of the signed contract to be provided by the employer is 1.

T2: RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable documents are required for the purpose of evaluating the tender, some will form part of the subsequent contract, as they form the basis of the offer. For this reason, it is very important that service providers return all information requested.

T2.1 LIST OF RETURNABLE DOCUMENTS

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES *(Included hereafter for completion)*

MBD 1: Invitation to bid and terms of conditions for bidding
MBD 4: Declaration of Interest
MBD 6.1: Preference Points Claim Form - in terms of the Preferential Procurement Regulations 2017
MBD 7.2: Contract form: Rendering of Services
MBD 8: Declaration of Bidders past Supply Chain Management Practices
MBD 9: Certificate of Independent Bid Determination

T2.2 LIST OF RETURNABLE SCHEDULES

2. RETURNABLE SCHEDULES FOR TENDER EVALUATION PURPOSES *(To be attached with submission)*

Schedule 1A: Engineering Council of South Africa (ECSA)
Schedule 1B: A valid tax compliance pin number on an official document of SARS in order for the municipality to verify tax compliance, must be submitted with the tender document.
Schedule 1C: B-BBEE status level verification certificate (original or original certified copy or original certified sworn affidavit)
Schedule 1D: Municipal bill (or Sworn Affidavit or a Lease Agreement when renting)
Schedule 1E: Proof of Professional Indemnity insurance.
Schedule 1F: All relevant documentation for evaluation of quality/functionality (see tender data and Annexure 1.)

**NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)**

ANNEXURE MBD 1: INVITATION TO BID AND TERMS OF CONDITIONS FOR BIDDING

MBD 1



NAMAKWA DISTRICT MUNICIPALITY

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NAMAKWA DISTRICT MUNICIPALITY			
BID NUMBER:	10/2021	CLOSING DATE:	13 September 2021
CLOSING TIME:	12H00	DESCRIPTION: Review, Analyse and Update of The Rural Roads Asset Management System (RRAMS)	
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT STREET ADDRESS

NAMAKWA DISTRICT MUNICIPALITY			
HENDRIK VISSER BUILDING			
VAN RIEBEECK STREET			
SPRINGBOK			
8240			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	Marshall Bowers
CONTACT PERSON	Chaldon Osborne	TELEPHONE NUMBER	027 712 8000
TELEPHONE NUMBER	027 712 8000	FACSIMILE NUMBER	027 712 8040
FACSIMILE NUMBER	027 712 8041	E-MAIL ADDRESS	ismith@namakwa-dm.gov.za
E-MAIL ADDRESS	chaldono@namakwa-dm.gov.za		

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-- (NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

NAMAKWA DISTRICT MUNICIPALITY

NOTICE NUMBER: 10/2021

**PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)**

MBD 4: DECLARATION OF INTEREST

MBD 4: DECLARATION OF INTEREST



NAMAKWA DISTRICT MUNICIPALITY

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positioning relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish Particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons
in the service of the state and who may be involved with
the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between
any other bidder and any persons in the service of the state who
may be involved with the evaluation and or adjudication of this bid? YES /NO

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company's directors, trustees, managers,
principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle
shareholders or stakeholders in the service of the state?
YES / NO

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers,
principle shareholders, or stakeholders of this company
have any interest in any other related companies or
business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

.....

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level o

8.10 f contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

**NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)**

MBD 7.2: CONTRACT FORM – RENDERING OF SERVICES

MBD 7.2: CONTRACT FORM – RENDERING OF SERVICES



NAMAKWA DISTRICT MUNICIPALITY

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

MBD 8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, or
 - d. been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities ACT (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

ANNEXURE 9: CMBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION **ANNEXURE 9**

NAMAKWA DISTRICT MUNICIPALITY



CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. The Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)². Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Chain Regulation 38 (1) prescribes that a Supply Chain Management Policy must provide measures for the combating of abuse of the supply chain management system and must enable the Accounting Officer, among others, to:
 - a) take all reasonable steps to prevent such abuse;
 - b) reject the bid of any bidder if that bidder or any of its directors has abuse the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the executive of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate Of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/ or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



NAMAKWA DISTRICT MUNICIPALITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf off: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

NAMAKWA DISTRICT MUNICIPALITY



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a bid;
 - (d) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



NAMAKWA DISTRICT MUNICIPALITY

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

SCHEDULE 1A

ENGINEERING COUNCIL OF SOUTH AFRICA (ECSA)
(Please attach here)

**NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)**

SCHEDULE 1B

**A VALID TAX COMPLIANCE PIN NUMBER ON AN OFFICIAL DOCUMENT OF SARS IN ORDER FOR
THE MUNICIPALITY TO VERIFY TAX COMPLIANCE**

(Please attach here)

**NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)**

SCHEDULE 1C

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (ORIGINAL OR CERTIFIED COPY OR
SWORN AFIDAVIT)**

(Please attach here)

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

SCHEDULE 1D

MUNICIPAL BILL (OR SWORN AFFIDAVIT OR A LEASE AGREEMENT WHEN RENTING)

(Please attach here)

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

SCHEDULE 1E

PROOF OF PROFESSIONAL INDEMNITY INSURANCE

(Please attach here)

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

SCHEDULE 1F

ALL RELEVANT DOCUMENTATION FOR EVALUATION OF QUALITY/FUNCTIONALITY (SEE TENDER DATA F3.11.5 AND ANNEXURE 1.)

(Please attach here)

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENTT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

C1.1: FORM OF OFFER AND ACCEPTANCE

1.1 OFFER

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

.....
The Service Provider, identified in the Offer signature block below, has examine 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 authorized, 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(*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 Service Provider before the end of the period of validity stated in the tender data, whereupon the Service Provider becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

For the Service Provider:

Signature

.....
Name

.....
Capacity

Name and address of organization:

.....
.....
.....

Signature and name of witness:

Signature

.....
Name

Date:

By signing this part of Offer and Acceptance, the Employer identified below accepts the offer of the Service Provider. 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 offer of the Service Provider shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this Agreement and in the Contract that is subject of this Agreement.

Part 1	Agreement and Contract Data, <i>(which includes this Agreement)</i>
Part 2	Pricing Data
Part 3	Scope of Work
Part 4	Site Information

Deviations from and amendments to the documents listed in the quotation data and any addenda thereto listed in the Service Provider 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 authorized representative(s) of both parties.

Notwithstanding anything contained herein, this Agreement come into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Service Provider (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,

Name and address of organisation:

.....

.....

42 | Page

1.3 SCHEDULE OF DEVIATIONS

The extent of deviations from the quotation documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of quotation.

A Service Provider's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, be the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the quotation documents, and which it is agreed by the parties becomes an obligation of the contract, shall also be recorded here.

Any change or addition to the quotation documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the contract.

1. Subject
Details
2. Subject
Details
3. Subject
Details
4. Subject
Details
5. Subject
Details
6. Subject
Details

By the duly authorized representatives signing this schedule of deviations, the employer and the Service Provider agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the quotation data and addenda thereto as listed in the Service Provider schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Service Provider and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the quotation documents and the receipt by the Service Provider of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the Tenderer:

Signature(s)

Name(s)

Capacity

.....
(Name and address of organisation)

Name and signature
of witness

Date

For the employer:

Signature(s)

Name(s)

Capacity

.....
(Name and address of organisation)

Name and signature
of witness

Date

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET
MANAGEMENT SYSTEM (RRAMS)

C1.2 CONTRACT DATA

CONTRACT DATA FOR: PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES: REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT SYSTEM (RRAMS)

PART 1: DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The General Conditions of Contract are the Standard Professional Services Contract (September 2005) published by the Construction Industry Development Board (CIDB). Copies are available on the CIDB website at www.cidb.org.za and are also available from the office of the Employer.

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

Compulsory Data

Ref Clause	DESCRIPTION
Clause 1	The name of the Employer is NAMAKWA DISTRICT MUNICIPALITY
Clause 1	The address of the Employer is: Name: NAMAKWA DISTRICT MUNICIPALITY Address: ... VAN RIEBEECK STREET, PRIVATE BAG X20, SPRINGBOK, 8240 Tel: 027 712 8000 Fax: 027 712 8040 E-mail: info@namakwa-dm.gov.za
Clause 1	The Project is: Procurement of Professional Consulting Services: REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT SYSTEM (RRAMS)
Clause 1	The period of Performance is ... 3 years
Clause 3.1.4	The Program shall be submitted within 14 days of the award of the contract.
Clause 3.4 & 4.3.2	The authorized & designated representative of the employer is Mr. M Bowers .
Clause 3.5	The location of Performance of the project is in Namakwa District Municipal Area (Richtersveld, Nama Khoi, Kamiesberg, Hantam, Karoo Hoogland and Khai Ma Municipalities) .
Clause 3.6	The service provider may not release public or media statements or publish material relating to the services or project under any circumstances.
Clause 4.7	The Pricing Strategy is Actual cost incurred .
Clause 8.1	The Service Provider is to commence the performance of the services within 14 days of the date the contract becomes effective.
Clause 8.2.1	The Contract is concluded when all deliverables for each municipal financial year is completed successfully.
Clause 9.1	Copyright of documents prepared for the project shall be vested with the employer.
Clause 12.1	Interim settlement of disputes to be by mediation / adjudication
Clause 12.2/12.3	Final settlement is by litigation / arbitration

Clause 12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by the employer.
Clause 13.6	The provisions of 13.6 do not apply to the contract
	A maximum variation of 15% (up or downwards) for the contract price is applicable for this contract.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Ref Clause	DESCRIPTION
Clause (1)	The name of the Service Provider is
Clause (1)	<p>The address of the Service Provider is:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>Tel: Fax:</p> <p>E-mail:</p>
Clause 1	The period of performance is:
Clause 5.3	<p>The authorized and designated representative of the service provider is:</p> <p>Name:.....</p>

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

C2.1: PRICING INSTRUCTIONS

1. The activity schedule must be read in conjunction with the conditions of the tender, conditions of contract and scope of works. For the purpose of the Activity Schedule, the following words shall have meanings hereby assigned to them:

Unit	:	The unit of measurement for each item of work.
Quantity	:	The number of units of work for each item.
Rate	:	The agreed payment per unit of measurement.
Amount	:	The product of the quantity and the agreed rate for an item.
Sum	:	An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work that is not measured in any units. Based upon the quantity of work done (a reasonable estimate of the value of the work completed.) , backed up by the appropriate documentation lump-/ sum prices will be payed monthly as Interim payments.

2. A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in Activity Schedule. An item against which no price is entered will be considered to be covered by the other prices or rates in the Activity Schedule.
3. The rates, sums, percentage fees, and prices in the Schedule of Activities are to be fully inclusive prices for the work described under the several items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
4. While the Employer has every intent to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, with adjustment to the agreed rates, sums, or fees and without payment of any penalty in this regard. The Service Provider shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work or, in the case of termination, remuneration and/or reimbursement.

**PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT SYSTEM (RRAMS)
C2.2 ACTIVITY SCHEDULE**

No	Description	Unit	Quantity	Rate	Amount
	<u>RURAL ROAD ASSET MANAGEMENT SYSTEM</u>				
	<u>YEAR : 2021-2022</u>				
1	RAMS SYSTEM IMPLEMENTATION				
1.1	Familiarisation of existing System	Sum	1		
1.2	Existing system licences upgrades and installations	Sum	1		
2	NETWORK INVENTORY				
2.1	Create Road Network Information Module (RNIM)	Person Hr	300		
2.2	Update RNIM	Person Hr	250		
2.4	Update Bridge Inventory (BMS)	Person Hr	150		
3	FIELD DATA ACQUISITION				
3.1	Site Establishment	Sum	1		
3.2	Data Collection - Road Network				
3.2.1	Surface Condition	km	1575		
3.2.2	Structural Condition	km	1575		
3.2.3	Functional	km	1575		
3.2.4	Rutting	km	1575		
4	CONTINUOUS DATA ANALYSIS / VERIFICATION				
4.1	Data Analysis - Road Network				
4.1.1	Surface Condition	km	1575		
4.1.2	Structural Condition	km	1575		
4.1.3	Functional	km	1575		
4.1.4	Rutting	km	1575		
5	REPORTING				
5.1	Flexible Surfaced Road Network	Sum	1		
5.1.1	Unsurfaced Road Network	Sum	1		
5.1.2	Rigid (Concrete) Road Network	Sum	1		
5.1.3	Semi- Rigid (Block Paved) Road Network	Sum	1		
5.1.4	Safety Assessment	Sum	1		

5.1.5	Structures (Bridges and Major Culverts)	Sum	1		
5.1.6	Road Inventory/ancillary assets	Sum	1		
5.1.7	RAMS Asset Register / RAMP	Sum	1		
6	TRAINING				
6.1	Graduates Appoint	No	3		
6.2	Training, workshops and short courses	No	3		
6.3	Strategic Support	No	3		
6.4	Ad-hoc Support	Hour	72		
6.5	Vehicle Leasing, Tools and Equipment	Sum	1		
6.6	Housing, cell phone and internet	No	3		
7	DISBURSEMENTS				
7.1	Travel/Rentals	Sum	1		
7.2	Accommodation	Sum	1		
7.3	Attend Meetings	No	8		
	Sub Total				
	Contingencies @ 10%				
	Sub Total				
	VAT @ 15%				
	Total				

No	Description	Unit	Quantity	Rate	Amount
	<u>RURAL ROAD ASSET MANAGEMENT SYSTEM</u>				
	<u>YEAR : 2022-2023</u>				
1	RAMS SYSTEM IMPLEMENTATION				
1.1	Familiarisation of existing System	Sum	1		
1.2	Existing system licences, upgrades and installations	Sum	1		
2	NETWORK INVENTORY				
2.1	Update Bridge Inventory (BMS)	Person Hr	300		
2.2	Update Road Inventory/ancillary assets	Person Hr	350		
3	FIELD DATA ACQUISITION				
3.1	Site Establishment	Sum	1		
3.2	Data Collection - Structures				
3.2.1	Bridge Structures	No	3		
3.2.2	Major Culvert Structures	No	7		
3.2.3	Road Inventory/ancillary assets	No	18500		
4	CONTINUOUS DATA ANALYSIS / VERIFICATION				
4.1	Data Analysis - Structures				
4.1.1	Bridge Structures	No	3		
4.1.2	Major Culvert Structures	No	7		
4.1.3	Road Inventory /ancillary assets	No	18500		
5	REPORTING				
5.1	Flexible Surfaced Road Network	Sum	1		
5.1.1	Unsurfaced Road Network	Sum	1		
5.1.2	Rigid (Concrete) Road Network	Sum	1		
5.1.3	Semi- Rigid (Block Paved) Road Network	Sum	1		
5.1.4	Safety Assessment	Sum	1		
5.1.5	Structures (Bridges and Major Culverts)	Sum	1		
5.1.6	Road Inventory /ancillary assets	Sum	1		
5.1.7	RAMS Asset Register / RAMP	Sum	1		

6	TRAINING				
6.1	Graduates Appoint	No	3		
6.2	Training, workshops and short courses	No	3		
6.3	Strategic Support	No	3		
6.4	Ad-hoc Support	Hour	72		
6.5	Vehicle Leasing, Tools and Equipment	Sum	1		
6.6	Housing, cell phone and internet	No	3		
7	DISBURSEMENTS				
7.1	Travel/Rentals	Sum	1		
7.2	Accommodation	Sum	1		
7.3	Attend Meetings	No	8		
	Sub Total				
	Contingencies @ 10%				
	Sub Total				
	VAT @ 15%				
	Total				

No	Description	Unit	Quantity	Rate	Amount
	<u>RURAL ROAD ASSET MANAGEMENT SYSTEM</u>				
	<u>YEAR: 2023-2024</u>				
1	RAMS SYSTEM IMPLEMENTATION				
1.1	Familiarisation of existing System	Sum	1		
1.2	Existing system licences, upgrades and installations	Sum	1		
2	NETWORK INVENTORY				
2.1	Update Traffic Counts	Person Hr	650		
3	FIELD DATA ACQUISITION				
3.1	Site Establishment	Sum	1		
3.2	Data Collection - Traffic				
3.2.1	Manual Traffic Counts	Stations	350		
4	CONTINUOUS DATA ANALYSIS / VERIFICATION				
4.1	Data Analysis - Traffic				
4.1.1	Manual Traffic Counts	Person Hr	300		
5	REPORTING				
5.1	Flexible Surfaced Road Network	Sum	1		
5.1.1	Unsurfaced Road Network	Sum	1		
5.1.2	Rigid (Concrete) Road Network	Sum	1		
5.1.3	Semi- Rigid (Block Paved) Road Network	Sum	1		
5.1.4	Safety Assessment	Sum	1		
5.1.5	Structures (Bridges and Major Culverts)	Sum	1		
5.1.6	Road Inventory/ancillary assets	Sum	1		
5.1.7	RAMS Asset Register / RAMP	Sum	1		
6	TRAINING				
6.1	Graduates Appoint	No	3		
6.2	Training, workshops and short courses	No	3		
6.3	Strategic Support	No	3		
6.4	Ad-hoc Support	Hour	72		
6.5	Vehicle Leasing, Tools and Equipment	Sum	1		

6.6	Housing, cell phone and internet	No	3		
7	DISBURSEMENTS				
7.1	Travel/Rentals	Sum	1		
7.2	Accommodation	Sum	1		
7.3	Attend Meetings	No	8		
	Sub Total				
	Contingencies @ 10%				
	Sub Total				
	VAT @ 15%				
	Total				

SUMMARY		
NUM	DESCRIPTION	TOTAL
1	RRAMS YEAR 1 (2021-22)	R.....
2	RRAMS YEAR 2 (2022-23)	R.....
3	RRAMS YEAR 3 (2023-24)	R.....
4	TOTAL (VAT INCL) #	R.....

Total to be carried over to the Form of Offer and Acceptance

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

PART C3: SCOPE OF WORK

C3.1 INTRODUCTION

The purpose of this grant as stated in the Division of Revenue Act (DORA) is to assist rural district municipalities in setting up their Road Asset Management Systems and collect road and traffic data in line with the Road Infrastructure Framework for South Africa (RISFSA).

All municipalities have a constitutional duty to provide basic services and the Namakwa District Municipality is no exception. While local governments across the country are duty bound to provide services to their communities, they are also required by the constitution of this country to work towards the realization of national objectives. National targets set by the central government need to be realized by Provincial and Local Governments so as to achieve one goal of systematic intergovernmental synergy.

Also note that it is important for local government to be mindful for the fact that it is not exempted from the national development agenda as outlined in our National Development Plan, which make it clear that meeting our transformation agenda requires functional municipalities and a capable machinery at a local level that can create safe and healthy and economically sustainable areas where citizens and people can work, live and socialize.

The National Department of Transport has identified rural district municipalities in the country as beneficiaries of their Rural Road Asset Management System grant in order to assist and support the management of rural roads through the development of a Road Asset Management System (RAMS). Municipalities will thereafter be expected to make budget provisions to sustain this project by:

- Updating RRAMS information every three years for lower classes 3, 4 and 5 and two years for higher classes 1 and 2 where applicable.
- Ensuring human capacity development for the operation of the RAMS
- Collection of road inventory data including condition assessment and traffic data; and
- Setting up pavement and bridge management systems compatible with national standards.

RAMS seek to develop a common framework for the road's assets management in the country. The RAMS development also aims to:

- Deliver the national government aspirations for a better road network by ensuring that available financial resources are spent in the most effective and efficient manner
- Provide a single assets management protocol/framework for all roads authorities in the republic; and
- Collate credible roads infrastructure data for planning and management.

The intention of the program is to also yield socio-economic benefits by way of skills development and creation of job opportunities.

C3.2 DESCRIPTION OF WORKS

RAMS allows for the comprehensive development of the road network investment strategies within the framework of technically sound and optimal prioritization approach. The road network investment strategies would talk to the maintenance and construction programs identified by the management system. It begins to

provide a framework against which informed decision making may be carried out within the technocratic and political domains.

Essentially, a road management system seeks to respond to the following questions:

- How is the road network classified?
- What needs to be done to improve the road network condition?
- How much money is available?
- How much money is needed to improve the road network condition?

This project seeks to review, analyze and update the Roads Asset Management System and collect municipal roads and traffic data in line with Road Infrastructure Strategic Framework for South Africa (RISFSA). The project outcome will assist with the improvement of the quality of data on roads in order to be able to guide infrastructure investment at local municipalities. The project aspires to have fully updated Roads Asset Management Systems for the District and its six Local Municipalities with the intended outcomes of:

- Improving data on rural roads to guide infrastructure investment
- Reducing vehicle operating cost and extending the lifespan of rural roads

During the previous 3 years (2018/19 to 2020/21) the following deliverables were set and completed:

- Visual assessment of all surfaced road networks within the district
- Visual assessment of all un-surfaced road networks within the district
- Baseline development of the RRAMS GIS Model
- RCAM Classification
- Development of the PMS (Pavement Management System) model
- Development of the URMS (Unsurfaced Roads Management System) model
- Development of the BMS (Bridge Management System) model
- Development of the SIS (Signage Information System) model
- Development of the AAIS (Ancillary Asset Information System) model
- Development of the TSS (Traffic Surveillance System) model
- Development of the PMS (Pavement Management System) model
- RRAMS Interface design
- Traffic counts and recruitment of enumerators
- Business Plans and documentation
- Overall Project Management

The following deliverables is set for the next 3 municipal financial years (2021/22-2023/24):

- Recruitment and induction of additional interns
- Road network integration and RISFSA/RCAM
- Identification of gaps, digitization of gaps and verification of the Road Networks
- 2022 and 2023 RAMP (Road Asset Management Plans compilation and submission
- Continuous Paved and unpaved Visual Inspections and Analysis
- Continuous Major structure Visual inspections and analysis
- Traffic counts and recruitment of enumerators
- Upgrading of GIS model Development and Thematic mapping and
- Upgrade of existing online I-RAMS system
- Data reports and RAMS Technical reports
- Project phase close out reports
- TMH18 data submissions every 4 months.as stipulated by NDOT

PLEASE NOTE THAT THE CURRENT IRAMS SYSTEM – CLOUD BASED WILL NOT BE REPLACED. THEREFORE, THE ALLOWANCE ON THE BOQ FOR FAMILIARISATION, LICENSES EXETRA IS ALLOWED

C3.3 REPORTING REQUIREMENTS

The RRAMS grant is administered by the National Department of Transport (NDoT). This administration involves the assessment of the implementation of DM Activities which realize the grant objectives. In order to carry out this administration NDoT request periodic reporting from DMs. The DoRA gives guidance as to the reporting requirements to assist in the assessment.

The following reports should be submitted accordingly:

- Monthly expenditure report due on the 15th of each month
- Quarterly performance reports due every 30 days after Municipal financial year quarter
- Road Asset Management Report by 29 May annually and might result in penalties if due date is not met.
- RAMS data submission in TMH18 format
- Grant evaluation report required annually and might result in penalties if due date is not met.
- The service provider must provide monthly written technical progress report updates and meetings update to the Namakwa District Municipality: Projects Department and all relevant stakeholders;
- Monthly meetings are required with the service provider and the Namakwa District Municipality to review progress and yielded impact will be discussed extensively;
- The developed reports and collected information shall become Namakwa District Municipality's property;
- Copies of documents, reports and articles gathered during the duration of the contract, as reference materials shall be submitted to Namakwa District Municipality for future use; and
- A hard and a *soft copy* of the reports and the rural roads asset management system will be given to Namakwa District Municipality.

C3.4 KEY PERFORMANCE AREAS

RRAMS SYSTEM IMPLEMENTATION

Existing System Familiarization

The current RAMS system comprises of the following sub-systems:

- Road Referencing System (**RRS**)
- Geographic Information System (**GIS**)
- Surfaced Road Pavement Management System (**PMS**)
- Gravel Road Pavement Management System (**URMS**)
- Concrete Road Pavement Management System (**JCPMS**)
- Block Paved Pavement Management System (**BPMS**)
- Traffic Information Management System (**TS**)
- Bridge Management System (**BMS**)
- Ancillary Asset Information System (**AAIS**)
- Signage Information System (**SIS**)

The service provider is required to familiarize themselves with the current system including GIS, database(s), software, interfaces, reporting and all other processes required to operate the system.

The rate tendered for undertaking familiarization of the existing system will be a Man Hour and shall include all labour, materials, equipment, travel, disbursements and other items necessary to carry out the system familiarization process.

The RAMS is an operation level ii compliant system as defined in COTO TMH 22 document and consist of an integrated set of information and decision sub-systems. The system data is to be contained and maintained in a SQL Server database with shapefiles that link each road segment via unique segment ID's. It is and will remain a web-based system as required to view and query the data.

The following sub-systems are as indicated above and defined below:

Road Referencing System (RRS)/ Geographic Information System (GIS)

This is the critical component of the overall system. This sub-system is to be GIS (ArcGIS or similar) linked / synchronized and will contain essential inventory data such as road logs, with roads broken down into links and segments. The links are described road category, start and end descriptions and distance, road width, surface type etc.

The GIS will also be used to display information from the other support sub-systems.

Pavement Management System (PMS)

The PMS includes various data viewing, data capture and reporting modules for all visual and other pavement data collected on flexible surfaced, concrete surfaced, block paved and un-surfaced roads.

The PMS is to include a data capture and verification module for the "post rating" of visual assessment data acquired by mobile data collection application I-RAC and, in addition, a module to deterioration modelling, undertake prioritization and optimization analysis together with the development of works programs and multi-year budgets is required

All historic and current visual condition assessment and instrument (deflection, riding quality, profiling measurements etc.) data is to be stored.

Traffic System (TS)

This information system contains data from manual traffic and automated electronic traffic counts. The TS will act as a repository for all traffic data and will have both viewing and data querying capability to calculate current and future traffic volumes, cumulative axle loading etc. as required by the PMS and BMS.

Bridge Management System (BMS)

The BMS is capable of producing statistics on the bridge and major culvert inventory, condition, deterioration trends and priorities together with generating bridge and major culvert maintenance schedules and multi-year budgets. Assessments are to be carried out as per the requirements of COTO TMH 19 document

Ancillary Asset Information system (AAIS)

This information system contains data from road inventory / ancillary assets including guardrails, curbs, traffic calming elements, drainage elements etc. The AAIS will act as a repository for all road inventory data and will have both viewing and data querying capability to calculate current condition and asset value.

Signage Information System (SIS)

This information system contains data from all traffic signs. The ASS will act as a repository for all traffic sign data and will have both viewing and data querying capability to calculate current condition and asset value.

Reporting Format

The RAMS system must comply with all the requirements of the COTO framework for data formats - TMH 18 requirements.

General

The rate tendered for the provision the upkeep of the current RAMS system inclusive of the above modules and requirements will be a Lump Sum and shall include all software development and purchase costs, end user licensing and technical support for the duration of the contract, and all labour, materials, travel, equipment, disbursements and necessary to provide and install a fully functional system.

Existing System Upgrade

The current RAMS system is to be upgrade and the service provider is required to familiarize themselves with the current system, develop the above (and possibly other) new modules / sub-systems in consultation with the Employers staff and integrate them to the existing system.

In addition to the above, adaptation of the current system to comply with the TRH 18 data electronic exchange formats is required

The rate tendered to upgrade the existing RAMS system will be a Man Hour and shall include all software development and purchase costs, end user licensing and technical support for the duration of the contract and all labour, materials, equipment, travel, disbursements and any other necessary items to provide and install a fully functional system.

NETWORK INVENTORY

Update RRS

The service provider will be required to undertake full confirmation of the current road network inventory definition data and add any missing inventory information during the road condition survey and capture this information to the RRS/GIS.

The rate tendered to update the RRS will be a Man Hour and shall include all costs for labour, materials, equipment, travel, disbursements and other necessary items to confirm the road network definition information in the field for subsequent update to the existing RRS/GIS database(s)

Update Bridge Inventory (BMS)

The service provider will be required to undertake a basic confirmation of the BMS inventory during the road condition survey. Detailed inventory checks are to be carried out during the bridge inspections. Inventory updates are to as per the requirements of TMH 19 Part A

The rate tendered to create the BMS inventory will be a Man Hour and shall include all costs for labour, materials, equipment, travel, disbursements and other necessary items to confirm/check the structures inventory and update the BMS/GIS database(s).

FIELD DATA ACQUISITION

Establishment

The rate tendered to establish the manual Portable Friction Tester (Pendulum type as approved) will be a Lump Sum and shall include all costs for labour, materials, equipment, travel, disbursements, and other necessary items to establish the equipment on site. The amount will be paid once only following establishment of the equipment

Traffic Control

Traffic control will be undertaken strictly in terms of the relevant specification in the latest edition of SARSTM Chapter 13. A detailed traffic management plan is to be submitted to the Employer for approval prior to any work being undertaken. Non-compliance with the approved traffic management plan will result in a fixed penalty of R 10 000 per occurrence and a time related hourly penalty of R 1 500 measured from the time of non-compliance notification to the time of rectification

FIELD DATA ACQUISITION

Data Collection – Road Network

The standard operational procedures as given in Draft TMH 9 are to be strictly adhered to. Prior to data collection being undertaken, the service provider shall submit the following documentation for the Employer's approval:

- All activities: Contract Quality Plan
- Proposed Training plan

As per DORA the service provider will appoint 3 graduates that will be trained accordingly.

Data Collection: Structures

Only accredited bridge and culvert inspectors are to be utilized to undertake inspections of bridges and major culverts. Certified bridge inspectors may inspect bridges and/or major culverts whilst certified major culvert

inspectors can be employed to inspect major culverts only. The inspections are to be carried out in accordance with the requirements of Draft TMH 19 Part A and B including an inventory check, condition assessments and photographs

Should any defects that require immediate attention be discovered, this information is to be delivered to the respective senior manager of the Employer without undue delay

The unit of measurement shall be the number of major structures and minor structure and shall include full compensation for all labour, transport and equipment necessary to undertake the inspections.

Data Collection: Traffic

Manual Counts

The traffic counting shall be carried out in accordance with the stipulations of Draft TMH 3 & 8 as relevant by pre-approved survey enumerators by capturing the traffic in a pre-defined format. The survey site shall be appropriately designated and marked such that it provides the field teams a safe place for the duration of the counting. The traffic counts shall be undertaken between the hours of 06:00 to 18:00 on days as specified at the selected survey stations. The vehicle classification system shall be discussed with Employer before the survey starts.

The unit of measurement shall be the man hour and will include full compensation for all labour, transport, disbursement and equipment necessary to undertake the traffic counts. Data shall be submitted in the formats prescribed in Draft TMH 18 and the service provider shall repeat the traffic surveys for the specified period at his own cost should the data be found to be erroneous. The Employer shall provide adequate evidence for such rejection.

CONTINUOUS DATA ANALYSIS / VERIFICATION

Data Analysis - Road Network

Visual Condition

The visual condition of the road network shall be undertaken using the “post rating” method.

Only accredited visual assessors are permitted to do the post rating assessment with ratings being captured directly to the PMS data capture interface. So as to mitigate errors in the data, the following quality control procedures are to be followed:

- a) The visual condition is individually rated by two accredited assessors. The two data sets are then validated against each other with exceptions being re-assessed before a final data set is established
- b) An accuracy check is then done to establish logical exceptions between individual rating items eg, check skid resistance rating against texture. Again, all exceptions are cross checked and corrected
- c) Logical check, e.g., area of patching exceeds roadway area
- d) Integrity check on inventory data
- e) Cross check of cracking with ACD data
- f) Panel Inspections to check the above and also to verify accuracy of the assessment in comparison with physical condition

Any inventory errors / additions noted during the field data collection operations will be corrected or added to the RAMS/GIS during this task. For electronic data exchange, the stipulations of Draft TMH 18 will apply

The post rating and capture of visual condition data to the RAMS is to be completed within 8 weeks of the field work being concluded. Any emergency works identified by this exercise are to be escalated to the relevant management of the Employer

The unit of measurement to undertake this work will be a Km and shall include all costs for labour, materials, equipment, rating the pavement distress and data capture to the PMS, quality management and data verification/quality control as per points a) to e) above and all other necessary actions to undertake this task.

Geometry

The road geometry data is to be uploaded to the RAMS within 4 weeks of completing the fieldwork.

Prior to the data being captured, the service provider's RAMS engineer will undertake data integrity checks including, but not limited to:

- a) Positioning cross checks of field co-ordinates with GIS and a secondary geo-spatial reference source
- b) Compare random selection (+/- 5% of the geometry data) to scaled imaging
- c) Logical checks, e.g., the grade of the positive and negative sides of the road should be comparable

Refer to Draft TMH 13, Part B for additional requirements

Once the service provider's RAMS engineer is satisfied with the data integrity, he/she will issue a data verification certificate.

The unit of measurement to undertake the data analysis/verification is a Km and shall include all costs for labour, materials, equipment, upload and verification of the geometry data, quality management, and all other necessary actions to undertake this task.

Road Safety Assessments (IRAP or Similar)

The network level road safety field assessments are to be uploaded to the RAMS Road Safety Management module or to proprietary software as applicable. Prior to this, a quality audit shall be undertaken by the Road Safety Survey Project Manager on a random selection of 5% of the safety assessments to verify the original findings

The unit of measurement to undertake this task is a Km and shall include all costs for labour, materials, equipment, and capturing the safety assessment data

Structures

Bridge Structures

The visual condition data for the bridge structures network shall be captured to the BMS module of the RAMS directly from the field sheets (refer TMH 19 Parts A and B for requirements in this regard)

The same accredited bridge assessors who undertook the field work will be used to capture the data to the BMS

So as to mitigate errors in the data, the following quality control procedures are to be followed:

- a) The visual condition data is to be captured twice by different accredited assessors. The two data sets are then validated against each other with exceptions being re-assessed by the assessors and the RAMS structural engineer before a final data set is established
- b) An accuracy check is then done to establish logical exceptions between individual rating items
- c) Integrity check on inventory data
- d) Panel Inspections on 10% of the major structures network (refer 40.01 s))

Any inventory errors / additions noted during the field data collection operations will be corrected or added to the RAMS/GIS during this task. For electronic data exchange, the stipulations of Draft TMH 18 will apply

The capture of visual condition data to the RAMS is to be completed within 8 weeks of the field work being concluded

The unit of measurement to undertake this testing will be the number of major structures and shall include all costs for labour, materials, equipment, rating the distresses, quality management and data verification/quality control

Major Culvert Structures

The visual condition data for the major culvert structures network shall be captured to the BMS module of the RAMS directly from the field sheets (refer TMH 19 Parts A and B for requirements in this regard)

The same accredited bridge and/or major culvert inspectors who undertook the field work will be used to capture the data to the BMS

So as to mitigate errors in the data, the following quality control procedures are to be followed:

- a) The visual condition data is to be captured twice by different accredited assessors. The two data sets are then validated against each other with exceptions being re-assessed by the assessors and the RAMS structural engineer before a final data set is established
- b) An accuracy check is then done to establish logical exceptions between individual rating items
- c) Integrity check on inventory data
- d) Panel Inspections on 10% of the minor structures network (refer 40.01 s))

Any inventory errors / additions noted during the field data collection operations will be corrected or added to the RAMS/GIS during this task. For electronic data exchange, the stipulations of Draft TMH 18 will apply

The capture of condition data to the RAMS is to be completed within 8 weeks of field work being concluded

The unit of measurement to undertake this testing will be the number of minor structures and shall include all costs for labour, materials, equipment, rating the distresses, quality management and data verification/quality control

Traffic

Traffic data obtained from manual surveys is to be captured to the TMS of the RAMS.

Prior to the data being captured, the service provider's RAMS pavement engineer will undertake data integrity checks including, but not limited to:

- a) Positioning cross checks of traffic counting site
- b) Review comments "flags" noted during the field work
- c) Review of data submitted for compliance with requirements
- d) Undertake logical check that data is "reasonable", eg % heavy vehicles does not exceed % light
- e) Data authentication

Draft TMH 3 provides specifications data quality management

The unit of measurement is the Sum and shall include full compensation for all labour, transport, materials, equipment, and any other actions necessary to undertake the analysis/validation and data capture of the traffic data. Based upon the quantity of work done (a reasonable estimate of the value of the work completed.), backed up by the appropriate documentation lump-/ sum prices will be paid monthly as Interim payments.

REPORTING

Flexible Surfaced Road Network

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS a network report is to be prepared on the status quo of the surfaced road network condition. The report will discuss, inter alia, current condition, deterioration, trends, maintenance and rehabilitation strategies/plans, optimization analysis, prioritization of maintenance and rehabilitation actions, budget needs versus budget allocations, emergency interventions and improvement projects.

The report will include current unit rates and validate the planned budget expenditure illustrating how proposed rehabilitation and maintenance plans will improve the condition of the surfaced road network and mitigate risk. The content of the annual Surfaced Road Network Report will include, but not limited to :

- Executive Summary
- Introduction and Terms of Reference
- Inventory Data
- Inspections Undertaken
- Discussion on Inspections and Quality Control Procedures
- Instrument/Automated Surveys Undertaken
- Discussion on Instrument/Automated Surveys and Quality Control Procedures
- Detailed Discussion on results of Instrument/Automated Survey
 - Deflection (TSDD and/or FWD)
 - Crack Detection
 - Riding Quality
 - Rutting
 - Texture
 - Friction
 - Geometry
- Inspection Results in terms of Condition Index, Prevalent Modes of Distress and Trends
- Prioritization and Optimization Analysis
- Discussion on Identified Remedial Interventions and Trends
- Summary of Maintenance/Rehabilitation/Improvement Needs
- Economic Analysis and Budgetary Requirements
- Asset Register
- Proposed Emergency Projects
- Critical Route Identification
- Special Inspections Required
- Future Surfaced Road Network Inspections

Appendix A:	Surface Road Inventory and Updates
Appendix B:	Photographs
Appendix C:	Priority Listings
Appendix D:	Optimization Results
Appendix E:	Remedial Intervention Algorithms and Indices Calculations
Appendix F:	Repair Measure Listings : Routine Maintenance
Appendix G:	Repair Measure Listings : Periodic Maintenance
Appendix H:	Repair Measure Listings : Special Maintenance
Appendix I:	Repair Measure Listings : Rehabilitation and Improvement
Appendix J:	Budgets and Economic Analysis
Appendix K:	Asset Register
Appendix L:	Emergency Interventions
Appendix M:	Specialist Inspections
Appendix N:	Future Inspections
Appendix O:	Panel Inspection and Quality Control
Appendix P:	GIS Maps indicating Condition and Remedial Action Requirements

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report, printing 5 paper copies, 2 electronic copies on CD, and presenting the report to the Employer as instructed.

Unsurfaced Road Network

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS a network report is to be prepared on the status quo of the unsurfaced road network condition. The report will discuss, inter alia, current condition, deterioration, trends, maintenance/rehabilitation and upgrading strategies/plans, prioritization of maintenance and rehabilitation actions, budget needs versus budget allocations and emergency interventions. The report will include updated unit rates and validate the planned budget expenditure and illustrate how the proposed rehabilitation, maintenance and upgrading plans will improve the overall condition of the unsurfaced road network and mitigate risks.

The minimum content of the annual Unsurfaced Road Network Report will include, but not limited to the following:

- Executive Summary
- Introduction and Terms of Reference
- Inventory Data
- Inspections Undertaken
- Discussion on Inspections and Quality Control Procedures
- Instrument/Automated Surveys Undertaken
- Discussion on Instrument/Automated Surveys and Quality Control Procedures
- Detailed Discussion on results of Instrument/Automated Survey
 - Riding Quality
 - Geometry (Long and transverse profile)
- Inspection Results in terms of Condition Indices and Trends
- Prioritisation Analysis
- Discussion on Identified Remedial Interventions and Trends
- Summary of Maintenance/Rehabilitation/Improvement Needs
- Economic Analysis and Budgetary Requirements
- Asset Register
- Proposed Emergency Projects
- Critical Route Identification
- Special Inspections Required
- Future Unsurfaced Road Network Inspections

Appendix A:	Unsurfaced Road Inventory and Updates
Appendix B:	Photographs
Appendix C:	Priority Listings
Appendix D:	Remedial Intervention Algorithms and Indices Calculations
Appendix E:	Repair Measure Listings : Routine Maintenance
Appendix F:	Repair Measure Listings : Periodic Maintenance
Appendix G:	Repair Measure Listings : Special Maintenance
Appendix H:	Repair Measure Listings : Rehabilitation and Improvement
Appendix I:	Budgets and Economic Analysis
Appendix J:	Asset Register
Appendix K:	Emergency Interventions
Appendix L:	Specialist Inspections
Appendix M:	Future Inspections
Appendix N:	Panel Inspection and Quality Control
Appendix O:	GIS Maps indicating Condition and Remedial Action Requirements

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report, printing 5 paper copies, 2 electronic copies on CD, and presenting the report to the Employer as instructed.

Rigid (Concrete) Road Network

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS a network report is to be prepared on the status quo of the concrete road network condition. The report will discuss, inter alia, current condition, deterioration, trends, maintenance/rehabilitation strategies/plans, prioritization and optimization of maintenance and rehabilitation actions, budget needs versus budget allocations and emergency interventions. The report will include updated unit rates, validate the planned budget expenditure and illustrate how the proposed rehabilitation and maintenance plans will improve the overall condition of the concrete road network and mitigate risks.

The minimum content of the annual Concrete Road Network Report will include, but not limited to the following:

- Executive Summary
- Introduction and Terms of Reference
- Inventory Data
- Inspections Undertaken
- Discussion on Inspections and Quality Control Procedures
- Instrument/Automated Surveys Undertaken
- Discussion on Instrument/Automated Surveys and Quality Control Procedures

- Detailed Discussion on results of Instrument/Automated Survey
 - Deflection (TSDD and/or FWD)
 - Crack Detection
 - Riding Quality
 - Texture
 - Friction
 - Geometry
- Inspection Results in terms of Condition Indices and Trends
- Prioritisation and Optimization Analysis
- Discussion on Identified Remedial Interventions and Trends
- Summary of Maintenance/Rehabilitation/Improvement Needs
- Economic Analysis and Budgetary Requirements
- Asset Register
- Proposed Emergency Projects
- Critical Route Identification
- Special Inspections Required
- Future Unsurfaced Road Network Inspections

Appendix A:	Concrete Road Inventory and Updates
Appendix B:	Photographs
Appendix C:	Priority Listings
Appendix D:	Remedial Intervention Algorithms and Indices Calculations
Appendix E:	Repair Measure Listings : Routine Maintenance
Appendix F:	Repair Measure Listings : Periodic Maintenance
Appendix G:	Repair Measure Listings : Special Maintenance
Appendix H:	Repair Measure Listings : Rehabilitation and Improvement
Appendix I:	Budgets and Economic Analysis
Appendix J:	Asset Register
Appendix K:	Emergency Interventions
Appendix L:	Specialist Inspections
Appendix M:	Future Inspections
Appendix N:	Panel Inspection and Quality Control
Appendix O:	GIS Maps indicating Condition and Remedial Action Requirements

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report on CD, and presenting the report to the Employer as instructed.

Semi-Rigid (Block Paved) Road Network

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS a network report is to be prepared on the status quo of the block paved road network condition. The report will discuss, inter alia, current condition, deterioration, trends, maintenance/rehabilitation strategies/plans, prioritization and optimization of maintenance and rehabilitation actions, budget needs versus budget allocations and emergency interventions. The report will include updated unit rates and validate the planned budget expenditure in support of the proposed rehabilitation and maintenance plans for improvement of the overall condition of the semi-rigid road network.

The minimum content of the annual Block Paved Road Network Report will include, but not limited to the following:

- Executive Summary
- Introduction and Terms of Reference
- Inventory Data
- Inspections Undertaken
- Discussion on Inspections and Quality Control Procedures
- Instrument/Automated Surveys Undertaken
- Discussion on Instrument/Automated Surveys and Quality Control Procedures
- Detailed Discussion on results of Instrument/Automated Survey
 - Deflection (TSDD and/or FWD)
 - Riding Quality

- Texture
- Friction
- Geometry
- Inspection Results in terms of Condition Indices and Trends
- Prioritisation and Optimization Analysis
- Discussion on Identified Remedial Interventions and Trends
- Summary of Maintenance/Rehabilitation/Improvement Needs
- Budgeting and Economic Analysis
- Asset Register
- Proposed Emergency Projects
- Critical Route Identification
- Special Inspections Required
- Future Unsurfaced Road Network Inspections

Appendix A:	Block Paved Road Inventory and Updates
Appendix B:	Photographs
Appendix C:	Priority Listings
Appendix D:	Remedial Intervention Algorithms and Indices Calculations
Appendix E:	Repair Measure Listings : Routine Maintenance
Appendix F:	Repair Measure Listings : Periodic Maintenance
Appendix G:	Repair Measure Listings : Special Maintenance
Appendix H:	Repair Measure Listings : Rehabilitation and Improvement
Appendix I:	Budgets
Appendix J:	Asset Register
Appendix K:	Emergency Interventions
Appendix L:	Specialist Inspections
Appendix M:	Future Inspections
Appendix N:	Panel Inspection and Quality Control
Appendix O:	GIS Maps indicating Condition and Remedial Action Requirements

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report on CD, and presenting the report to the Employer as instructed.

Structures

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS, a network report is to be prepared on the status quo of the bridge and major culvert structures. The report will discuss, inter alia, current condition, deterioration, trends, maintenance and rehabilitation strategies/plans, prioritization of maintenance and rehabilitation actions, budget needs versus budget allocations, emergency interventions and improvement projects. The report will validate the planned budget expenditure and illustrate how the proposed rehabilitation and maintenance plans will improve the overall condition of the structures network and mitigate potential risks.

The minimum content of the annual Bridge Network Report will include, but not limited to the following:

- Executive Summary
- Introduction and Terms of Reference
- Structures Inspected
- Discussion on Inspections and Quality Control Procedures
- Inventory Data and Asset Register
- Inspection Results in terms of VCI
- Summary of Maintenance/Rehabilitation/Improvement Needs
- Budgeting Summary
- Proposed Emergency Bridge Repair Projects
- Special Inspections Required
- Future Bridge Inspections

Appendix A:	Structures Asset Register
Appendix B:	Structures Inventory

Appendix C:	Photographs
Appendix D:	Priority Listings
Appendix E:	Repair Measure Listings : Routine Maintenance
Appendix F:	Repair Measure Listings : Periodic Maintenance
Appendix G:	Repair Measure Listings : Special Maintenance
Appendix H:	Repair Measure Listings : Rehabilitation and Improvement
Appendix i:	Current and Required Budgets
Appendix J:	Emergency Interventions
Appendix K:	Specialist Inspections
Appendix L:	Future Inspections
Appendix M:	GIS Maps of Structures

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report on CD, and presenting the report to the Employer as instructed.

Traffic

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS a network report is to be prepared on the status quo of the road network in terms of traffic use. The report will discuss current traffic volumes, growth and reduction trends, axle loading, overloading and proposals to ensure that the road network will have adequate capacity in terms of level of service, geometrics and pavement structure.

The minimum content of the annual Traffic Network Report will include, but not limited to the following:

- Executive Summary
- Introduction and Terms of Reference
- Selection of Counting Stations
- Traffic Counts
- Quality Control
- Traffic Volumes and Trends
- Heavy Vehicle Volume and Trends
- Heavy Vehicle Loading and Trends
- Traffic Growth / Reduction
- Discussion of Critical Routes
- Capacity Analysis
- Conclusions and Recommendations

Appendix A:	Traffic Counting Stations
Appendix C:	Photographs
Appendix D:	Detailed Total Traffic Statistics
Appendix E:	Detailed Heavy Vehicle Traffic Statistics
Appendix F:	Road Link Volumes
Appendix G:	Volume / Capacity Ratio
Appendix H:	Listing of Road Links by Total Traffic and Heavy Traffic Volumes
Appendix I:	GIS Maps Illustrating Link Volumes
Appendix J:	Listing of Routes by Total Traffic and Heavy Traffic Volumes
Appendix K:	GIS Maps Illustrating Route Volumes

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report on CD in both *.pdf and *.doc format and presenting the report to the Employer as instructed.

RAMS Asset Register and RAMP

Upon completion of the FULL data acquisition, data analysis, data verification and uploading of the data to the RAMS a network report is to be prepared on the status quo of the Road Network Asset Register. The report will be comprehensive and fully compliant with the GRAP 17 stipulations and will report on, inter alia, current component valuation, replacement cost, valuation/replacement ratios, discount rates and net present values, valuation trends and other statistics as required.

In addition to the above, the employers annual road asset management plan report is also to be compiled.

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, liaison with the Employers financial staff, compiling the reports, on CD in both *.pdf and *.doc format and presenting the reports to the Employer as instructed.

TRAINING

Training and Skills Transfer

In addition to ad-hoc informal training provided during the various data collection activities, assessments and data analysis operations, the Service Provider will facilitate and manage formal training sessions for the Employers staff and students identified by the Employer.

As per DORA requirements 3 graduates will be employed by the service provider as per South African Labour Law and the agreement/contract between the employer (service provider) and the graduate (employee).

The training sessions will be held at least once per year and will include, inter alia, the following topics:

- COTO TMH9 : Manual for Visual Assessments (flexible, rigid, semi-rigid and un-surfaced roads)
- COTO TMH22 : Road Asset Management Manual
- COTO TMH19 : Manual for the Visual Inspection of Road Structures (Part A and B)
- COTO TMH3 and TMH8 : Manuals for Traffic Monitoring
- COTO TMH18 : Manual for Road Asset Data Electronic Exchange Formats

The training programme must include theoretical and practical sessions and, for the road and structures assessment training, include formal testing for accreditation purposes.

In addition to the above, workshops will be arranged to familiarize the Employers staff and designated students with the various RAMS program systems and sub-systems

A Provisional Sum has been included for training /skills transfer and the Service Provider will submit a detailed 3 year training plan, together with costs, for approval within 6 weeks of appointment. Expenditure under this item shall only be undertaken on written instruction of the Employer.

The Namakwa District Municipality utilised the services of Professional Service Providers (PSP) over the past 6 years to establish a Rural Roads Asset Management System (RRAMS). The goal of the municipality is to eventually implement the RRAMS program internally. To date this was however a bit of a challenge because of graduates leaving the program after being trained. It is however the objective of the municipality to employ graduates internally within the 1st year of the appointment of the new Professional Service Provider.

It shall be expected of the newly appointed PSP to recruit new graduates (at least 3) and also ensure that the newly appointed graduates receive the needed training as required by the program. We still have one trained graduate left on the program and the newly appointed PSP must also ensure that provision is made in the tender in terms of training and graduate management for the existing graduate. The PSP must therefore ensure that they provide training and graduate management for 4 graduates.

Initially the newly appointed PSP shall be responsible for graduate management. This responsibility will gradually be transferred to the Namakwa District Municipality. It is the objective to initiate gradual transfer of graduate management to the district after the first 6 months of appointment. This detail and viability shall however be discussed and finalised with the newly appointed Professional Service Provider.

The PSP must however allow for total graduate management for year 1 in their tender. For year 2 and year 3 of the appointment the PSP must allow to claim a percentage for graduate management because it is

envisaged that the municipality shall be responsible for most of the graduate management. The activity schedule makes provision for this pricing. It shall remain the responsibility of the PSP to ensure that graduates receive the relevant accredited training required for the program for the duration of appointment.

Ad-hoc support:

Ad-hoc support may be required periodically from the Service Provider. The unit of measurement is the hour of time spent on such services by Category D staff (as defined in the Engineering Profession Act (46/2000)) and shall cover all labour costs for time actually spent on the provision of the "ad-hoc" service.

Expenditure for the above shall only be undertaken on written instruction of the Employer

Strategic Support

This task will involve all activities associated with reviewing and assessing RAMS operations of data collection, evaluation, interpretation and decision support at a high level to maximize the cost / benefit of the system and the appropriateness of the information generated. The Service Provider will provide advice at strategic level in terms of improving the RAMS capabilities and operational effectiveness and will be responsible for reviewing annual reports for institutional and legislative compliance.

A Provisional Sum has been included for payment purposes but expenditure under this item shall only be undertaken on written instruction of the Employer.

7 : DISBURSEMENTS

Attend Meetings

Project meetings shall be held monthly as per Employers location/venue. The unit of measurement to attend these regular meetings will be the Person Hour and shall include all costs for labour, materials, equipment, disbursements and travel, compiling of the meeting agenda, preparing Minutes and circulating such. All of the Service Provider's Key Persons (except the bridge / culvert inspector's and the paved / unpaved roads assessors), as listed in the Contract Data, are required to attend these meetings or as discussed and approved by the Employer.

Travel

Travelling costs are only payable where the individual pay item description allows for such. The unit of measurement is in sum include for all costs associated with the travel. Expenditure under this item is to be pre-approved by the Employer.

Accommodation

Accommodation costs are only payable where the individual pay item description allows for such. The unit of measurement is the person night and shall include for all accommodation costs including meals and any other subsistence expenses. Expenditure under this item is to be pre-approved by the Employer.

APPLICABLE STANDARDS

The Service Provider shall take cognizance of, and adhere to, all applicable National and International Standards in the execution of his work. Regular condition assessments must be conducted for paved and unpaved roads, bridges and collect traffic data in accordance with the following:

- TMH (Technical Method for Highways) 8 Traffic and Axle Load Monitoring
- TMH 9 Standard Visual Assessment Manual
- TMH 13 Network Level Pavement Surveillance and Measurements
- TMH 19 Manual for the Visual Assessment for Road Structures
- TMH 22 Road Asset Management Manual
- DoT (Department of Transport) Specifications
- TRH 26
- SANS
- COLTO

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

PART C4: SITE INFORMATION

The Namakwa District Municipality (NDM) is situated in the north-western corner of South Africa and borders the Atlantic Ocean to the west and Namibia to the north. It is also bordered by the ZF Mgcawu and Pixley ka Seme Districts of the Northern Cape Province to the North-East and East, respectively. It is bordered by the Western Cape Province to the South (the West Coast, Cape Winelands and Central Karoo District Municipalities). The district is one of five districts in the Northern Cape Province and situated in the western part of the province. The Namakwa District is the largest district geographically in South Africa. The Namakwa District Municipality (DC6) comprises of the following municipalities with their central business centre mentioned after the name of each municipality:

- i) Richtersveld Municipality (NC061): Port Nolloth
- ii) Nama Khoi Municipality (NC062): Springbok
- iii) Khai Ma Municipality (NC067): Pofadder
- iv) Kamiesberg Municipality (NC064): Garies
- v) Hantam Municipality (NC065): Calvinia
- vi) Karoo Hoogland Municipality (NC066): Williston

The following map shows the Namakwa District jurisdiction, with the different Category B-Municipalities;



Figure 1: Namakwa district Municipal jurisdiction

The extend of our road network infrastructure as per the classification of the Roads Infrastructure Framework of South Africa is summarized in table 1.

Table 1 : Extent of roads (km) per RISFSA class							
Local Municipality	Class 1 (Primary Distributor)	Class 2 (Regional Distributor)	Class 3 (District Distributor)	Class 4 (District Collector)	Class 5 Access Roads)	Class 6 (Non-Motorized Access ways)	Total (km)
Hantam	0	3.6	5.561	69.386	87.539	29.696	195.782
Kamiesberg	28,235	4,814	13,615	37,632	75,412	21,918	181,626
Khai Ma	106,6	5,6	0	24,179	35,776	28,147	200,302
Karoo Hoogland	0	76,637	19,871	22,511	65,492	27,591	212,102
Nama Khoi	40,264	28,765	72,377	68,049	313,927	2,129	525,511
Richtersveld	0	167,91	55,827	51,037	75,104	9,454	359,332
Total (km)	175,099	287,326	167,251	272,794	653,25	118,935	1674,655

The review, analysis and update of the Namakwa District Rural Roads Asset Management System will only be for classes 3, 4 and 5. The extend of the surfaced roads network for different surface types is summarized as in Table 2.

Table 2 : Extent of surfaced roads (km) per municipality for different surface types					
Local Municipality	Block	Flexible	Earth	Gravel	Concrete
Hantam	4,261	27,668	112,128	10,952	0,000
Kamiesberg	18,402	2,523	166,146	12,693	0,523
Karoo Hoogland	0,410	3,825	0,000	45,243	0,158
Khai Ma	6,066	20,50	113,150	0,615	0,000
Nama Khoi	13,155	60,505	334,512	17,157	0,737
Richtersveld	6,023	52,510	50,313	12,768	0,156
Total (km)	48,317	167,531	776,249	99,428	1,574

Table 3 provide a breakdown of class 3, 4 and 5 extend of the surface roads

Table 3 : Extent of surfaced roads (km) for class 3, 4 and 5			
Local Municipality	Class 3	Class 4	Class 5
Hantam	0,57	27,301	7,838
Kamiesberg	4,224	18,243	16,354
Karoo Hoogland	0	5.996	3.142
Khai Ma	0.504	12.708	28.197
Nama Khoi	34.021	35.168	44.861
Richtersveld	26.551	21.904	29.047
Total (km)	65.87	121.32	129.439

Table 4 provide a breakdown of class 3, 4 and 5 extend of the unpaved roads

Table 4 : Extent of unpaved roads (km) for class 3, 4 and 5			
Local Municipality	Class 3	Class 4	Class 5
Hantam	4.991	42.085	79.701
Kamiesberg	9.391	19.389	59.058
Karoo Hoogland	0	18.183	32.634
Khai Ma	19.367	9.803	37.295
Nama Khoi	38.356	32.881	269.066
Richtersveld	29.276	29.133	46.057
Total (km)	101.381	151.474	532.811

C3.1.4 Existing RAMS Systems and Available Data

The Employer has the following existing systems in place:

- I-RAMS Cloud Based software including paved and unpaved PMS plus BMS
- GIS for roads spatial data
- Database of instrument test data
- Traffic Accident Data

The current I-RAMS system has been operating for 3 years in which time: visual data, road assets, structural and traffic data has been collected and processed. The most recent update of the system was carried out in the past couple of months where data was refined when the paved road network was visually assessed. Profiling and imaging of the paved network was also carried out together with FWD measurements on the major roads

Unpaved road condition data is currently 2.5 years as is the profiling and imaging for the unpaved road network.

The bridge/major culvert inspections were last undertaken 1 year ago.

All historic data will be made available to the Service Provider

PLEASE NOTE THAT THE CURRENT IRAMS SYSTEM – CLOUD BASED WILL NOT BE REPLACED. THEREFORE, THE ALLOWANCE ON THE BOQ FOR FAMILIARISATION, LICENSES EXETRA IS ALLOWED.

C3.1.5 Equipment and Personnel

Current calibration and validation certification is required for all testing/measurement **equipment** as given in the respective sections of the Scope of Works (3.2).

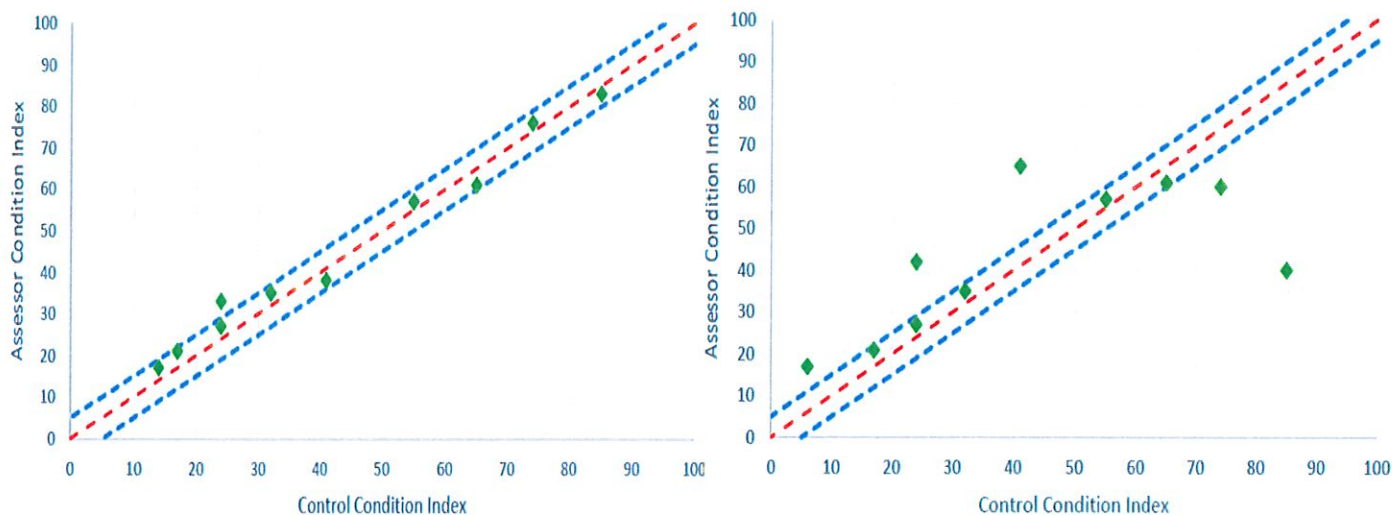
The paved and unpaved **visual assessors** must also attend the compulsory annual calibration and accreditation sessions before being permitted to undertake any visual assessments viz:

- Day 1 : Theoretical classroom workshop for paved and unpaved assessments
- Day 2 : Individual practical field assessments for paved and unpaved roads
- Day 3 : Written examination and evaluation of field assessments.

A minimum of 80% is required to pass the written examination.

In terms of the field assessment, the accuracy of the assessors will be a 2-stage evaluation:

- Stage 1 - 90% of the Condition Index values for the individual field assessment roads must be within a + or – 5 percentage points tolerance of the control Condition Index as determined by the employers RAMS engineer - illustrated by the example in Figure C3.1.5.



The Employer has identified a preliminary annual schedule of works as follows:

Year 1: Visual Condition Data Collection, reporting and Business Plans as pre-scribed
Year 2: Assets and Structures Data Collection, reporting and Business Plans as pre-scribed
Year 3: Traffic Counting Data Collection, reporting and Business Plans as pre-scribed
The I-RAMS will be updated and refined continuously.

The above works schedule is included for indicative purposes only and has no contractual implication. The scheduling of actual works will be aligned to the accepted tender amount and the Employers annual budget allocation for the Project.

C3.1.7 Electronic Data Exchange Format

The formatting of electronic data is to be STRICTLY on terms of the TMH 18 document.

NAMAKWA DISTRICT MUNICIPALITY
NOTICE NUMBER: 10/2021
PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES:
REVIEW, ANALYSE AND UPDATE OF THE RURAL ROADS ASSET MANAGEMENT
SYSTEM (RRAMS)

ANNEXURE A: EVALUATION CRITERIA FOR QUALITY/FUNCTIONALITY