



REQUEST FOR QUOTATION

POSITION: APPOINTMENT OF A PROJECT MANAGER FOR THE CONTRACT ADMINISTRATION OF THE HEUWELSIG HOA ROOF TOPS PROJECT

PROPOSALS TO BE SUBMITTED BY

ON

8 February 2019

AT

**D22 Heuwelsig Office Park
c/o Seedcracker and Spinetail streets**

**Celtisdal Ext 20
Centurion**

Or by email to:

gm@heuwelsig.com



1. INTRODUCTION AND BACKGROUND

The Heuwelsig HOA has identified a need to upgrade some of the entrance gates infrastructure to some of their residential complexes. The project seeks to transform the facility in order to improve the guard house facility, better access control, better traffic flow, and to improve the esthetic of the entrance structures.

The architectural designs have been completed, the SDP drawings are at municipal final approval stage.

The Geotechnical studies have been conducted and finalized.

The HOA seeks to appoint a project manager to provide project management services for ECSA stages 5 and 6

2. LOCATION OF THE SITE

The gates to be upgraded are Gate 1 to Gate 6 of the Heuwelsig Country Estate, Celtisdal x20, Centurion, Gauteng

Architectural drawings will be sent upon request to providers.

3. SCOPE OF WORK

DELIVERABLES:

The selected project management firm shall:

1. Participate in the design process and interact with the selected design team as a liaison to the Project Team
2. Participate in the selection of the contractor
3. Coordinate and facilitate the completion of the final construction document package for approvals and coordinate all work between the design and contracting teams
4. Ensure that all permits and approvals are obtained
5. Regularly communicate with the project Team, Chair project meetings
6. Report status of the project to the HOA
7. Set realistic milestones/timelines and facilitate timely completion of each key phase of work;
8. Perform construction administration.

The Scope of Works to be undertaken shall be the engineering services as follows:

Stage 5 – Procurement

Prepare procurement documentation and assist with bid evaluations'

Stage 6 – Construction

Construction monitoring and administration



4 ESTIMATED CONSTRUCTION COSTS

The total estimated values including 10% contingencies and 15% VAT for the construction Project is **R6, 000,000.00**.

5 TIMEFRAMES

The construction period is estimated to be 6 months, Stage 03 and 04 should be completed in 1 month

6 PRICING

The Bidder to submit a detailed fee proposal for each discipline and added to a total offer that is inclusive of VAT.

7 PROPOSAL REQUIREMENTS

- a) Tenders with methodology accompanied by detailed CVs of experts who will undertake and oversee the work will be submitted as annexures to the tender.
- b) The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference as well as submit detailed CVs and proof of professional registration of personnel that will be assigned to undertake the works.
- c) The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work including demonstrating to having the necessary Professional Indemnity insurance in place.
- d) The service provider will adhere to agreed reporting requirements which will be outlined on the work plan.

8 CONTRACT

In addition to the letter of appointment, the appointed Service Provider shall be required to enter into a Professional Services Agreement with the HOA.

9 PAYMENT TERMS

- 9.1. HOA undertakes to pay in full within thirty (14) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 9.2. No payment will be made where there is an outstanding information/work by the service provider/s.



10 SUBMISSION OF PROPOSALS

10.1. Proposals should be submitted on or before 08 February 2019 by no later than 12h00 to the following address:

D22 Heuwelsig Office Park
c/o Seedcracker and Spinetail streets
Celtisdal Ext 20
Centurion
Email: gm@heuwelsig.com