

# **TERMS OF REFERENCE**

**NSA-NLC**

**NWC 2023 LEGACY**

**PROGRAMME**

**APPOINTMENT OF A TECHNICAL  
ADVISORY TEAM FOR THE  
DESIGN, CONSTRUCTION AND  
MONITORING OF 60 NETBALL  
COURT IN 52 DISTRICTS IN  
SOUTH AFRICA ON BEHALF OF  
NETBALL SOUTH AFRICA (NSA).**

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## **1. BACKGROUND**

Netball South Africa is the peak governing body for the sport of netball in South Africa, which is responsible for overseeing the practice of the sport across the country.

Since 1992, South Africa has participated in international tournaments primarily within the Commonwealth nations. With a strong grassroots network in schools and universities, netball in South Africa has taken on a more professional position with the introduction of the Telkom Netball League, and with many of the players plying their trade in England, Australia, and New Zealand leagues.

The mission of Netball South Africa is to connect young and old to the professional arm of the sport. We are committed to ensuring rules are fair, coaches are trained and accredited, and that all professional games are played according to global standards.

## **2. BACKGROUND TO ASSIGNMENT / PROCUREMENT**

Netball South Africa seeks to secure the services of competent Technical Advisory Team for the design, construction and monitoring of **60 Netball Courts in the 52 Districts of South Africa**. The primary objective being to assist with the planning, technical support and monitoring of the delivery of this netball courts in accordance to the South African National Standards.

The appointment will be based on the PFMA Procurement Process, which is transparent, competitive, fair and equitable and in line with then current common law contract and the attached bid forms as well as other conditions which may be applicable.

The project is intended to be within the **2024/2025** financial year and the technical advisory team is supposed to provide a methodology of the work to be done, delivery schedule and a cash-flow projection based on the need already outlined.

### 3. TERMS OF ENGAGEMENT

- 3.1. The appointed service provider will be expected to enter into a Service Level Agreement with NSA.

### 4. CONFIDENTIALITY CLAUSE

- 4.1. The Technical Advisory Team undertakes, at all times during the existence of the contract or after termination thereof, not to reveal any confidential or sensitive information or knowledge concerning the Netball South Africa or clients of NSA.

#### 4.2. Intellectual Property Rights

- 4.2.1. All Copyright and Intellectual Property Rights that may result as consequences of the work to be performed will become the property of the NSA.
- 4.2.2. Appointed Technical Advisory Team must hand over all documents and information in any format, including copies thereof, that it received from NSA or that it had access to during the assignment immediately after completion of the assignment to the NSA.
- 4.2.3. Appointed Technical Advisory Team shall deliver to NSA, on completion of an assignment, any security devices, password or protective mechanism to the soft versions of documents that were written and the NSA will have the right to amend and change these without obligation whatsoever to the Service Provider upon completion of the assignment.

### 5. STANDARD SPECIFICATION AND PRICING

No.	ITEM	AMOUNT
<b>A</b>	<b>Professional fees</b>	
1	Planning & Assessment	R
2	Inception	R

3	Concept and Viability	R
4	Detail design	R
5	Tender documentation.	R
6	Construction Administration and Supervision	R
7	Close-out	R
<b>B</b>	Provisional Sum for Compliance Certification	<b>R</b>
<b>C</b>	Disbursements	
1	Travel	R
2	Printing	R
3	Other disbursement (To be specified)	R
	<b>Sub-total</b>	<b>R</b>
	<b>VAT 15%(A+B+C)</b>	<b>R</b>
	<b>Total Cost Estimate</b>	<b>R</b>

It should be noted that the planning work needs to be undertaken by the Technical Advisory Team. The cost breakdown will be in line with Engineering Council of South Africa Gazetted Professional Fees No. 44333.

#### **TECHNICAL COMMENTS ON THE WORK TO BE UNDERTAKEN:**

##### **PRE-PLANNING**

The Technical Advisory Team will be responsible for site/ location verification, conducting site conditional assessment and Geotechnical Assessment for all the 60 sites.

The fees for the Geotechnical Assessment will be paid within the planning milestone as indicated above in the costing.

## EXECUTION OD WORK

The Technical Advisory Team's responsibility will be to afford NSA technical support. The Support will include the following:

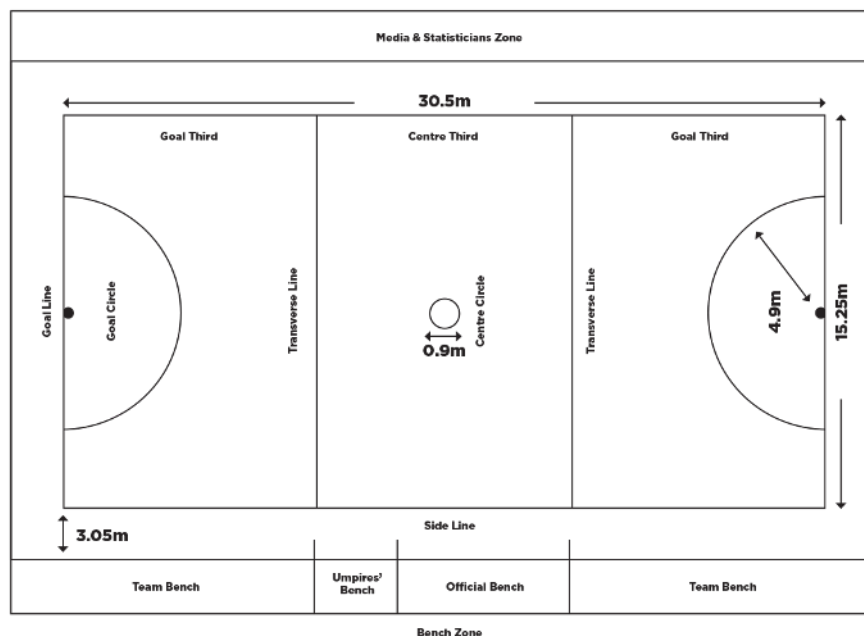
Design of the various netball courts in line with the aforementioned soil conditions.

Monitoring/ Supervision of the works

Quality Assessment of the Work Done

Close Out Report

The scope of work entails the construction of 65 Netball Courts which meets the acceptable requirement of both domestic and international competition and to that the following specifications apply:



<b>Side Lines</b>	<b>30.50 m</b>
<b>Goal Lines</b>	<b>15.25 m</b>
<b>Goal Circle (Radius)</b>	<b>4.90 m</b> <b>(Note that this dimension is from the outside of the goal line to the middle of the goal circle line marking)</b>
<b>Centre Circle (Diameter)</b>	<b>0.90 m</b>

<b>Width of Court Lines</b>	<b>50 mm</b>
<b>Runoff Area around the Court</b>	<b>3.05 m</b> <b>(No objects are to encroach on this area)</b>
<b>Umpire Zone</b>	<b>1.0 m wide along the sidelines</b> <b>2.0 m wide at the goal lines</b>
<b>Space between Adjacent Courts</b>	<b>4.0 m where runoff areas can be shared.</b> <b>(This is applicable where construction of multiple courts is undertaken)</b>
<b>Material (Outdoor)</b>	<b>Paving, Concrete, Asphalt</b>

## **6. KNOWLEDGE AND EXPERTISE**

The Professional Services Provider must have a traceable record of success and timeous delivery civil engineering of projects.

The Professional Service Provider must have the capacity to provide a core team that will be responsible for the day-to-day project management at all levels and will have to be maintained for the duration of the contract.

The core team should be able to demonstrate their understanding and knowledge of the civil engineering sector with specific knowledge of the Structural and Civil Engineering project implementation. CV's of the members of the core team should be provided.

## **7. TRACK RECORD OF CONSTRUCTION OF PROJECTS IN THE BUILT ENVIRONMENT**

Bidders to provide any construction projects related work completed during the past 5 years of operation to show the company's record experience as per the table below. They will be required to duplicate this sheet to supply information for all the projects that their company has been involved in. (Current and completed)

<b>PROJECT NAME</b>	
<b>SCOPE OF WORK</b>	
<b>CLIENT</b>	
<b>CONTACT PERSON AND DETAILS</b>	
<b>NUMBER OF UNITS COMPLETED</b>	
<b>VALUE OF CONTRACT</b>	
<b>START DATE</b>	
<b>COMPLETION DATE</b>	
<b>ATTACH COMPLETION CERTIFICATE</b>	

## 8. TECHNICAL TEAM EXPERIENCE

Bidders to provide technical team experience as per the table below. They will be required to duplicate this sheet to supply details of all professional team management member required for the implementation of the project.

<b>NAME OF PROFESSIONAL</b>	
<b>PROFESSIONAL REGISTRATIONS</b>	

<b>REGISTRATION NUMBER</b>	
<b>BRIEF DESCRIPTION OF SPECIALIZATION AREAS</b>	
<b>RESPONSIBILITY ON THIS PROJECT</b>	

## 9. DETAILED IMPLEMENTATION PLAN

Bidders are required to give a **detailed implementation plan** which will reflect that they have clearly understood the complexity of the task at hand clearly giving the **realistic time frames** for each activity and the resources allocated to ensure that each activity is achieved within the stipulated time frames.

This implementation plan will form an annexure to your contract, and you will be required to implement the project according to this implementation plan.

## 10. DELIVERY SCHEDULE

Bidders are required to give a detailed delivery schedule for services installation delivery as stated in the scope of works. This delivery schedule will be linked to their cash-flow projections.

This delivery schedule will form an annexure to their contract, and they will be required to deliver the project according to this delivery schedule.



## **11. CASHFLOW PROJECTIONS**

Bidders are required to give detailed cash flow projection which is linked to the delivery schedule. This cash flow projection will form an annexure to the service level agreement, and they will be required to spend according to their cash flow projections.

## **12. TERMS OF ENGAGEMENT**

- 12.1. The appointed Service Provider will be expected to enter into a Service Level Agreement with NSA.

## **13. SCOPE OF WORK**

The Appointed service provider will be required to render the both Design and Monitoring of the Construction of the courts on behalf of Netball South Africa and this will entail the following stages:

### **14.1. FEASIBILITY**

#### **14.1.1 Preparation Management**

The Technical Advisory Team should ensure that the following preparation management processes have been attended to:

Compile and maintain a budget

Professional services required at this stage will include: Civil Engineer/Structural Engineer.

Obtain or ensure stakeholder support relating to the proposed development process to be followed.

Monitor professional team progress and ensure feedback to community and the NSA.

Receive products / reports from team, evaluate, get amendments if required

Compile feasibility report with recommendations on whether to proceed with feasibility stage and if so, recommend budgetary requirements.

Ensure that other sectors become aware of the proposed NSA project. Alignment and integration between the sectors can only take place if there is communication.

This communication can take on various forms for example the electronic media such as email and GIS systems, written and oral communication.

#### **14.1.2 Oversee Social Facilitation in conjunction with NSA Structures**

Identify key stakeholders and ensure their involvement in the project.

Introduce the stakeholders to the housing process, project cycle, time frames, risks of project failure, relative roles & responsibilities

Facilitate engagements with the municipality

The developer and what procurement process are to be followed.

Type of development strategy to be used

Planning requirements

Form of tenure

Phasing of project and logistics

Obtain commitment from municipality and community structures to work together on the project

Identify social risks, recommend solutions, and evaluate feasibility of project based on socio-political conditions.

#### **14.1.3 Design of Courts and Pricing**

Design to be done in line with the ECSA regulations.

#### **14.1.4 Geotechnical Investigation**

A mandatory site visit, existing knowledge of the area and topographical maps should be used for:

Identification of broad geotechnical conditions in the areas and implications for development, specifically with respect to roads, onsite sanitation, storm-water control, cut and fill, platforms, founding conditions and road construction materials

Identify obvious restraints such as the prevalence of a high or perched water table, unstable areas, overstep areas, seepage areas, rocky outcrops, rivers and streams

Viability of this proposed project in terms of geotechnical conditions

Recommendations in terms of development controls.

Make recommendations for site-specific geotechnical at construction stage.

The occurrence of dolomite conditions

## **14.2. IMPLEMENTATION STAGE**

For the implementation stage to commence the following should be in place:

Design and Monitoring of the Construction of 60 Netball Courts and delivery method which includes the following should be attached:

- Detailed designs and specifications
- Site specific geotechnical data and testing in-line with SANS
- Site Establishment (Site Office, Store, Water and Sanitation facilities, Signage, OHS approved file, Approved drawings, Site instruction book, Quality Control file, etc.)
- Demonstration of compliance to Occupational Health and Safety Act of 1993
- Monitoring of the implementation of the design
- Close out of the project.

## **14.3. GENERAL**

(All the following should be included in the Notes/ Specs on all drawings title Blocks)

All materials to be SABS approved (stamped where applicable)

Material testing to be done at a SANAs accredited laboratory

In case of uncertainty note that the relevant SANS takes precedence.

All raft or unconventional foundations to be accompanied by the Engineers' Certificate and material test results.

Final inspection (100%) to be done on a completed Netball Court (Final completion).

#### **14.4. REPORTING REQUIREMENTS**

The project will be monitored on a weekly basis during the implementation of the project and a monthly progress report and expenditure report will be submitted to the NSA for performance evaluation.

#### **14.5. FAILURE TO COMPLETE PROJECT IN TIME**

**If the Technical Advisory Team fails to deliver as per the agreement the on provision that NSA has granted them with all required information in time the Technical Advisory Team's contract will be terminated owing to the circumstances.**

#### **14.6. CLOSE OUT REPORT**

The Technical Advisory Team is required to complete and submit Project Close out Reports at the completion of each project.

### **15. EVALUATION PROCESS**

Bids proposal will be evaluated in accordance with the 80/20 preference point system as contemplated in the Preferential Procurement Regulation of 2022, and all bid offers received shall be evaluated based on the following criteria:

- 1. Administrative Compliance**
- 2. Functionality**
- 3. Price and Specific Goals**

#### **15.1. Evaluation Stage One: Administrative Compliance/ Responsiveness**

Responses will be checked to verify the following and non-compliance may disqualify the bid:

##### **15.1.1. RESPONSIVENESS CRITERIA**

All respondents who submit must FULLY submit and satisfy the following to be responsive:

- 15.1.1.1. Fully completed Bid Document
- 15.1.1.2. Completed and Signed SBD forms.
- 15.1.1.3. Submission of Original Valid Tax Clearance Certificate (TCC)
- 15.1.1.4. Certified copies of ID(s) of Directors or main shareholders.

- 15.1.1.5. Company Profile
- 15.1.1.6. CV's of all personnel that will form part of the service provider indicating relevant experience.
- 15.1.1.7. Copies of Qualification
- 15.1.1.8. Proof of relevant company experience
- 15.1.1.9. CSD Full Report
- 15.1.1.10. Proof of Indemnity insurance of **R5 000 0000**

**NB: Any bidder that does not comply with ANY of the above-mentioned criteria will be eliminated from the evaluation process and will not be considered for the panel.**

**15.2. Evaluation Stage Two: Functionality criteria**

The following criteria will be used for evaluating all bids/ proposals for functionality and bidders are expected to obtain **a minimum of 70 out of 100** points to proceed/qualify for further evaluation. Failure to obtain the prescribed 60 points will automatically disqualify the bidder from proceeding to the next evaluation stage. Below is a table that shows how the 100 points of functionality will be allocated.

Functional Criteria	Weightings
<b>1.0 COMPANY EXPERIENCE</b>	
<p><b>Company Experience</b></p> <ul style="list-style-type: none"> <li>✓ Evaluation shall be based on the total number of projects managed in the past ten years. <b>Projects under consideration must be related to the Civil Engineering Infrastructure projects</b> (only the experience by the company shall be considered)</li> <li>✓ Previously supervised projects of value R 5 million per project or more shall be considered.</li> <li>✓ Schedule of Company experience to be attached together with appointment letters of previous projects and completion certificates as evidence from clients, failure to submit such will result in zero (0) points allocated.</li> </ul> <p><b>Evaluation on Company Experience</b></p> <ul style="list-style-type: none"> <li>Bidding company has experience of 3 or more projects (25 points)</li> <li>Bidding company has experience of 2 projects (20 points)</li> <li>Bidding company has experience of 1 project (15 points)</li> <li>Bidding company has experience of 0 projects (0 points)</li> </ul>	25
<b>2.0 Key Personnel Experience</b>	

Functional Criteria	Weightings
<b>1.0 COMPANY EXPERIENCE</b>	
<p><b>A. Project Manager</b></p> <ul style="list-style-type: none"> <li>✓ A Project Manager with a Bachelor’s degree in Structural/ Civil Engineering or Bachelor of Technology Degree in Structural/ Civil Engineering</li> <li>✓ Should have a minimum of five (5) years relevant experience and professional registration with Engineering Council of South Africa (ECSA) as Pr. Eng. or Pr. Tech Eng. or registered as a Professional Project Manager under South African Council for the Project and Construction Management Professions (SACPCMP). Anything less than this minimum will score zero.</li> <li>✓ Should demonstrate capacity in terms of experience on Civil Engineering Projects.</li> </ul> <p><b><u>Evaluation on Project Manager’s Qualifications</u></b></p> <p>CV and Proof of Qualifications and Professional Registration for project leader to be attached (15 points)</p> <p>No CV and/or Proof of Qualifications and/or Professional Registration (0 points)</p> <p><b><u>Evaluation on Project Manager’s Experience</u></b></p> <p>Project Manager has completed 3 Civil Engineering projects (15 points)</p> <p>Project Manager has completed 2 Civil Engineering projects (10 points)</p> <p>Project Manager has completed 1 Civil Engineering projects (5 points)</p> <p>Project Manager has completed 0 Civil Engineering projects (0 points)</p>	30
<p><b>B. Project Engineer</b></p> <ul style="list-style-type: none"> <li>✓ A Project Engineer with a Bachelor of Science Degree in Electrical/Structural/Civil Engineering or Bachelor of Technology Degree in Electrical/Structural/Civil Engineering</li> <li>✓ A Project Engineer with a minimum of five (5) years relevant experience plus a Professional Registration with (ECSA) as Pr. Eng. or Pr. Tech Eng. Anything less than this minimum will score zero.</li> <li>✓ Should demonstrate capacity in terms of experience on similar projects</li> </ul> <p><b><u>Evaluation on Project Engineer’s Qualifications</u></b></p> <p>CV and Proof of Qualifications and Professional Registration for Project Engineer to be attached (15 points)</p>	30

Functional Criteria	Weightings
<b>1.0 COMPANY EXPERIENCE</b>	
No CV and/or Proof of Qualifications and/or Professional Registration (0 points)	
<b><u>Evaluation on Project Engineer's Experience</u></b>	
Project Engineer has completed 3 similar projects (15 points)	
Project Engineer has completed 2 similar projects (10 points)	
Project Engineer has completed 1 similar project (5 points)	
Project Engineer has completed 0 similar projects (0 points)	
<b>3.0 Proposed Programme</b>	
<b>Proposed Schedule/ Programme</b>	
<ul style="list-style-type: none"> <li>✓ Bidder to attach a high level schedule in Microsoft Project format or similar to demonstrate capacity to plan project phases (pre-construction and post tender phases). and activities within stipulated timeframes from planning to closeout.</li> <li>✓ The bidder to stipulate all activities that are involved in this project and indicate the proposed duration of each activity. attach a high level schedule in Microsoft Project format or similar to demonstrate capacity to plan project phases (pre-construction and post tender phases) and activities within stipulated timeframes from planning to closeout.</li> </ul>	15
<b><u>Evaluation on proposed programme</u></b>	
Proposed schedule is within client's expectations (15 points)	
Proposed schedule is under clients expectations (5 points)	
No proposed schedule attached (0 points)	
<b>TOTAL</b>	<b>100</b>

### 15.3. Evaluation Stage Three: Price and Specific Goals (20)

Bids will be evaluated applying the 80/20 preference points system in accordance with the PPPFA Regulations of 2022, where points are awarded to bidders on the basis of Price (80) and Specific Goals (20), using the following formula to calculate points for price:

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Budget Breakdown	80

<b>Specific Goals</b>	Specific Goals Contributor	20
<b>TOTAL</b>		<b>100</b>

The Proposal will be evaluated as per latest PPPFA regulations.

**15.3.1. IDENTIFICATION OF PREFERENCE POINT SYSTEM 80/20 PREFERENCE POINT SYSTEM FOR ACQUISITION OF GOODS OR SERVICES WITH A RAND VALUE EQUAL TO OR BELOW R50 MILLION**

15.3.1.1. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for tender with a Rand value greater than R0.01 and equal to or below R50 million, inclusive of all applicable taxes:

Where:

$P_s$  = Points scored for the price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

15.3.1.2. A maximum of 20 points may be awarded to a tenderer for the specific goals specified in the tender as per paragraphs 9.2.-9.3.

15.3.1.3. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

15.3.1.4. Subject to section 2(1)(f) of PPPFA, the contract must be awarded to the tenderer scoring the highest points.

**15.3.2. SPECIFIC GOALS**

15.3.2.1. The Entity must, in the tender documents, stipulate:



- 15.3.2.2. The applicable Preference Point System as envisaged.
- 15.3.2.3. The Specific Goal in the invitation to submit the tender for which a point may be awarded; and
- 15.3.2.4. The number of points that will be awarded to each goal, and proof of the claim for such a goal.
- 15.3.2.5. The specific goals applicable to the North West Housing Corporation for all procurement transactions and income generating above R1,000,000 and up to R50,000,000 inclusive of all applicable taxes based on the 80/20 points system are:

Stage 1	Stage 2	Stage 3
<b>Mandatory and other bid requirements</b>	<b>Functionality</b>	<b>Preference point system</b>
Compliance with mandatory and other bid requirements	For a bid to be responsive the minimum points for functionality shall be seventy (70) points. Any bid with less than sixty points will be disqualified and no further evaluation of the bid will be done.	Bids will be evaluated in terms of the 80/20 preference point system: 80 – Price 20 – Specific goals  <b>1. Enterprises owned by Black people – 8 points</b> <ul style="list-style-type: none"> <li>○ 100% Black ownership – 8 points</li> <li>○ Less than 100% and above 51% Black ownership – 7 points</li> <li>○ Less than 51% Black ownership – 0 points</li> </ul> <b>Proof of ownership will be verified by either one of the following documents: CIPC Certificate, Valid B-BBEE Certificate &amp; CSD report</b>  <b>2. Enterprise owned by Black women, youth or military veteran, people living with disabilities – 8 points</b> <ul style="list-style-type: none"> <li>✓ <b>Black women owned Enterprise – 8 points</b></li> <li>○ 100% Black women enterprise – 8 points</li> </ul>

		<ul style="list-style-type: none"> <li>○ 99% to 51% Black women Enterprise – 4 points</li> <li>○ Less than 51% Black women enterprise – 0 points</li> <li>✓ <b>Black youth or Military Veteran Enterprise – 2 points</b></li> <li>○ 100% Black youth or Military Veteran enterprise - 2</li> <li>○ 99% to 51% Black youth or Military Veteran enterprise - 1</li> <li>○ Less than 51% Black youth or Military enterprise – 0</li> <li>✓ <b>People living with disability owned enterprise</b></li> <li>○ 100% enterprise with disability – 2 points</li> <li>○ 99% to 51% enterprise with disability – 1 point</li> <li>○ Less than 51% enterprise with disability – 0 point</li> </ul> <p><b>Proof of points claimed must be verified by the following documents: CIPC Certificate, ID Document, CSD report, Medical report by the medical practitioner for disability, Military Force Number</b></p> <p><b>Proof of residence confirmed by the CSD report to be submitted with the bid to claim enterprise location points</b></p>
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**16. BID/PROPOSAL SUBMISSION**

16.1. The format of the bid proposals to be submitted shall comprise cover letter and the following documents:

- a. Returnable bid document with all the required documents fully completed and signed.
- b. Original and Valid Tax Clearance Certificate.
- c. Detailed cost breakdown schedule.
- d. Reference letters with contact details on a company letter head and/or stamped.
- e. Company registration documents.
- f. Company profile that illustrates the core business, services offered, and staff compliment.
- g. Comprehensive methodology and Implementation plan.
- h. Summary of verifiable previous projects with contact details of the project owners.
- i. Latest Municipal bill.

## **17. CANCELLATION**

17.1. NSA reserves the right to cancel the contract if the service provider fails to adhere to the conditions of the contract.

17.2. On termination of the contract for whatever reason, the service provider shall on demand deliver, without the right to retention all documents and information (soft and hard copies) gained of this agreement.

18. All proposals should be sent to the attention of :-

[applications@netball-sa.co.za](mailto:applications@netball-sa.co.za)

Deadline is the 15 February 2024.

For any enquiries, kindly contact Mr Mahlare at 012-344 5971.

**NB. PLEASE NOTE THAT THIS DOES NOT CANCEL THE PREVIOUS BID.**