CALL FOR EXPRESSION OF INTEREST
BID DOCUMENT

SCHOOL SANITATION PROGRAMME

PROJECT MANAGEMENT CONSULTANTS

BID No. 171/15/02/2013

Date Of Issue: 01 February 2013
Closing Date and Time: 15 February 2013
Place: CSIR Tender Box, University of Limpopo
Enquiries: Strategic Procurement Unit E-mail: supplier@csir.co.za

NAME OF BIDDER
Contents

1 INTRODUCTION .................................................................................................................. 3

2 BACKGROUND .................................................................................................................. 3

3 PROJECT METHOD STATEMENT AND RATIONALE ...................................................... 3

4 TENDER OBJECTIVES ......................................................................................................... 4

5 SCOPE ................................................................................................................................ 4
   Expected Key Performance Activities .................................................................................. 5
   Expected Outcomes ............................................................................................................. 5

6 SERVICES TO BE PROVIDED BY THE CONSULTANT .................................................. 6

7 CONSULTANT SITE PERSONNEL AND ESTABLISHMENT ........................................ 11

8 EVALUATION PROCESS AND CRITERIA ....................................................................... 11

11 SUBMISSION OF TENDERS ............................................................................................... 13

GENERAL TERMS ................................................................................................................... 13

CONTACT WITH THE CSIR ................................................................................................. 13

MEDIUM OF COMMUNICATION ........................................................................................... 14

COST OF TENDER .................................................................................................................. 14

PRICING TENDER .................................................................................................................. 14

VALIDITY AND CORRECTNESS OF RESPONSES ............................................................. 14

12 OFFERS ARE BINDING ....................................................................................................... 14

13 RESPONSIBILITY TO EXECUTE, AND FAILURE TO COMPLY ...................................... 14

14 VERIFICATION OF DOCUMENTS ...................................................................................... 15

15 GENERAL RFT TERMS AND CONDITIONS .................................................................. 15

16 INFORMATION TO BE SUBMITTED ................................................................................. 16

17 COMPULSORY BRIEFING SESSION ................................................................................ 17

OTHER INFORMATION ......................................................................................................... 17

DISCLAIMERS ....................................................................................................................... 17

ORGANOGRAM AND CURRICULUM VITAE OF KEY PERSONNEL ................................ 18

18 CURRICULUM VITAE ......................................................................................................... 20

Declaration of Interest Form (supplier) .................................................................................. 23

END OF RFT ........................................................................................................................... 23
1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR’s main site is in Pretoria while it is represented in other provinces of South Africa through regional offices, including Limpopo.

2 BACKGROUND

CSIR has been appointed by the Limpopo Department of Education (LDoE) as an Implementing Agent FOR the Schools Sanitation Programme in the Mopani and Vhembe District Municipalities. The school list is provided in Appendix 1. This bid therefore, is part of the process for assembling a team of capable service providers and suppliers for this purpose.

CSIR as an Implementing Agent wishes to appoint two professional service providers over a period of twelve months. CSIR is inviting Professional Consulting Engineering Firms who have expertise to manage institutional sanitation projects or any related infrastructure projects with proven experience in the Limpopo Province. The consultant shall provide project management services as detailed in the Terms of Reference (Sections 5, 6 and 7). The Consultants have to be knowledgeable and should embrace government policy framework with regards to job creation and local enterprise empowerment.

This document is therefore an invitation to interested parties to submit bids for project management services for the Limpopo Schools Sanitation Programme. The CSIR intends to appoint two consulting firms, one responsible for Mopani and one for Vhembe.

3 PROJECT METHOD STATEMENT AND RATIONALE

The aim of the methodology and rationale is to ensure that the Consultant understand the services required on this project, including how the project activities will be managed during implementation. (The bidder must acquaint themselves with the TORs). The Bidder must provide in their own words and opinion how they will manage implementation of the project. We expect the following (amongst other information to be provided) to be addressed;

- Company profile
- Company or project team organogram
- Implementation schedule indicating identified activities and the timeframes (use 1 financial year) during which they will be undertaken, and
- A proposed cash-flow on a monthly basis, in tabular form. Please note that the Financial Information (or bid) will be submitted in a sealed envelope
- Any information relevant to the topic

The rationale should also discuss the tariff structure to be used by the Consultant towards charging for their fees/costs and disbursements. Please familiarise yourself with the current recommended government disbursement tariffs, Clarity should be provided as what these fees will be based on, or from which professional institute they will be based. Any variations or additional fee proposals should be made very clear in the bid. When compiling the method statement, the consultant must check the technical evaluation criteria in Section 9 to acquaint themselves with the total weighting score.
If there are any costs not to be charged or there are discounts (for strategic purposes), the Consultant should make this very elaborate and clear that a submission with Financial Costs will be submitted separately.

4 TENDER OBJECTIVES

The objective of this tender is to invite and appoint a suitable Consulting Engineering Firms that can provide professional services to the Council for Scientific and Industrial Research (CSIR) as part of the implementation of school sanitation programme for a period of twelve months from the date of appointment.

5 SCOPE

The scope of the services to be provided by the Project Manager (PM) is provided below, starting with the broad outline of the activities followed by the details. Clarification where needed will be given in a briefing session to be held on 08 February, 2013. Critical KPAs are listed below;
### Expected Key Performance Activities

The following KPAs are amongst some of the key activities to be performed by the selected PM but not limited to the following:

<table>
<thead>
<tr>
<th>Items</th>
<th>Responsibilities</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inception Stage</strong></td>
<td>Conduct assessments to ensure proper scoping of the projects’ geographical details and establish accuracy of the school data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare specifications and design reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate procurement of services providers, mainly contractors</td>
<td></td>
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<tr>
<td></td>
<td>Arrange a workshop for the Contractors to explain the programme expectation and delivery timelines.</td>
<td></td>
</tr>
<tr>
<td><strong>Implementation stage and project Close-out</strong></td>
<td>Ensure that construction is carried out rapidly and programmatically at all project sites</td>
<td></td>
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<tr>
<td></td>
<td>Prepare projects for commissioning by stakeholders.</td>
<td></td>
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<tr>
<td></td>
<td>Participate in the life cycle of the Education Facility Management System (EFMS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compile Monthly, Quarterly reports and Close out Report</td>
<td></td>
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<tr>
<td></td>
<td>Prepare interim weekly operational and monthly high level report, ad hoc and construction completion report. The task of keeping project records, e.g. EPWP statistics, interim and monthly expenditure, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide project and financial management expertise on the project, and support contractors on the Contractor development programme – to be supplied by the IA (and the Department)</td>
<td></td>
</tr>
<tr>
<td><strong>Forward Planning</strong></td>
<td>Feasibility study: Consultation with the Principals regarding the school needs. Determine the project feasibility and scope.</td>
<td></td>
</tr>
<tr>
<td><strong>Forward Planning for 2013/14</strong></td>
<td>To assess / confirm the number of learners and staff on a gender basis.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To establish the sanitation needs in terms of established guidelines.</td>
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<tr>
<td></td>
<td>To draft a conceptual cost plan to reflect needs and associated costs.</td>
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</tr>
</tbody>
</table>

### Expected Outcomes

The following outcomes are expected on this project, namely:

- Project cost plan
- Project designs
- JBCC Contracts signed
- Management of construction project
- Commissioning or completion certificates signed
- Monthly, ad hoc and expenditure reports
- Project technical, and financial support, and
Monitoring report for job creation

6 SERVICES TO BE PROVIDED BY THE CONSULTANT

The PM shall provide construction supervision as described hereinafter including the provision of qualified experienced personnel, management, co-ordination and efficient execution of these services. The Consultant is to supervise the works and to approve the materials and the workmanship of the works. This shall be done in co-operation and consultation with the CSIR. Neither work entailing delays nor any extra payment by the employer shall be ordered by the PM without the authority of the Employer.

6.1 Responsibilities of the Consultant
(a) To carry out all responsibilities of the Project Manager under the Contracts including but not limited to:

i) Authorising the Contractor’s subletting parts of the work where necessary;
ii) Approving the replacement of any of the Contractor’s key personnel;
iii) Provide indemnity insurance certificates;
iv) Clarifying any queries on the Contract Specifications;
v) Approving contractor work plans
vi) Approving the Contractor’s programme and updates thereof;
vii) Extending the dates for achieving compliance with Service Level Criteria if warranted by the occurrence of unforeseen events or by the issuance of changes to the contract;
viii) Attending Management Meetings and recording the proceedings thereof;
ix) responding to requests for contract changes as made by either the Contractor or the Employer;
x) Checking the Contractor’s work, notifying the Contractor of any defects found and requesting necessary remedies within specified timeframes
xi) Monthly verification of Service Quality Levels achieved in relation to maintenance services for performance evaluation purposes;
xii) Assessing quotations provided by the Contractor for carrying out variations and instructing variations with permission from the Employer;
xiii) Checking the Contractor’s monthly statements and certifying the amounts due to be paid to the Contractor;
xiv) Determining the justification for Emergency Works and the issuance of Work Orders in respect thereof;
xv) Certifying the completion of the works and issuance of Completion Certificates;
xvi) Issuing the Defects Liability Certificate (Retention);
xvii) Certifying the payment due upon termination of the contract;

The Consultant shall provide a representative on Site who shall be nominated as the Project Manager’s Representative and whose principal responsibilities shall be to;

(a) Inspect workmanship and compliance with the specifications and to order, supervise, or perform tests on the materials and/or work;
(b) To advise the CSIR on all matters concerning claims from the Contractor and to make recommendations thereon, including possible recourse.
(c) Check work progress and assess the functionality of the facility
(d) Check the Contractor’s accounts, invoices, claims and other statements concerning arithmetical error and compliance with the contract and Employer templates, and if required to correct thereof; (no contractor invoices must reach the employer without verification by the Consultant.
(e) Supervise the Contractor in all matters about safety and care of the facilities and if required to request from the contractor the necessary remedies
(f) Direct the Contractor to carry out all such work or to do all such things the Project Manager considers necessary to avoid or to reduce the risk in case of an emergency affecting the safety of life or of the facility (an OHS file must be kept).
(g) Carry out such duties under the terms of the Contract as may from time to time be
degraded in writing by the Project Manager; and

(h) Prepare as-built drawings for the complete Works.

6.2 Scope of Work
In fullfilment of the responsibilities outlined in Section 6.1, the services to be provided by the
Consultant shall include, but not be limited to, those services outlined in Sections 6.2.1 to
6.2.14 which follow;

6.2.1 Consultant’s Representative on Site
(a) The Consultant shall undertake full time project administration during the course of the
contract and shall appoint a Project Manager’s Representative acceptable to the Employer
for the continuous on-site construction supervision of the project; and
(b) The Project Manager’s Representative will act as directed by and under the supervision
of the Consultant. The Consultant shall notify in writing to the CSIR, the co-ordinator and the
Contractor the duties and limitation of authority delegated to the Project Manager’s
Representative.

6.2.2 Contract Preliminaries
(a) The Consultant shall review the qualifications of the proposed key management
personnel of the Contractor and make appropriate recommendations to the CSIR;

6.2.3 Works Programme
The Consultant shall:

(a) Review the programme submitted by the Contractor for the execution of the project to
establish whether the methods, arrangements, order and timing of the activities are realistic
and coherent in relation to the conditions pertaining on the Site. The Consultant must ensure
that, as far as is practicable, the Contractor is able to meet the required Service Quality
Levels as specified in the timetables for compliance in the contract specifications.
(b) Identify from the approved program the information needed by the Contractor for the
execution of the project and ensure that such information is made available to the Contractor
in a timely manner. The requirement for standard drawings and information relating to the
drainage works (where necessary) should be given adequate consideration.

6.2.4 Surveying, Setting Out and Measurement
Although the Contractor bears ultimate responsibility for the construction of the works the
Consultant is required to agree and approve reference points and sitting before any
excavations take place. The Consultant is required to make an independent geo-technical
assessment of the building site to determine soil suitability and ground water levels.
(a) Check all setting out of the works undertaken by the Contractor
(b) Conduct compulsory DCP (Dynamic Cone-Penetrometer) tests on every site.

6.2.5 Management meetings
The Consultant shall:
(a) Arrange a schedule of management meetings, site inspections and other interactions in
liaison with the Contractor and notify those expected to attend. In arranging these meetings,
he is expected to maintain and circulate minutes thereof;
(b) Maintain liaison with the Contractor principally through the Contractor’s Supervisor, and
give assistance in the understanding and interpretation of all aspects of the contract
documentation;
(c) Work closely with School Governing Body (SGB) and staff to ensure that as much
knowledge and experience is passed on. This will be achieved through meetings and written
communication. The Consultant will be expected to make presentations to explain the
systems and procedures established on site for measuring the Contractor’s performance and
general contract management.
6.2.6 Review of Contractor’s Performance, Inspection and Tests
The Consultant shall:
(a) conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the construction contract schedule, and that completed work conforms to the construction contract drawings and specifications;
(b) Inform the Contractor when work is to be corrected or rejected or to be uncovered for observation, or special testing, inspection or approval;
(c) Verify that the Contractor conducts sufficient monitoring to control the quality of the works, and that the contractor maintains adequate records thereof;
(d) Accompany visiting officials representing public or other agencies having jurisdiction over the Project, and record the outcome of these visits and report as appropriate;
(e) Verify that selection and use of materials is in accordance with the specifications (SABS), and Departmental Norms and Standards.
(f) Establish procedures, criteria, and oversee testing carried out by the Contractor to verify the quality of the construction materials; and
(g) In collaboration with the Contractor’s Self Control Unit, conduct monthly verification of Service Quality Levels as reported in the Contractor’s monthly performance statements.

6.2.7 Review of technical documents submitted by the Contractor
The Consultant shall:
(a) As required in Special Conditions of the works contract, review all documents for the design of the works issued by the Contractor and grant approval or disapproval within a period not exceeding 14 days following receipt. The Consultant shall liaise with the Contractor to resolve any issues as quickly as possible. The Contractor shall not commence works prior to receipt of approval from the Project Manager;
(b) Render interpretations necessary for the proper execution and progress of work, with reasonable promptness; and
(c) Render written decisions within a reasonable time, on all claims, disputes and other matters in question relating to the execution or progress of work or the interpretation of the construction contract documents.

6.2.8 Modifications
The Consultant shall:
(a) Consider and evaluate necessary modifications in drawings or specifications and report them to the CSIR with recommendations;
(b) Examine Contractor’s proposals for changes and provide recommendations to the CSIR for approval when changes affect cost. Changes which do not affect cost or quality may be approved on-site and recorded in the monthly progress reports. Such changes shall be effected by written orders issued by the Consultant.

6.2.9 Records
The Consultant shall:
(a) Maintain at the project site orderly files for correspondence, reports of site meetings, product and material submissions, reproductions of original construction contract documents including all addenda, variation orders, site instructions, information and drawings issued subsequent to the start of works contract, as well as Consultant’s clarifications and interpretations of the contract documents, progress reports and other related documents;
(b) Keep a diary or log book, recording Contractor’s hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials, daily activities, decisions, observations in general, including OHS;
(c) Maintain a set of drawings ("as-built" drawings) recording all details of the work as actually executed.

6.2.10 Reports
The Consultant shall prepare and submit as detailed the following reports:

(a) Monthly and Quarterly Reports
Monthly progress reports shall include: the historical background of the Project; a brief description of actual versus planned progress; problems encountered and resolutions; and comments on the quality of work and Contractor performance. The reports shall include graphs or charts showing physical progress of works and data regarding the current financial status of the contract including a comparison of the contract amount and the estimated total cost of completion based on an up-to-date appraisal of actual versus estimated quantities and unit prices as amended. The reports shall include colour photographs showing completed work and construction activities undertaken during the relevant reporting period. Each monthly report will contain a section devoted entirely to an assessment of the impact of accumulated delays, if any, in the execution of works and a projected date for compliance with required service levels if this has not already been achieved. In the event that the projected date is later than a revised date which will result from approved time extensions, the report will include an evaluation of a contractor-proposed plan for corrective measures to be implemented to increase the rate of progress and meet the required targets. In addition the effect of delays on the cost and timing of the Consultant’s activities should also be assessed. The report shall also discuss compliance or otherwise with Service Quality Criteria and the penalties that may have been applied on the Contractor’s certificate for the month. The reasons for lack of compliance and the corrective measures being taken by the Contractor should be clearly explained. Each report shall contain a section devoted to reporting the status of Emergency Works and Work Orders issued to the Contractor, detailing the dates of notification and subsequent actions and the time and cost effects as assessed, where appropriate.

In addition to the monthly reports, the Consultant shall prepare quarterly reports (Infrastructure Reporting Management - IRM) that summarise the content of the monthly reports, giving an overview of progress on the contract and the main issues that have arisen during the period. Each quarterly report shall contain an introduction presenting historical project background to set the current report in context. The report should contain an analysis of the Contractor’s performance and the impact of the work carried out and required Service Quality Levels.

Education Facilities Management System (EFMS) is a vital component of our management programme; it is the responsibility of the Project Manager to make sure that the EFMS is updated on a monthly basis to be followed by a download of a tracking report for the Department Monthly. Training on the EFMS will be provided to the Consultants at the beginning of the programme.

(b) Accident Reports
A report of the circumstances of any significant accidents / incidents occurring on the site shall be forwarded to the CSIR with all due dispatch.

(c) Claims Reports
A report detailing the Project Manager’s assessment of each claim notified by the Contractor shall be prepared and submitted to the CSIR.

6.2.11 Payment Certificates
The Consultant shall review monthly applications for payment made by the contractor in accordance with the Conditions of Contract. Upon approval, and within a maximum of three days of receipt from the contractor, the Consultant shall forward four (4) copies of the applications to the CSIR together with recommendations regarding payment. The CSIR shall then approve the applications taking into account the recommendations made by the Consultant and arrange for payment to be made.

The Consultant shall ensure that each application details the actual quantities and value of work completed to date compared with the total billed quantity and unit rate for each item in accordance with the Conditions of Contract. The Consultant shall also ensure that applications properly account for payments due to the contractor.
6.2.12 Completion and commissioning
The Consultant shall:
  i) inspect the works in the company of the representatives of the CSIR, the Contractor and Sub contractors if any, prior to the handing over of the project;
  ii) prepare a final snag list of items to be completed, or replaced together with a time schedule for the remedying of the same;
  iii) verify that all items on the final snag list have been completed or corrected; and
  iv) prior to the commencement of the Defects Liability Period (retention), provide written confirmation that the works have been completed in accordance with the requirements of the contract, plans and specifications, and issue a Certificate of Completion of the Works.

6.2.13 Defects Liability Period (Retention)
(a) The Project Manager’s Representative will provide on-site supervision of the Contractor’s operations for the first month of the Defects Liability Period corresponding to the last section of the Project accepted as completed;
(b) During this period outstanding construction matters will be finalised to the extent possible, and the As-Built Drawings completed;
(c) During the remaining 1 month of the Defects Liability Period corresponding to the last section of the Project accepted as substantially completed, the Consultant will be responsible for monitoring the Contractor’s operations and for issuing any required certificates.

6.2.14 Final Completion of Works

Defects Liability Certificate:
Immediately prior to the expiration of the Defects Liability Period of the works for which a Certificate of Completion of the Works has been issued, the Consultant shall in the company of the CSIR, and the Contractor inspect the said works and provide written affirmation that the works have been completed and maintained in accordance with the contract, and issue a Defect Liability Certificate for the works.

Final Statement:
Upon receipt from the Contractor within 30 days of the issue of the Defects Liability Certificate, the Consultant shall prepare in co-operation with the Contractor the Final Account for the contract.

Final Report:
Upon completion of the contract, the Consultant shall prepare a final report which shall highlight all major points of interest that arose during the contract. The report will also include the summary of the type, quality, quantities and sources of materials used on the project; contractor’s plant and personnel; problems encountered and solutions employed; changes made in design and specifications and the reasons thereof; a breakdown of Contractor’s performance in terms of respect of the Service Quality Criteria; a breakdown of the final cost of the contract item by item; a summary of contract changes and expenditure of provisional sums and contingency sums. The completed As-built drawings shall form an integral part of the Final Report. Three copies of the Final Report shall be submitted 30 days after the issue of the final Defects Liability Certificate.

6.2.15 Additional Services
The Consultant shall also provide the following additional services that are outside the strict scope of contract supervision but which are nonetheless required in the context of the project:

(a) The Consultant shall give advice and assistance to the CSIR on any issue relating to changes to the contract and services required in relation to any litigation or arbitration related to the conduct of the works; The Consultant shall also provide or arrange for the provision of
the following additional services upon the request of the CSIR subject to negotiation of agreed additional compensation;
(b) Specialised technical advice or services related to any abnormal aspects or circumstance related to the works;
(c) Additional surveys, special inspections and/or tests;
(d) Specialist technical advice on any abnormal aspects of the works;
(e) Review of claims submitted by the Contractor during the construction period whose resolution was not accomplished during this period due to factors beyond the control of the Consultant, or claims of such complexity or extent that could not be evaluated with the estimated manpower on hand.

7 CONSULTANT SITE PERSONNEL AND ESTABLISHMENT

7.1 Composition of Supervision Team
The Consultant shall provide the following personnel for the supervision of the works packages in accordance with the suggested establishment for the time periods specified. Any variation to this establishment shall be subject to negotiations with the CSIR.

7.2 Qualifications of Supervision Team

Project Manager’s Representative
The Project Manager’s Representative shall be a graduate in Civil Engineering with a minimum of ten years experience in design and construction. S/He shall have extensive supervision experience. S/He will also be familiar with engineering contract procedures and with contract administration. S/He should have proven ability to manage and administer a project of this nature. Ability to communicate freely and easily is essential.

Assistant Project Manager’s Representative
The Assistant Project Manager’s Representative should have a degree in Civil Engineering or equivalent, be registered with ECSA and have at least five years experience.

Inspectors (2)
The Inspector shall have a minimum of five years experience in construction and supervision, and should also have 5 years experience in quality control.

8 SERVICES TO BE PROVIDED BY THE EMPLOYER

The CSIR will appoint a Liaison Officer through whom all requests for information, guidance and assistance should be addressed. All reasonable assistance will be provided, including access to any relevant data that is not classified as restricted. The CSIR will provide such other support as may reasonably be needed for the expeditious performance of the required services, including pertinent files, documents and working papers.

9 EVALUATION PROCESS AND CRITERIA

All tenders will be evaluated by an evaluation team. And based on the results of the evaluation process, the CSIR will approve the awarding of the Contract to a successful Bidder.

No open bids will be accepted. All bids are to be clearly marked with the RFT number and the name of the bidder on the outside of the main package. The tender must consist of 2 parts, each of which is placed in a separate sealed package clearly marked:

- PART 1: Technical Tender : Bid N0 171/15/02/2013
- PART 2: Pricing Tender, B-BEE and Compulsory Documentation
The Technical and Pricing Tenders will be adjudicated separately. The Pricing Tenders will only be considered after the Technical Tenders have been adjudicated and accepted. Pricing Tenders for unacceptable Technical Tenders will remain unopened and will not be considered.

The CSIR will award the Contract to the qualified and responsible bidder(s)’ whose Tender is determined to be the most advantageous to the CSIR, taking into consideration the technical solution, price and B-BBEE.

The tenders are evaluated according to the weighted matrix and factors set forth in this RFT and weighted as follows;

**Price** 30
- The way Price points are distributed is different based on the size of the average bid
- Where the average bid > R1m all 30 points are distributed over a 15% price range
- Where the average bid < R1m all 30 points are distributed over a 30% price range
- Bids that fall outside these ranges are not awarded price points

**B-BBEE** 20

12 – B-BBEE status according to status achieved, 3 Black Ownership, 2 Black Woman Ownership, 3 for QSE

**Technical Criteria** 50

The technical criteria will be evaluated as per the table below:

**Table 1:** Technical Evaluation Criteria

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<thead>
<tr>
<th>No</th>
<th>Items</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Methodology</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>Staffing (Organogram with institutional set-up)</td>
<td>10%</td>
</tr>
<tr>
<td>3</td>
<td>Experience of the staff</td>
<td>15%</td>
</tr>
<tr>
<td>4</td>
<td>Company experience and track record</td>
<td>40%</td>
</tr>
<tr>
<td>5</td>
<td>Quality Control procedure</td>
<td>5%</td>
</tr>
<tr>
<td>6</td>
<td>Risk Management</td>
<td>5%</td>
</tr>
<tr>
<td>7</td>
<td>Management System</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Elimination Criteria**
- Submission after the deadline.
• No Valid Tax Clearance Certificate, or proof of application for a valid certificate
• No completed CSIR supplier registration forms or valid CSIR vendor number
• No B-BBEE certificate or proof of annual turnover signed off by bookkeeper or auditor
• Tenders with a technical specification score of less than 70% (i.e., 42 points out of 70)
• No indemnity insurance

10 TIME-LINE AND DEADLINE

Tenders shall be submitted at the address mentioned below no later than 12H00 on 15 February 2013. CSIR reserve the right to disregard responses received after the specified due date and time.

Please Note: Electronic Bid Documents issued by the CSIR will be available on the website. It must be downloaded, printed and filled in using a Black non-erasable ink.

11 SUBMISSION OF TENDERS

All tenders must be submitted at Tender Box, Maintenance: Facilities Management Building, University of Limpopo, Turfloop Campus.

GENERAL TERMS

Each tender shall be valid for a minimum period of six months calculated from the closing date. Any enquiry regarding this RFT shall be submitted in writing to lsetwalo@csir.co.za with “Bid No 171/15/02/2013 – APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER” as the subject.

Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, CSIR shall be entitled to appoint a consultant who was rated second, and so on.

CONTACT WITH THE CSIR

Contact by any means whatsoever with CSIR personnel is not permitted during the RFT process other than as required through existing service arrangements and/or as requested by the CSIR as part of the RFT process. Procedural or other enquiries concerning the process at any time should be addressed as specified in paragraph 0 below. Any form of canvassing by the Respondent to any member of staff or supplier, for purposes of influencing the award of the contract, will automatically disqualify the Respondent from the evaluation process. Respondents shall not offer or give any consideration of any kind to any employee or representative of the CSIR as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with the CSIR.

Procedure for Queries and contact with the CSIR

There is only one person authorised to respond to queries and questions. The person may subsequently appoint another person as the authorised contact person.
Any enquiry regarding this RFT shall be submitted in writing to CSIR Procurement for attention, Procurement Manager: Billy Masela, email address; supplier@csir.co.za with “Bid No 171/15/02/2013 - The Provision of Project Management Services” as the subject.

MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFT must be in English.

COST OF TENDER

Respondents are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFT before submitting tenders. Each respondent assumes all risks for resource commitment and expenses, direct or indirect, of tender preparation and participation throughout the RFT process. The CSIR is not responsible directly or indirectly for any costs incurred by Respondents.

PRICING TENDER

The pricing tender must be cross-referenced to the sections in the Technical Tender. Any options offered must be clearly labelled. Separate Pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

The price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

Payment will be according to the CSIR Terms and Condition, 30 -45 days from invoice date.

VALIDITY AND CORRECTNESS OF RESPONSES

The Respondent furthermore confirms satisfaction regarding the correctness and validity of their tender and that all prices and rates quoted cover all the work/items specified in the RFT, and that prices and rates quoted cover all obligations under any resulting contract.

The Respondent accepts that any mistakes regarding prices and calculations will be at their own risk.

12 OFFERS ARE BINDING

The Respondent hereby agree that the offer in the respondent’s tender shall remain binding upon him/her and receptive for acceptance by the CSIR during the validity period indicated and calculated from the closing date and time of the RFT.

13 RESPONSIBILITY TO EXECUTE, AND FAILURE TO COMPLY

The successful Respondent hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

Failure to comply with any of the terms and conditions as set out above will invalidate the Tender.
14 VERIFICATION OF DOCUMENTS

Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

Three copies of each tender must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail tenders will not be accepted.

Pricing schedule and B-BBEE credentials should be submitted with the tender, but as a separate document and no such information should be available in the main tender.

If a courier service company is being used for delivery of the tender document, the RFT description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the date and time as mentioned above.

15 GENERAL RFT TERMS AND CONDITIONS

Where a tender is not received by the CSIR by the due date, it will be regarded as a late tender. Late tenders will not be considered.

A Consulting firm shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

The Respondent is responsible for all costs incurred in the preparation and submission of the tender.

A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

Kindly note that the CSIR is entitled to:

- Amend any RFT conditions, validity period, specifications, or extend the closing date and/or time of RFTs before the closing date. All Respondents, to whom the RFT documents have been issued, will be advised in writing of such amendments on time;
- Verify any information contained in a tender;
- Not to appoint any bidder or service provider;
- Vary, alter, and/or amend the terms of this RFT, at any time prior to the finalisation of its adjudication hereof;

The CSIR reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the Respondent who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the CSIR. Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, CSIR shall be entitled to appoint the bidder who was rated second, and so on.

The CSIR also reserves the right to award this RFT to:-
An organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation
An organisation that is a joint venture with a black empowered company.
In case of a joint venture, the following must be submitted together with the tender
Joint venture Agreement including split of work signed by both parties
Each party's B-BBEE and Tax Clearance Certificate
Proof of ownership/shareholder certificates/copies of Identity documents
Company registration certificates
Cancel or withdraw this RFT at any time, without attracting any liability; and
appoint one or more service providers, separately or jointly (whether or not they
submitted a joint tender).

**NB; B-BBEE status will be considered as part of the evaluation criteria when
evaluating tenders.**

The CSIR also reserves the right to award this RFT as a whole or in part without furnishing
reasons.

The CSIR also reserves the right to cancel or withdraw from this RFT as a whole or in part
without furnishing reasons and without attracting any liability.

The Respondent hereby offers to render all of the services described in the attached
document (if any) to the CSIR on the terms and conditions and in accordance with the
specifications stipulated in this RFT documents (and which shall be taken as part of, and
incorporated into, this tender at the prices inserted therein).

The CSIR also reserves the right to award this RFT as a whole or in part without furnishing
reasons.

The CSIR also reserves the right to cancel or withdraw from this RFT as a whole or in part
without furnishing reasons and without attracting any liability.

The Respondent hereby offers to render all of the services described in the attached
document (if any) to the CSIR on the terms and conditions and in accordance with the
specifications stipulated in this RFT documents (and which shall be taken as part of, and
incorporated into, this tender at the prices inserted therein).

This tender and its acceptance shall be subject to the terms and conditions contained in this
RFT document.

Tenders submitted by companies must be signed by a person or persons duly authorised
thereto by a resolution of a Board of Directors.

The Respondent shall prepare for a possible presentation should CSIR require such and the
Respondent shall be notified thereof no later than 4 (four) days before the actual
presentation date.

**16 INFORMATION TO BE SUBMITTED**

The following documents must be included to facilitate the evaluation process, failure to
supply all or part of the required information will result in a bid being excluded from the
evaluation process.

- Completed Supplier Registration Form and relevant valid documents listed on the form
  (available electronically from www.csir.co.za and include in the RFT package), or proof
  of prior registration as a supplier with the CSIR.
- Company profile and CK2 registration documents.
• Valid Tax Clearance Certificate, in case of consortium / joint venture, or where sub-contractor are utilized, an original SARS tax certificate for each consortium / joint venture members and/or sub-contractor (individual) has to be submitted.
• A valid B-BBEE Certificate or a letter from the auditors confirming your annual turnover, CSIR is committed to the Broad-Based Black Economic Empowerment and preference will be given to suppliers/contractors who meet the CSIR requirements. If no BBBEE certificate is available, provide shareholding certificate and certified copies of all Black Shareholders.
• Details of the probable team that will be involved in the programme. Information should include:
  • Name of Employee
  • Job Tile;
  • Short CV and applicable certificate of personnel that will included for evaluation.
• Details of previous experience of providing Project Management services.
• A proposed plan of action (for the duration of the Programme) to achieve the objective of the Programme.
• Quality plan within the firm to ensure that quality exists throughout the Programme.
• A breakdown on the hourly tariff for each level, inclusive of VAT, but exclusive of disbursements for services rendered.

An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

CSIR's decision on tenders received shall be final and binding.

Please note that the Consultant should indicate if they will be tendering for the project in Mopani and Vhembe District Municipality. In the latter case, 2 documents (required as per District)

17 COMPULSORY BRIEFING SESSION

A compulsory briefing session will be held on Friday 08 February 2013. The meeting will begin at 13h00. The venue address is;

Lecture Hall, Edupark, Edupark Ave, off Dorp Street Polokwane.

GPS 23 55 30.08 S and 29 28 17.45 E

DISCLAIMERS

The CSIR has produced this RFT in good faith. However, the CSIR, its agents and its servants do not warrant its accuracy or completeness. To the extent that the CSIR is permitted by law, the CSIR will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFT due to any misinterpretation of this RFT. This RFT is a request for tenders only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a Contract between the parties. By submission of its Tender, Respondents shall be deemed to have satisfied themselves with and to have accepted the CSIR General terms & Conditions of RFT. The CSIR makes no representation, warranty, assurance, guarantee or endorsement to Respondent concerning the RFT, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the Respondent or any other party in connection therewith.
ORGANOGRAM AND CURRICULUM VITAE OF KEY PERSONNEL

The bidder must supply an organogram (if not on the company profile, or in the methodology and rationale) for the management of the contract and include curricula vitae of key experts/personnel (on the attached forms). The curricula vitae shall provide evidence of relevant experience of the key staff in the organogram. The personnel included here shall be used on the project unless. Their replacement will be subject to approval by the Implementing Agent.

Please attach a copy of the Company Profile. In the case of joint venture, please provide company profiles for all participating companies.
KEY EXPERTS

<table>
<thead>
<tr>
<th>Name of Key Expert</th>
<th>Current Position on Company</th>
<th>Years of Experience</th>
<th>Age</th>
<th>Nationality</th>
<th>Educational Background</th>
<th>Specialist Areas of Knowledge</th>
<th>Experience in Beneficiary Province</th>
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</table>

**Note 1:** The key expert is a person who will be working on a project from its inception to the end. The person will be visible at operational level and as an informed contact person working on the project. To replace this person, an alternative person will be suggested through re-submission of the replacements' details (on the same form) to CSIR for their consideration. Such a person will only be deployed on the project after receipt of written approval from CSIR.

**Note 2:** Each key expert fills their own separate form. In other words, if you will use 3 key experts, you will have 3 separate forms in your submission.

**Note 3:** Each form will have to carry an original signature of the key expert. Otherwise, the proposal will be disqualified.

**Note 4:** Key Experts will also be considered towards adjudicating this bid.
18 CURRICULUM VITAE

NAME OF THE PROJECT : 

PROJECT NUMBER : 

DETAILS OF CV

1 Surname : 
2 First names : 
3 Date of birth : 
4 Nationality : 
5 If non-RSA nationality, years working in RSA : 
6 Civil status : 
7 Qualifications : 

<table>
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<tr>
<th>Institution [ Date from - Date to ]</th>
<th>Degree(s) or Diploma(s) obtained:</th>
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</thead>
<tbody>
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8 Membership of Professional Bodies:

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<tr>
<th>Name of Institution</th>
<th>Membership Number</th>
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</tr>
</tbody>
</table>

9 Other skills: (e.g. Computer literacy, etc.)

10 Name of Employer : 

11 Present position : 

12 Years within the firm : 

13 Specific Experience and Employment History of the Key Expert
Note 1: If your company has been selected for this project, you will have to provide certified copies of the qualifications stated on the form above before commencement of the project. Failure to do so will be treated as a serious office.

Note 2: If a detailed CV is provided in other forms or on the Company Profile, you may cross this page and not fill in the CV part of this form. Please note that the declaration below is still compulsory to fill in.

Declaration:

I …………………………………………….. declare that all information provided on this form above (provided by myself) is absolutely true to the best of my knowledge.

…………………………

Signature of Key Expert

Date

Please Note: The Key Expert and CV form will not be considered if the selected Key Experts have not signed this form (original copy to be attached)
STATEMENT OF EXCLUSIVITY AND AVAILABILITY

I, the undersigned key expert, hereby declare that I agree to participate exclusively with the bidder <name of bidding company> in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 February 2013 (to be clarified once implementation plans are submitted)</td>
<td>15 January 2014 (to be clarified once implementation plans are submitted)</td>
</tr>
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</table>

I confirm that I am not engaged in another projects funded by either the Limpopo Department of Education or the National Department of Education, and in a position for which my services are required during the above periods.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other bidder submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this bid procedure, and that all affected bid documents may be rejected, and I may also be subject to exclusion from other tender procedures and contracts.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or force majeure, I may be subject to exclusion from other tender procedures and contracts, and that the notification of award of contract to the bidder may be rendered null and void.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<th>Signature</th>
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<th>Date</th>
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</tbody>
</table>
Declaration of Interest Form (supplier)

This declaration of interest must be completed and submitted with the tender. Failure to do so may result in the elimination of the Respondent's tender.

___________________________________________________

Declaration of Interest - CSIR Bid No: CSIR/PMC/1213/01

Are staff members, from your company involved in this RFT process, connected or have any relationship with anyone employed by the CSIR?

Yes  No

If Yes, please state particulars:

___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

DECLARATION

I, ___________________________ (THE UNDERSIGNED), CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE CSIR MAY TAKE APPROPRIATE ACTIONS, DEEMED NECESSARY, SHOULD THIS DECLARATION PROVE TO BE FALSE.

__________________________________________  ___________________________
Signature                                      Date

_________________________  ___________________________
Position                                      Name of Bidder
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<tr>
<th>SCHOOL NAME</th>
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