



RFQ REF	FIN-INF-0/2024
RFQ DESCRIPTION	THE APPOINTMENT OF A STRUCTURAL ENGINEER FOR A DETAILED STRUCTURAL ANALYSIS AT LEGAL AID SA HEAD OFFICE BRAAMFONTEIN
RFQ ISSUE DATE	21 OCTOBER 2024
<b>COMPULSORY CLARIFICATION MEETING DATE AND TIME</b>	<b>24 OCTOBER 2024 AT 11H00AM</b>
<b>CLOSING DATE &amp; TIME</b>	<b>29 OCTOBER 2024 AT 16H00 PM</b>

**Submissions must be electronically submitted to [InfrastructureRQF@legal-aid.co.za](mailto:InfrastructureRQF@legal-aid.co.za) on or before the closing date of this RFQ.**

For queries, please contact **Nomalanga Nxumalo** via email: [NomalangaN@legal-aid.co.za](mailto:NomalangaN@legal-aid.co.za)

SUPPLIER NAME : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

TELEPHONE NO : \_\_\_\_\_

FAX. NO. : \_\_\_\_\_

E MAIL ADDRESS : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

CELL NO : \_\_\_\_\_

## **SPECIFICATION FOR THE APPOINTMENT OF A STRUCTURAL ENGINEER FOR A DETAILED STRUCTURAL ANALYSIS AT LEGAL AID SA HEAD OFFICE BRAAMFONTEIN - FINANCE**

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the constitution. Legal Aid South Africa is a high-performance organization delivering its constitutional mandate to provide legal assistance to the poor.

### **1. Purpose of Project**

The purpose of this RFQ is to request quotations from reputable, competent, skilled and experienced service providers for The Appointment of a Structural Engineer for A Detailed Structural Analysis of a concrete slab and the design of a proposed Carport Structure at Legal Aid SA Head Office Braamfontein.

### **2. Area**

First (1<sup>st</sup>) Floor Parking- Legal Aid SA offices, Legal Aid House, 29 De Beer Street, Braamfontein.

### **3. Service Required**

In pursuit of utilizing green energy, Legal Aid SA seeks to construct a new carport that will provide potential solar photovoltaic (PV) panel solutions in the future.

The proposed carport structure must ensure compatibility with a future solar PV solution installation i.e. support for panels, but also give protection to vehicles from rain, hail and direct sunlight.

The covered parking should provide safe parking for SUVs with roof racks and have a provision of a length of about 2 solar PV panels.

The appointed contractor shall undertake to provide Legal Aid SA with services, which is of a high and acceptable standard applicable, which shall include but not limited to:

- Conduct a concrete survey, testing and provide imaging of the concrete slab;
- Determine the integrity of the structure;
- Provide a detailed report of the structural analysis
- Provide a suitable design for a solar carport

- Provide calculations of the maximum load that can be exerted on the existing slab including calculations of Carport structure utilizing I-beams, square tubes, and round tubes;
- Provide detailed specifications and Bills of Quantities for the carport structure based on the outcome of the testing for the most suitable structure.

#### 4. Health and Safety File

**Awarded Bidder will be required to submit or hand in a Safety File on appointment, particular attention must be given to adherence to all OHS regulations**

Bidders need to take note of the requirements of the Occupational Health and Safety Act No 85 of 1993 and the Construction Regulations 2003 issued in terms of Section 43 of the Act. The bidder shall be deemed to have read and fully understood the requirements of the above Act and Regulations and have allowed for all costs in compliance in addition to that;

#### 5. Mandatory Requirement

##### **First Phase Evaluation: Mandatory Documents**

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Bidders must indicate their compliance/ non-compliance to the following requirements and to substantiate as required.

MANDATORY REQUIREMENT		COMPLY	NOT COMPLY
1.	Proof of valid registration with the Engineering Council of South Africa (ECSA) as a professional structural Engineer. <b><u>The bidder must provide proof of valid registration as part of their bid response</u></b>		

**NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

***Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied.***

## 6. Pricing

**A Formal Written Quotation (clear & unambiguous; including VAT\* where applicable) is to be submitted- Table below can be used as guide to structure final pricing.**

	Description	Unit	Qty	Total
1	Site Inspection and Testing	Sum	1	R
2	Prepare detailed reports, load calculations on the observations and possible recommendations by a registered structural engineer with a valid PR number	Sum	1	R
3	Design of Solar Carport Structure	Sum	1	R
4	Preparation of detailed Specifications & BOQ	Sum	1	R
5	Presentation of Report	Sum	1	R
6	Disbursements	Sum	1	R
			Sub-Total	R
			VAT @15%	R
			Total	R

## 7. Terms and conditions:

- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 90 days from the date of issuing;
- The full costs must be disclosed and no variances will be entertained;
- The following documents must be completed and returned together with the quotation:
  - SBD 1
  - SBD 3.1
  - SBD 3.3
  - SBD 4
  - SBD 6.1
- Quotation on a company letterhead must be provided;
- The service provider will not be entitled to a retainer fee;
- Prices to be fixed for a year upon appointment;
- Before submitting a quotation, bidders must ensure and satisfy themselves as to the nature and extent of the work to be done and the value of the materials contained in the buildings or portions of the buildings to be carried out. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained
- Material and other related price escalations to be in accordance with statutory price pronouncements (Consumer Price Index);
- Service must be executed by competent, qualified and registered structural engineer with a valid PR number in the most time-saving and effective manner possible;
- Bidders are required to provide a valid B-BBEE status level verification certificate or a sworn affidavit where preference points are claimed;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant, not a government employee and is not a restricted supplier;
- **Bidders will be evaluated on the Preference Point System of 80/20 whereby the maximum points are as follows: Specific Goals on BBEE are Price = 80 points and B-BBEE status level of contribution = 20 points**

- Site Viewing Appointment and Technical enquiries should be directed by email to: [NomalangaN@legal-aid.co.za](mailto:NomalangaN@legal-aid.co.za)
- **Only emailed quotations will be considered;**
- Quotation should be emailed to: [InfrastructureRQF@legal-aid.co.za](mailto:InfrastructureRQF@legal-aid.co.za)
- Payments will be made after completion of work and within 30 days of the invoice date;
- Closing date of submission: **29 OCTOBER 2024 at 16h00pm**

**Delivery /Compulsory Clarification Meeting Address:**

**Legal Aid House**

**Legal Aid SA**

**29 De Beer Street Braamfontein Johannesburg**

**2017**

• **Compulsory Clarification Meeting Details:**

Date : 24 October 2024  
Time : 11h00 am  
Address : Legal Aid South Africa  
Legal Aid House  
29 De Beer Street  
Braamfontein  
Johannesburg  
2017

## 8. Document Checklist

No.	Document	(√) Tick applicable box			
		Yes		No	
1.	Company Profile				
2.	Quotation				
3.	Annexure A				
4.	Fully Completed SDB 1,3.1, 3.3, 4, 6.1				
5.	B-BBEE Certificate or Sworn Affidavit				
6.	Valid Tax Clearance Certificate or PIN				
7.	OHSA (Occupational Health and Safety File)				
8.	Technical proposal (this must include company profile, company track record and experience, capacity and capability, project plan, etc.				
9.	Proof of valid registration with the Engineering Council of South Africa (ECOSA) as a professional structural Engineer..				

**LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE PROPOSAL.**