

Occupational Health and Safety Agent Services

Pricing Instruction

1. Pricing must be as per the latest edition of Guidelines for Tariff of fees in the South African Council for the Project and Construction Management Professions Act (Act No. 48 of 2000).
2. The fee proposal will be on a time basis. Consultant Fees will only be adjusted upon the decrease of the construction value by 5% or the increase in the construction value by more than 10%. The adjustment of the fees will take place at the following intervals:
 - a. Upon receipt of the Investment Decision with the Approval of the FIDPM Stage 3 Report.
 - b. In the event of termination of the contact.
 - c. Upon the appointment of the contractor/s and deviation of the construction value.
3. Disbursements will be included as a percentage of the total fee payable as guided by your fee scales and shall be payable at regular intervals during the life of the project. The payment of disbursements will not include costs for travel. Any and all other costs will be paid strictly on a proven cost basis.
4. A discount of fees shall be indicated in the costing and shall be applicable at the desecration of the bidder (not compulsory).
5. Approved Tenderers pricing regime (i.e. % of fees, disbursement, discount, etc.) at tender stage shall be applicable throughout the life of the project
6. The accepted form of offer will be for the duration of all 6 Stages, however the ***Initial appointment is for stage 1-3** with full appointment for stage 4-6 applicable after project feasibility is determined and approved by ACSA internal governance.
7. Instruction to proceed with subsequent stages in terms of this contract and the associated scope of work will be confirmed in writing by the Employer on a stage-by-stage basis. Note that the Employer is under no obligation to continue with any other stages of the project beyond Stage 3. Should the bidder not be granted approval to commence with the next stage 4, this will not be seen as a cancellation, termination or abandonment of the project that will trigger termination fees or any additional payments apart from those for services rendered up to the previous completed stage.
8. Payment of fees shall be done as per percentage apportionment of fees at completion of each stage as set out in the relevant professional body's fee scale guidelines. All fees claims shall be submitted to the appointed project quantity surveyor for project accounting purposes.
9. Period for payment of monthly fee claims will be in line with ACSA's payment cycle i.e. 30 days from receipt of correct invoice on a monthly basis by not later than the 25th of each month.

10. The consultant team is expecting to conduct any and all aspects of work to assist ACSA in the decision-making process for the consideration of use of contingency. These activities are considered to be a part of the design development and associated standard fees. The use of contingency and the amendment of fees will only be adjusted (i.e. added to the construction value for free determination) at the successful receipt of the investment decision in parallel with the FIDPM Stage 3 Approval.

Table A: Occupational Health and Safety Agent services

	All services (Normal and Additional services)	Hours	Rate	Amount	% Discount offered	Total excluding Vat
A	Stage 1	150				
B	Stage 2	300				
C	Stage 3	300				
D	Stage 4	450				
E	Stage 5	4200				
F	Stage 6	300				
Total excluding Vat to be carried to Form of offer						

NOTE:

Tenderers must be aware that the CIDB Best Practice Guidelines #A3 – Evaluating Tender Offers, will be used ensure that there is no gross under-pricing or over-pricing of submitted prices.

*Project teams should make allowances for all communication and material commensurate with a project of this nature and value. This will include, but not be limited to, concept sketches, brochures with presentation material and user client sketches for approval, scale models, 3D representations etc. Note that the final rates utilised will be subject to prior approval by ACSA.