

**Tender-/INS/2022/01003 - PROVISION OF PROJECT MANAGEMENT TURNKEY SOLUTION: OFFICE FITOUT,
OFFICE RELOCATION FOR INSETA**

ANNEXURE A

A PROJECT MANAGEMENT		
1.0 Fees For Normal Services as contemplated in SACPCMP plus additional Services		
Description of work	Percentage (%)	Fees Excl. Vat
<p>Project Management (Fit-Out) Standard Service: (Inception, Concept & Viability, Design Development, Design Development, Documentation & Procurement in line with INSETA Supply Chain Management Policy and Procedure, Implementation, Close-Out). Projected delivery timelines are as follows:</p> <ul style="list-style-type: none"> - Appointment of service provider: 07 July 2022 - Finality of Detailed Designs and Procurement: 30 Aug 2022 - Fit Out: 25 Nov 2022 - Complete Office relocation: 01 Dec 2022 		
<p>A.1</p>		
<p>Management of Sourcing of furniture: (Service Provider will be expected to identify options in the market, present & recommend best economically fit option and arrange all logistical requirements including installations).</p>		
<p>A.2</p>		
<p>Management of Relocation of office: (Staff moves, required assets and records, IT & Security Infrastructure and Equipment)</p>		
<p>A.3</p>		
<p>Sub-Total Cost for Project Management</p>		
B PROFESSIONAL DISCIPLINES FOR FIT-OUT		
<p>Architectural Service – Normal Service: As per SACAP'S Annual Update of the Professional Fees Guideline Board Notice 73 of 2015 or per latest amendment. The service provider is expected to apply a square meter rate on 4000m2 office space for fit-out cost estimate in order to derive applicable fees.</p>		
<p>B.1</p>		
<p>Mechanical Engineering Service – Normal Services: ECSA Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) or per latest amendment. The service provider is expected to apply a square meter rate on 4000m2 office space for fit-out cost estimate in order to derive applicable fees.</p>		
<p>B.2</p>		
<p>Electrical Engineering Service – Normal Services: ECSA Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) or per latest amendment. The service provider is expected to apply a square</p>		
<p>B.3</p>		



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	meter rate on 4000m2 office space for fit-out cost estimate in order to derive applicable fees. <i>EMPOWERED TO INFLUENCE AND INSPIRE!</i>		
B.4	Fire Engineering Service – Normal Service: ECSA Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) or per latest amendment. The service provider is expected to apply a square meter rate on 4000m2 office space for fit-out cost estimate in order to derive applicable fees.		
B.5	Quantity Surveying Service – Stage 1 to Stage 6: SACQSP Tariff of Professional Fees for Quantity Surveying Profession Act, 2000 (49 of 2000) or per latest amendment. The service provider is expected to apply a square meter rate on 4000m2 office space for fit-out cost estimate in order to derive applicable fees.		
B.6	Health & Safety Consultant: Standard Service: SACPCMP Guideline for Scope of Service and Recommended Tariff of Fees Act 200 (Act No. 48 of 2000) or per latest amendment.		
	Sub-Total Cost for Professional Disciplines Excl. IT & Technical Security Specialisation (These are to source in-house by the INSETA)		
C	FIT-OUT COST		
C.1	Fit-Out Cost (Preliminary & General, Carpentry & Joinery, Ironmongery, Partitions, Wall Finishes, Floor Finishes, Electrical & Mechanical Installations, Fire Installations, Statutory Signage, CI signage Regulatory Compliance Certificates. The service provider may apply a square meter rate on 4000m2 office space for fit-out cost estimate.		
C.2	Allow a Provisional Sum of R350,000.00 for IT Installations		
C.3	Allow a Provisional Sum of R350,00.00 for Security Installations		
C.4	Allow a Prime Cost amount of R1,1000,000.00 for furniture – sourcing and installation.		
C.5	Relocation Costs: To be Based on 120 staff members and within a 10km radius from existing offices.		
	Sub-Total Cost for Fit-Out		

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. Z. Motsa (Business), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. N.B. Jonas (Labour)
Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize

D DISBURSEMENT COSTS	
All-inclusive Recoverable Expenses	
Description of Expense	Total Cost
D.1 Travelling (Aligned to the SARS Travel Rate per km)	
D.2 Accommodation & Subsistence	
D.3 Documentation	
D.4 Communication	
D.5 Printing	
D.6 Other (Specify)	
Sub-Total	
E SUMMARY PROJECT MANAGEMENT & TURNKEY FIT-OUT SOLUTION	
Description of Item	Total Cost
A Project Management Fees	
B Professional Fees Fit Out	
C Fit-Out Costs	
D Relocation Costs	
E Recoverable Expense	
Sub-Total	
Add Vat @ 15%	
TOTAL FEES incl. Vat	

****Bidder are required to complete Annexure A – Spreadsheet (in Excel format) and submit as part of the electronic submission. The total bid price must be clearly stated above SBD 3.1. All instructions regarding the format of the proposal should be followed, otherwise bidders may be excluded from the rest of the bidding process. Please ensure that you comply fully with all requirements set out in the tender document Terms of Reference (with all applicable increases or discounts included)**