BELA-BELA LOCAL MUNICIPALITY



THE PROJECT MANAGEMENT POLICY

MAY 2025

MC156/05/2025

REPORT ON THE REVIEW OF THE PROJECT MANAGEMENT POLICY.

RESOLVED

- 1. THAT the report on the review of the Project Management Policy is noted.
- 2. THAT Council approves the Draft Project Management Policy review, to enhance project execution and governance within the Municipality.
- 3. THAT all municipal infrastructure capital projects, including those implemented by other organ of states, must adhere to the policy framework to ensure compliance with legal and financial regulations.
- **4. THAT** a periodic review of the policy be conducted to incorporate updates in legislative and industry standards.



SPEAKER

Council Meeting Date: 29 May 2025.



Bela-Bela Local Municipality

POLICY NAME	THE PROJECT MANAGE	THE PROJECT MANAGEMENT POLICY (PMP)					
POLICY NUMBER	TBC	BC					
DATE	MAY 2025	MAY 2025					
STATUS	FINAL						
APPROVED BY	MUNICIPAL MANAGER						
	COUNCIL	MC156/05/2025					
DATE APPROVED	29 MAY 2025						
DATE LAST REVIEWED	2015						
DATE PUBLISHED	N/A						



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1. ACRONYMS

BBLM Bela-Bela Local Municipality

CLO Community Liaison Officer

CIDB Construction Industry Development Board

COGHSTA Department of Cooperative Governance, Human Settlements and Traditional

Affairs

DLP Defects Liability Period

DWS Department of Water and Sanitation

ECSA Engineering Council of South Africa

EIA Environmental Impact Assessment

GCC General Conditions of Contract for Construction Works, 3rd Edition (2015).

MISA Municipal Infrastructure Support Agency

MFMA Municipal Finance Management Act, No. 54 of 2000

MSA Municipal Systems Act, No. 32 of 2000

PMBOK Project Management Body of Knowledge 5th Edition

SMMEs Small, Medium and Micro Enterprises

PSC Project Steering Committee



2. DEFINITIONS AND INTERPRETATION

In this Policy, unless the context otherwise indicates -

"Council" means -

- (a) The Bela-Bela Local Municipality exercising its legislative and executive authority through its municipal Council; or
- (b) its successor in title; or
- (c) a structure or person exercising a delegated power or carrying out an instruction, where any power in this Policy has been delegated or sub-delegated, or an instruction given, as contemplated in section 59 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000); or
- "Defects Liability Period" means a specified duration following the completion of a construction project during which the contractor is responsible for addressing and rectifying any defects that emerge, ensuring the constructed work meets the agreed-upon standards and specifications. This period typically begins after the successful completion of a project and varies in length as outlined in section 14.3 of this policy.
- "Municipality" means the Bela-Bela Local Municipality, a Category B Municipality as envisaged in Section 155 (1)(c) of the Constitution of the Republic of South Africa. The abbreviation 'BBLM' also refer to the Municipality, unless otherwise indicated in the context of the text.
- "Municipal Area" means the area under the jurisdiction of the Council;
- "Municipal Manager" means a person appointed as such by the Council in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- "Organ Of State" means an organ of state as defined in section 239 of the Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996);
- "Person" means a natural person or a juristic person, and includes an organ of state;
- "Retention Stage" means the period during which a portion of the Contractor's payment is withheld to ensure the quality and completion of the Project. It involves withholding a 10% of each progress payment made to the Contractor. This retained amount serves as a financial safeguard for the municipality as the project owner, ensuring that the Contractor addresses any defects or



incomplete work. The initial 5% is released upon issuing of the completion certificate, and the second 5% released after expiry of the defects liability period.

3. INTRODUCTION

This policy outlines the project management principles, procedures, and responsibilities for construction projects undertaken by the Bela-Bela Local Municipality.

4. OBJECTIVES OF THE POLICY

The objective of this policy is to establish a standardized framework for the effective management of construction projects within Bela-Bela Local Municipality. It aims to ensure transparency, accountability, quality assurance, stakeholder engagement, and the efficient use of resources to achieve sustainable development and service delivery.

5. PROJECT MANAGEMENT PRINCIPLES

- 5.1 Adherence to PMBOK project management principles.
- 5.2 Compliance with Engineering Council of South Africa guidelines for professional services (Guideline Professional Fees: Scope of services and tariff of fees for Persons registered in terms of the Engineering Profession Act, 46/ 2000).
- 5.3 Alignment with Construction Industry Development Board requirements.
- 5.4 Adherence to Occupational Health and Safety regulations for construction works.
- 5.5 Compliance with the General Conditions of Contract for Construction Works, 3rd Edition (2015).

6. PROJECT LIFECYCLE

6.1 Initiation Phase

Involves Project identification, feasibility studies, stakeholder engagement, and submission of funding applications.

6.2 Planning Phase

Involves scope definition, schedule and budget creation, risk management, procurement, quality, and resource planning.

6.3 Execution Phase

Involves resource mobilization, construction activities, project monitoring, communication, vendor management, and safety management.



6.4 Monitoring and Controlling Phase

Involves performance tracking, quality assurance, risk management, cost tracking, and corrective actions.

6.5 Closing Phase

Involves deliverable acceptance, handover, contract finalization, lessons learned, and project closure.

6.6 The end user departments must actively participate throughout all project lifecycle phases to ensure alignment with operational requirements and sustainability.

7. PROJECT STEERING COMMITTEE (PSC)

7.1 Purpose

To provide oversight, guidance, and to serve as a link between the projects implementation team and the community in projects.

7.2 Responsibilities

Strategic direction, dispute resolution, and ensuring project alignment with municipal objectives.

7.3 Composition

7.3.1 Chairperson: Ward Councillor

7.3.2 Members:

- a) 4 X community representatives nominated as per procedure outlined in section 7.4
- b) Project Management Unit
- c) End user departments
- d) LED Officer
- e) External Stakeholders (as needed)
- f) Cross cutting wards Councillors to agree on compilation not exceeding a maximum of 4 members.

7.4 Community Representatives Nomination Process

Upon site handover to the Contractor, the Ward Councillor must call a community meeting to introduce the inception of the project and the Contractor. During this meeting,



four community representatives from different community forums e.g. Youth Organization, people with disability, Business forum etc. must be nominated through the completion of the form in **Appendix A** to form part of the PSC, and labour recruitment procedures must be agreed upon. The Councillor becomes the Chairperson of the PSC.

7.5 Responsibilities of the PSC

- 7.5.1 To assist with the recruitment of the local labour selected during a community Meeting.
- 7.5.2 To participate in monitoring, evaluating and reporting throughout project implementation
- 7.5.3 To advise and assist in the management of labour-intensive aspects of project implementation

7.6 Meetings

- 7.6.1 At least one meeting per month, structured with a written agenda, attendance register and documented minutes. Contractor to provide refreshments during meeting.
- 7.6.2 No allowance or remuneration is payable to members of PSC.
- 7.6.3 No member of the PSC may be involved in the project as a sub-contractor or employee

8. COMMUNITY LIAISON OFFICER (CLO) RECRUITMENT PROCESS

8.1 Recruitment Process

- 8.1.1 It is compulsory to have a CLO for every project.
- 8.1.2 The recruitment process includes advertising the position in public places within the ward and on the municipal notice board.
- 8.1.3 CVs are submitted to the records office of the municipality
- 8.1.4 Submitted CVs are forwarded to the appointed Contractor to facilitate interviews. Short listing panel to consist of PSC Chairperson, Consultant and Contractor.
- 8.1.5 At least 3 candidates should be shortlisted (from the respective ward of the project) and In cross cutting wards the ward councillors must agree on the number of candidates from each ward.
- 8.1.6 Once the CLO is appointed, the process to bring labour to the site commences.



8.2 Responsibilities of the CLO

- 8.2.1 The function of the CLO is to act as liaison between the community, the PSC, the Contractor, the Consultant and the Project Manager.
- 8.2.2 To be available on site daily between the hours of 0700Hrs and 1700Hrs and at other times as the need arises.
- 8.2.3 To determine, in consultation with the contractor, the needs of the temporary labour for relevant skills training. He / she will be responsible for the identification of suitable trainees.
- 8.2.4 To communicate daily with the contractor and the engineer to determine the labour requirements with regard to numbers and skill, to facilitate in labour disputes and to assist in their resolution.
- 8.2.5 To assist in and facilitate in the recruitment of suitable temporary labour and the establishment of a "labour desk.
- 8.2.6 To attend all meetings in which the community and/or labour are present or are required to be represented.
- 8.2.7 To assist in the identification, and screening of labourers from the community in accordance with the contractor's requirements.
- 8.2.8 To inform temporary labour of their conditions of temporary employment and to inform temporary labourers as early as possible when their period of employment will be terminated.
- 8.2.9 To attend disciplinary proceedings to ensure that hearings are fair and reasonable.
- 8.2.10 To compile and submit monthly employment information for EPWP reporting.
- 8.2.11 To Keep daily record of workers and maintain attendance register.
- 8.2.12 To attend monthly site meetings to report on labour and EPWP matters.
- 8.2.13 To employ labour from the effective ward.
- 8.2.14 Proposed CLO rate for 25/26FY = R5500/Month to be increased annually
- 8.2.15 Proposed labour rate for 25/26FY = R225/day



9. QUALITY CONTROL PROCESS

- 9.1 Establish quality objectives.
- 9.2 Develop and implement a Quality Management Plan (QMP).
- 9.3 Conduct quality assurance and control activities.
- 9.4 Monitor quality performance and implement corrective actions.
- 9.5 Continuous improvement through feedback and audits.

10. PROCUREMENT PROCESS

The procurement process will be carried out in compliance with all applicable legislative and regulatory frameworks, including the Supply Chain Management Policy of the Municipality. It will be guided by the principles of transparency, fairness, competitiveness, and cost-effectiveness to promote accountability and value for money. Furthermore, the process will align with relevant national procurement guidelines and best practices, ensuring efficiency and integrity in the acquisition of goods and services.

11. CONTRACT MANAGEMENT

- 11.1 Conclude a written Service Level Agreements (SLAs).
- 11.2 Establish performance metrics and reporting.
- 11.3 Monitor and enforce SLA compliance.
- 11.4 Review and update contracts as necessary.

12. MANAGEMENT OF PROJECTS FROM OTHER ORGANS OF STATE

- 12.1 Must align with the principles and procedures of this Policy.
- 12.2 Coordinate with relevant Authorities.
- 12.3 Integrate with existing municipal projects.
- 12.4 Recognize that other organs of state may apply their own project management or related policies when implementing projects within the municipal area, which may supersede the Municipality's policies where applicable.



13. DISPUTE RESOLUTION PROCESS

13.1 Informal Resolution

Encourage open communication between the parties involved to resolve the issue amicably.

13.2 Formal Complaint Submission

13.2.1 If informal discussions don't resolve the dispute, the affected party should submit a formal complaint. This complaint should detail the nature of the dispute, the parties involved, and any relevant evidence.

13.2.2 Notification

Formal written notice of the dispute must be submitted to all relevant parties.

13.2.3 Mediation

Engage in a facilitated discussion led by an impartial mediator to seek a mutually acceptable resolution.

13.2.4 Arbitration

If mediation fails, parties will proceed to arbitration with a designated arbitrator to make a binding decision.

13.2.5 Litigation

As a last resort, unresolved disputes will be escalated to legal proceedings in accordance with South African law.

13.3 Documentation must be maintained throughout all stages to ensure transparency and compliance.

14. TIMELINES AND MILESTONES

- 14.1 Project mobilization, design and engineering, procurement, construction, and handover phases will follow the defined timelines as per GCC.
- 14.2 The following certificates will be issued to the Contractor for the execution stage of the project life cycle:



- 14.2.1 **Handover certificate:** Issued when the site is handed over to the Contractor to commence construction works.
- 14.2.2 **Practical Completion Certificate:** Issued when the project is practically completed as defined in the GCC, including the snag list where applicable.
- 14.2.3 **Completion Certificate:** Issued when the Contractor has completed the full scope of work including addressing the snag list issued with practical completion.
- 14.2.4 **Final Completion Certificate:** Issued upon expiry of the Defects Liability Period (DLP).
- 14.3 The Defects Liability Period shall be according to the project type:
 - 14.3.1 Mechanical Engineering Projects: Six (6) months
 - 14.3.2 Electrical Engineering Projects: Six (6) months
 - 14.3.3 Civil Engineering Projects: Twelve (12) months
 - 14.3.4 Combination Types: Twelve (12) months

15. POLICY DISPUTE RESOLUTION

In the event that a grievance arises with regard to the application and interpretation of this policy, it shall be handled in terms of the standard forms of construction contracts in South Africa, which recognize amicable settlement techniques, Notice, Mediation, Arbitration, as well as litigation according to the applicable laws of the Republic of South Africa.

16. INCEPTION OF THE POLICY

Intended Inception date scheduled immediately after adoption by Council.

17. REVIEW OF THE POLICY

The policy should be reviewed as and when the need arises.

18. CONCLUSION

This policy ensures effective management of construction projects, successful outcomes, and stakeholder satisfaction for the Bela-Bela Local Municipality.

19. ENQUIRIES

All enquiries related to the content of this policy should be directed to the Divisional Manager: Project Management Unit (PMU).



APPENDIX A - PROJECT STEERING COMMITTEE NOMINATION FORM

BELA-BELA LOCAL MUNICIPALITY



Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609 BELA - BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

OFFICE OF THE SENIOR MANAGER: TECHNICAL SERVICES

PROJECT STEERING COMMITTEE NOMINATION FORM

Residential Address:
Name project within Bela-Bela Local Municipality. Details of seconders (Individuals supporting the nomination): Name Surname Role
Details of seconders (Individuals supporting the nomination): Name
Name Surname Role Details of the individual accepting the nomination (nominee): Name and Surname: Residential Address:
Name Surname Role Details of the individual accepting the nomination (nominee): Name and Surname: Residential Address:
1 2 3 Details of the individual accepting the nomination (nominee): Name and Surname: Residential Address:
Details of the individual accepting the nomination (nominee): Name and Surname: Residential Address:
Details of the individual accepting the nomination (nominee): Name and Surname: Residential Address:
Details of the individual accepting the nomination (nominee): Name and Surname: Residential Address:
Name and Surname:
Name and Surname:
Residential Address:
Ward:
I,hereby
accept the nomination to be a member of the Project Steering Committee for Project Name project within
Bela-Bela Local Municipality.
I become a secretar by become by the ground state of the Decinat Management Delico of the Dela Dela Level
I hereby accept to be bound by the prescripts of the Project Management Policy of the Bela-Bela Local
Municipality and will act in good faith at all times.
Signature: Date:
Date
Witness 1: Name and Surname: Signature:
Olginataro.
Witness 2: Name and Surname: Signature:

APPENDIX B - STANDARD ADVERT OF THE CLO POSITION

NOTICE: COMPANY NAME REQUIRE THE FOLLOWING VACANCY FOR THE PROJECT OF: PROJECT NAME

1. COMMUNITY LAISON OFFICER (CLO) X 1 (BELA-BELA WARD ##)

REQUIREMENTS

- Certified Copy of Matric Certificate (Grade 12)
- > Attach Certified Copy of Identity Document
- > Attach Proof of Residence
- > Attach a Comprehensive Curriculum Vitae (CV)
- Residence of Ward ##

SKILLS REQUIRED

- Report Writing Skills
- Proficiency in Languages
- Basic Computer Literacy
- Knowledge of Occupational Health and Safety will be added as an advantage

N.B: APPLICANT LIVING WITH DISABILITY ARE ALSO ENCOURAGED TO APPLY.

N.B: CANDIDATES MUST ENSURE THAT THEY FILL IN THE REGISTER WHEN SUBMITTING THE APPLICATION.

All CV's Must be Submitted to the Municipality at:

Bela-Bela Municipality: Tender Box Room F58 Records Office 59 Chris Hani Drive Bela-Bela

CLOSING DATE: ##

TIME: ##

CLLR INITIAL AND SURNAME WARD CLLR

APPENDIX C - STANDARD NAME BOARD

APPENDIX D - STANDARD MONTHLY PROGRESS REPORT

	BELA BE	LA LOCAL MUNICIPA	LITY - PROGR	ESS REPORT		
A A	*	Project Name:			##	
		Funding source:		CONDITIONAL GE	RANTS/OWN SOUR	CE
SALUS ET VI	\$	Brief scope:			##	
REPORT MONTH	##	NAME OF PROJECT MANAGER:	TO 1		##	
	property and a second	PROJECT D	ETAILS			
PROJECT NUMBER	9/3/1/##					
IMPLEMENTING AGENT		unicipality				
DESIGN ENGINEER						
SUPERVISING ENGINEER	##					
CONTRACTOR	##					
建设施设计划在1000年 以	F	INANCIAL DETAILS (Con	struction phase	only)	1.12/1-17	
PAY ITEM	VALUE (R) Incl.	ACTUAL PAYMENTS	BALANCE	PROGRESS	2025 / 2026	2026 / 2027
CONSTRUCTION	R 0.00	R 0.00	R 0.00	#DIV/0!	R 0.00	R 0.0
FEES - DESIGN ENGINEER	R 0.00				R 0.00	R 0.0
FEES - SITE ENGINEER	Included	Included	Included	Included	Included	Included
TOTAL	R 0.00	R 0.00	R 0.00	#DIV/01	R 0.00	R 0.00
	2011年1月1日	TIME DETAILS (Constru	uction phase on	y)		Volenko since
SITE HAND OVER DATE	##	##			T	0%
CONTRACTUAL COMMENCEMENT DATE	##	##				0%
CONTRACTUAL COMPLETION DATE	##	##		***************************************		0%
APPROVED REVISED COMPLETION	NONE	IH!				0%
	##	網				0%
CONSTRUCTION PERIOD	##	##				0%
PHYSICAL PROGRESS %	0%	##				0%
PLANNED PROGRESS %	0%	###				0%
PROGRESS VARIANCE %	0%	排				0%
TIME LAPSED %	20,00					
	MPLOYMENT REC	CORDS		TRAI	NING	INJURIES
CATEGORY	THIS MONTH	TO DATE	TARGET	TO DATE	TARGET	TO DATE
TOTAL	0	0	0	0	0	0
ADULT MALE	0	0	0	0	0	0
ADULT FEMALE	0	0	0	0	0	0
YOUTH MALE	0	0	0	0	0	0
YOUTH FEMALE	0	0	0	0	0	0
DIŞABLED MALE	0	0	0	0	0	0
DISABLED FEMALE	0	0	0	0	0	0
		EXPANDED PUBLIC W	ORKS PROGRA	M		· 和数150 年
abour target		##				
abour Actual Achieved		##				
Monthly Compliance Report submitted (YES/	NO)	YES				
Monthly Compliance Report complete (YES/I	(0)	YES				
AMERICAN CO.		OCCUPATIONAL HEAL	TH AND SAFET	Y		
Monthly Compliance Report submitte	ed (YES/NO)	13	YES	A 100 A		
	uniosaria la materiore	SERVICE PROVID				
Funding source Fund						
	COMMENTS: C	HALLENGES / ACHIEVE	MENTS / O & M	SUSTAINABILITY		
mmyallOff.						

Project Name

	REPORT ##
Photo	Report
Photo 1: ##	Photo 2: ##
Photo 3: ##	Photo 4: ##

APPENDIX E - VARIATION ORDER FORMS AND SCHEDULES

BELA-BELA LOCAL MUNICIPALITY		1
VARIATION ORDER: MOTIVATION		
PROJECT NAME :		
CONTRACTOR		
VARIATION ORDER : No.	-	Contract Number 9/3/1/
(mark applicable block with X) VARIAT	ION ORDER. NO'S:	
1 REASON FOR VARIATION:		
1.1 ADDITIONAL WORK	1.4 OMITTED WO	ork
1.2 SPECIFICATION CHANGE	1.5 OTHER	
1.3 DESIGN CHANGE		
2 MOTIVATION: :		
Instruction for change of specification on the f	ence and gate and addition of a guard-hut	
3 REASONS :		
i) SEE ATTACHED LETTER		
4 RATES:	N	
4.1 RATES ARE FAIR AND REASONABLE		NON DOUGOUS DATES
4.2 SCHEDULED RATES		NON-SCHEDULED RATES
5 FUNDS:		
5.1 FUNDS ARE AVAILABLE		
5.2 ADDITIONAL FUNDS ARE REQUIRED		
6 FRUITLESS EXPENDITURE:		
6.1 NO FRUITLESS EXPENDITURE IS INVOLVED		
6.2 FRUITLESS EXPENDITURE IS INVOLVED		
SUBMITTED:		2
Name of Contractor	Contractor	Date
RECOMMENDED:		
Name of Consultant	Engineer	Date
RECOMMENDED:	Sec 120000	
Bela-Bela Local Municipality PMU TECHNICIAN (BBLM)	Client	Date
Bela-Bela Local Municipality PROJECT MANAGER (BBLM)	Client	Date



BELA-BELA LOCAL MUNICIPALITY

VARIATION ORDER: SCHEDULE

PROJECT	NAME :												
CONTRAC	TOR :												
	T NUMBER : 9/3/1/									V	O No.:		0
ITEM	I				NON	-SCHEDULE	DITEMS	ES	TIMAT	ED AM	OUNT	CONT	INGENCY
					UNIT	QUANTITY	RATES	R AD	D C	R	OMIT C	R	С
	Contingency Balance B	rought Forward											
							SUBTOTAL	(A	0.00		(B) 0.00		0.00
	BALANG	E OF CONTINGEN	NCY AMOUNT C	ARRIED FORWARD (B)+(C)-(A)							0.00
RECOMME	NDED:												******
Name of Co	entractor		_	CONTRACTOR						[DATE		
ACCEPTED):												
Name of Co):		_	CONSULTANT						C	DATE		
	ocal Municipality NICIAN (BBLM)			CLIENT						(DATE		
Bela-Bela L PMU MANA	ocal Municipality GER (BBLM)			CLIENT							DATE		

APPENDIX F1 - CONTRACTOR'S IA CLAIM SHEET

IMPLEMENTING AGENT: BELABELA LO PROJECT FUNDER: WSIG	CAL MUNICIPALITY	
	NAL GRANIS/OV PROJECT NAME: PROJECT NAME	
1. CERTIFICATION BY THE ENGINEER:		
	e and that the works as per the value claimed has been done according to specifications and design	standards and as per the amount claimed
		and a production could
		PL CONTROL OF THE PROPERTY.
Date 2. CERTIFICATION BY PROJECT MANAGER:	Name of the engineer	Signature
\$30.000		
the state of the s	e and that the works as per the value claimed has been done according to specifications and design	standards and as per the amount claimed.
Vicani di Santa di Sa	and the second s	
Date	Name of Project Manager/PMU Technician	Signature
3. CERTIFICATION BY CLO: (ONLY REQUIRED DURING	CONSTRUCTION STAGE)	
3.1 I certify that I have inspected this claim, all quiries with	workers are settled and I am satisfied that payment as indicated can be made.	
Date	COLUMN CO	
4. PAYMENT AUTHORISATIONS:	Name of C.L.O	Signature
4.1 I certify that I have inspected this claim and I am satisfie	d that payment as Indicated can be made.	
Date	IN EMPLOYEE AN ART SALESHOOD OF THE SALES AND ART ARE ART ARE	or an industrial additional designation of the second
4.2 I certify that I have inspected this claim and I am satisfied	Name Name I that payment as indicated can be made.	PMU Manager
	•	
	THE RESIDENCE OF THE PROPERTY	S-01-00-00-00-00-00-00-00-00-00-00-00-00-
Date	Name	Technical Manager
4.3 I certify that I have inspected this claim and I am satisfie	d that payment as indicated can be made.	
-10000000000000000000000000000000000000		
4.4 I certify that I have inspected this ciatin and I am satisfied	Name Name At that payment as indicated can be made.	Chief Financial Officer
Part of the same o		
Date	Name	Municipal Manager
IIIS CERTIFICATE No. ;	Is this a cert, of completion?	APPROVED EG VALUE EG BALANCE R 0.00
PARTICULARS OF MANAGEMENT FEE CLAIM	or No	26
PEs Is an EIA necessary? Is the EIA approved?	Max. Management fee @ 15% [VAT incl.] =	1000
Was the design report submitted? Was the design report approved?	Total Management fee claimed	10.00
	Less Management fee claimed previously: MANAGEMENT FEE ON THIS CLAIM:	R 0.00 R 0.00
PARTICULARS OF PAYMENT TO CONSTRUCTION C		R 0.60 (A)
l'otal value for work done to date Value of all Nominated sub contrac	[VAT end]	AMOUNT CERTIFIED 0.00
Escalation of cost up to date Less: Total Penalties recovered to d	[VAT excl.]	0.00
	SUDTOTAL	0.00
Plus invoice values for materials on	SUBTOTAL SUBTOTAL	0.00
	VAT 15% SUBTOTAL	0.00
	TOTAL VALUE OF WORK DONE TO DATE LESS: TOTAL VALUE PREVIOUSLY CERTIFIED	0.00 R 0.00
	TOTAL VALUE FOR CONSTRUCTION LESS: RETENTION	9.00 (B) 0.00
	TOTAL VALUE DUE FOR CONSTRUCTION FOTAL VALUE FOR THIS CERTIFICATE(MAN&CONSTR)	0.00 0.00 (A + B)
[VAT		
EVIOUS RETENTION HELD 0.00 TENTION ON THIS CERTIFICATE 0.00	PAYMENT TO CONSULTANT [VAT incl.]	0.00
TAL IN RETENTION ACCOUNT 0.00 RETENTION & SURETY (%) 10.00%	RETENTION ON THIS CERTIFICATE [VAT incl]	0.00
NET ESTIMA & SURE IT (%)] 10.0076	TOTAL VALUE FOR THIS CERTIFICATE [VAT ind.]	0.00

IMPLEMENTING AGENT: BELABELA LOCAL MUNICIPALITY PROJECT NAME : PROJECT NAME

Payment no	Date	Name of Service Provider	Payment to Consultant	Retention	Payment to Contractor	Cession payments	TOTAL AMOUNT CERTIFIED
1							R 0.00
2							R 0.00
3						-	R 0.00
4							R 0.00
- 5							R 0.00
6	-	- 					R 0.00
7	-						R 0.00
8	-						R 0.00
9	-						R 0.00
10							R 0.00
11							R 0.00
12	-						R 0.00
13	-						R 0.00
14	1						R 0.00
15	-						R 0.00
18	1						R 0.00
17	-						R 0.00
18	1						R 0.00
19							R 0.00
20							R 0.00
	DTAL	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00

APPENDIX F2 - PROFESSIONAL SERVICES IA CLAIM SHEET

-	PROFESSIONAL SERVICE'S F	EE ACCOUNT		
To:	THE MUNICIPAL MANAGER			
	BELA BELA LOCAL MUNICIPALITY			
	Private Bag X 1609 BELA- BELA			
	480			
	LIMPOPO PROVINCE	VAT No: 4850 1285 15		
Proje	ect Description: PROJECT NAME			
			Contract No:	9/3/1/##
Item	Description of Work Performed			Amount R-c
	Professional Services rendered as	per Agreement:		
1	Fees for Professional Services:			0.00
	As calculated in Annexure A Less: 5% Retention			0.00
	Subtotal: Fees for Professional Ser	vices		0.00
	Less: Amount Previously Invoiced	Vices		0.00
2	Distriction of the selection of the sele	n.	TOTAL 1	0.00
2	Disbursements (as calculated in An Recoverable costs (Total from Annexu	inexure B)		0.00
	Less: Amount Previously Invoiced			0.00
			TOTAL 2	0.00
3	Site Supervision (as calculated in A	nnoviiro RI		
•	Total from Annexure B	illexure of		0.00
	Less: Amount Previously Invoiced			0.00
	A 1 191 1 0 1 1 1 1 1	a v	TOTAL 3	0.00
4	Additional Services (as calculated in Total from Annexure B	n Annexure B)		0.00
	Less: Amount Previously Invoiced			0.00
			TOTAL 4	0.00
			TOTAL 1+2+3+	4 0.00
			Less 0% Discount	0.00
			Sub-	-Total 0.00
			Plus 15 % VAT	2022
	Total Now Due in words	CERTIFICATE AMOUNT	TOTAL NOW	/ DUE 0.00
		CERTIFIED AS CORRECT FO		
1	Consulting Engineer	V		
		Signature	Date	Pr No
2	DMII Tashaisia			
2	PMU Technician	Signature	Date	
		Oigilataro	Date	
3	Manager PMU	Cinada		
		Signature	Date	
4	Senior Manager: Technical Services			
		Signature	Date	
4	Expenditure Manager			
-	Experience Manager	Signature	Date	
5	CFO	idi.		
9	_	Signature	Date	
		7.0		

	Annexure A to Invoice No.	##
Calculation of Fees		

_						Amount	R-c
	PROFESSIONAL FEES:		25 70				
As Government Notice dated			(as per agreement)				
	Contract Amount (a)						
	Value of Work done to date (b)		R -				
	Variation order (C)		R -				
	Total Contract Value [(a)/ (b) + (C) (Excl.	Cont.1 (d)	R -				
	The second secon		Line and the second				
			Amount	%			
	Primary Fee as tendered						
	Secondary Fee as tendered						
	Total: Professional fees.		0.00				
	Stages	%	Amount	% Due	Amount Due		
	Inception	5%		0%	0.00		
	Concept and Viability	25%		0%	0.00		
	Design Development	25%		0%	0.00		
	Documentention and Procurement	15%		0%	0.00		
	Contract Administration and Inspection	25%		0%	0.00		
	Close out Report	5%		0%	0.00		
				Total	0.00		0.00
			100 00	1 1 50	and a second	Philadelphia (Color	
			Tota	I carried for	ward to the summary Excl. VAT		0.0

				Annexure B t	to Invoice No.		##	
2	DISBURSEMENTS			******************				

	Disbursements: Recoverable Costs		0 "					
	Description Typing of original/master		Quantity	Rate 0.00	Amount 0.00			
	Duplicating: A4			0.00	0.00			- 1
	Duplicating: A3			0.00	0.00			
	Facsimile: Received			0.00	0.00			- 1
	Facsimile: Sent			0.00	0.00			
	Binding of documentation: A4	<u> Partition de la constanta de</u>		0.00	0.00			
	Plotting of plans: A1 Duplicating of Plans: A1	***************		0.00	0.00			
	Advertisements(Tender adverts)			0.00	0.00			
	EIA			0.00	0.00	- 1		
	WULA			0.00	0.00			
				0.00	0.00			- 1
				excluding VAT	0.00			0.00
				Total carried fo	rward to summary	Exci. VAT		0.00
3	SITE SUPERVISION							- 1
3.1	Site Supervision: Time Based Fees (as a)	angual by PRIM	v.					
3.1	Description	Budget	Date	Rate	Amount			
	Site Monitoring	Dudget	Date	Nate	0.00			- 1
					0.00			
			Total for this period	excluding VAT	0.00			0.00
			1000					
						1		- 1
3.2 (1)	Site Supervision: Travelling Costs Less: Free distance			0.0	catura	- 1		- 1
	Vehicle: cm³	kms	Date	Rate	m return Amount			- 1
	Vernete: Citi	Milia	Care	Nate	0.00			- 1
		Control of the			0.00	1		- 1
			Total e	xcluding VAT	0.00			0.00
						1		
								- 1
(ii)	Site Supervision: Head Office Travel							- 1
	Time Less: Travelling time not claimable			0.0	oure			- 1
	Description	hours	Date	Rate	Amount			- 1
				Will market to be	0.00			- 1
		SECULIA DE LA COMPANIONE DEL COMPANIONE DE LA COMPANIONE		ESTATE BY	0.00			
				xcluding VAT	0.00	L		0.00
			Tota	al carried forwa	rd to the summary	Excl. VAT		0.00
4	ADDITIONAL SERVICES (as approved by	BBLM)						
1212	200 00 00 00 00					1		- 1
4.1	Topographical/ Land Survey					1		- 1
	Name	Budget	Due	Rate	Amount	- 1		- 1
					0.00	- 1		- 1
			Total	excluding VAT	0.00	F		0.00
			rotal g	Notaling Vill	0.00			
						1		- 1
4.2	Geotechnical/ Geohydrological Investigat	ions				- 1		- 1
	Name	Budget	Due	Rate	Amount	1		- 1
					0.00	- 1		- 1
				EKECENSE.	0.00	-		
			i otal e	xcluding VAT	0.00	-		0.00
								- 1
4.3	Occupational Health & Safety Agent							
4.5	Name	Budget	Due	Rate	Amount			- 1
ł	114(119	paaget	it of Automorphism and all	THE	0.00	1		- 1
Ì				ACCUMANTAL OF	0.00	1		- 1
Ì			Total e	xcluding VAT	0.00			0.00
				Total carried fo	orward to summary	Excl. Vat		0.00

APPENDIX G - CONTRACTOR CLAIM FORMS

BELA BELA LOCAL MUNICIPALITY CONTRACTOR'S PAYMENT CERTIFICATE BELA BELA MUNICIPALITY Project: Contract No: 9/3/1/## Contractor's Name: ## Contractor's Address: Consultant: ## Consultant's Address: ## Previous Cert. Value to Date This Certificate 1. CONTRACT VALUE 1.1 Original (excluding contingencies) 1.2 Approved Extentions to Contract Value 1.3 Approved Variations a. Total Additions b. Total Ommissions c. NET VARIATION (a-b) 1.4 Contingencies a. Original Allowances b. Net Variation (1.3c) c. CONTINGENCIES (a-b) 1.5 PRESENT CONTRACT VALUE (1.1 + 1.2 + 1.3c + 1.4c) 1.6 Estimate of Total Escalation to end of Contract 1.7 TOTAL ESTIMATED COSTS EXCLUDING VAT (1.5 + 1.6) 1.8 Estimate of Total Value Added Tax payable 1.9 TOTAL ESTMATED COST INCLUDING VAT (1.7 + 1.8) 2. VALUE OF WORK COMPLETED R 2.1 Total from Schedule of Quantities excluding VAT R 2.2 Variations and Dayworks Completed excluding VAT R 2.3 Sub Total (2.1 + 2.2) R R 2.4 Contract Price Adjustment (Escalation/Rise & Fall) on item 2.3 2.5 Variations Completed which are not subject to Escalation R 2.6 TOTAL VALUE CERTIFIED EXCLUDING VAT (2.3 + 2.4 + 2.5) R R R 0,00% 0,00% 2.7 Percentage Completion (TO DATE)/Percentage Progress (THIS CERTIFICATE) 3. PAYMENT 3.1 Total Value Certified (2.6) 3.2 Amount Paid to Sub-contractor excluding VAT R R R R R R 3.3 Sub-Total (3.1 + 3.2) R 3.4 Retention (10%) and 10% guarantee 3.5 Value of Materials on Site excluding VAT (80% of attached Schedule) R R 3.6 Penalties or other Debits R 3.7 Net Total (3.3 -3.4 + 3.5-3.6) R R R R R 3.8 Amount not subject to VAT R 3.9 Amount Subject to VAT (3.7-3.8) R R R R 3.10 Value Added Tax (15% of 3.9) R R 3.11 Total Including VAT (3.7 + 3.10) 3.12 Amount Previous Paid Including VAT R R 3.13 Less amount paid to Suppliers including VAT R R 3.14 AMOUNT NOW PAYABLE INCLUDING VAT (3.11- 3.12+3.13) These figures are documented in detail on the attached schedules We hereby Certify that the above figures are correct CONTRACTOR DATE SERVICES DATE **ENGINEER** DATE PMU TECHNICIAN DATE PMU MANAGER DATE

APPENDIX H – SITE HANDOVER CERTIFICATE



SITE HANDOVER CERTIFICATE				
PROJECT DESCRIPTION:				
BID NUMBER	9/3/1/			
EMPLOYER NAME:	BELA-BELA LOCAL MUNICIPALITY			
CONSULTANT NAME:				
CONTRACTOR NAME:				
PROJECT COMMENCEMENT DATE				
PROJECT COMPLETION DATE				
PROJECT PERIOD	MONTHS			
completed in every aspect and th stipulated in the contract date. CONSULTANT	e site shall be returned to Bela Bela Local Municipality as CONTRACTOR			
SIGNATURE	SIGNATURE			
NAME IN FULL	NAME IN FULL			
CONTROL	LING AUTHORITY (EMPLOYER)			
SIGNATURE	NAME IN FULL			

APPENDIX I – CERTIFICATE OF PRACTICAL COMPLETION



Insert Consultant's Logo Here

CERTIFICATE OF PRACTICAL COMPLETION			
CONTRACTOR	:	Name Address	
EMPLOYER	:	Bela-Bela Local Municipality Chris Hani Drive Bela-Bela Limpopo 0480	
CONTRACT NUMBER	:	9/3/1/305	
CONTRACT DESCRIPTION	:	Project Name	
CONTRACT START DATE	:	Date	
CONTRACT END DATE	:	Date	
PRACTICAL COMPLETION DA	ATE:	Date	
SCOPE OF WORK:			
•			
•			
SCOPE OF WORK THAT ACH	IEVED PR	ACTICAL COMPLETION:	
•			
•			
		s described above have been completed on date in accordance with the 15 3 rd Edition for Practical Completion.	
SCOPE OF WORK TO BE COM	APLETED	TO JUSTIFY DELIVERY OF COMPLETION CERTIFICATE:	
•		handra and the transfer of the last handra design the	
delivery of Completion Certi	ficate sha	, hereby agree that the scope of work to be completed to justify the all be completed by date.	
CONTRACTOR	:	Name	
CONTACT PERSON	:	Name & Role	
TELEPHONE NUMBER	:	Number	
SIGNED:			

:	Name
:	Name & Role
:	Name
	<u> </u>
:	Bela-Bela Local Municipality
:	PMU Technician
:	(014) 736 8000
:	Bela-Bela Local Municipality
:	End User Department - ##
:	(014) 736 8083
	Bela-Bela Local Municipality
	PMU Manager
:	(014) 736 8083
	<u> </u>
	: : : : : : : : : : : : : : : : : : : :

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APPENDIX J – CERTIFICATE OF COMPLETION



Consultant's Logo Here

CERTIFICATE OF COMPLETION

	CEI	RIFICATE OF COMPLETION
CONTRACTOR EMPLOYER	:	Contractor's Address Bela-Bela Local Municipality Chris Hani Drive Bela-Bela Limpopo 0480
CONTRACT NUMBER CONTRACT DESCRIPTION CONTRACT VALUE CONTRACT START DATE	:	Project number Name of project R #### Date
CONTRACT END DATE COMPLETION DATE	:	Date Date
SCOPE OF WORK:		
•		
SCOPE OF WORK THAT ACH	IEVED CO	DMPLETION:
•		
	f GCC 20	as described above have been completed on date in accordance with the 15 3 rd Edition for Completion and therefore justifies the commencement of 12 g on date.
CONTRACTOR	:	Name
CONTACT PERSON	:	Name & Role
TELEPHONE NUMBER	:	Number
SIGNED:		

EMPLOYER'S AGENT	:	Name	
CONTACT PERSON	:	Name & Role	
TELEPHONE NUMBER	;	Name	
SIGNED:			
EMPLOYER	:	Bela-Bela Local Municipality	
CONTACT PERSON	:	PMU Technician	
TELEPHONE NUMBER	:	(014) 736 8000	
SIGNED:			
EMPLOYER	:	Bela-Bela Local Municipality	
CONTACT PERSON	:	End User Department - ##	
TELEPHONE NUMBER	;	(014) 736 8083	
SIGNED:			
EMPLOYER	:	Bela-Bela Local Municipality	
CONTACT PERSON	:	PMU Manager	
TELEPHONE NUMBER	:	(014) 736 8083	
SIGNED:			
			

APPENDIX K – FINAL APPROVAL CERTIFICATE



SIGNED:

Consultant's Logo Here

FINAL APPROVAL CERTIFICATE

	1 11 4	AL AIT NOVAL CENTITICATE
CONTRACTOR	:	Contractor's Address
EMPLOYER	:	Bela-Bela Local Municipality
		Chris Hani Drive
		Bela-Bela
		Limpopo
		0480
CONTRACT NUMBER	:	Project number
CONTRACT DESCRIPTION	:	Name of project
CONTRACT VALUE	:	R ####
CONTRACT EXPENDITURE	:	R ####
CONTRACT START DATE	:	Date
CONTRACT END DATE	:	Date
FINAL APROVAL DATE	:	Date
SCOPE OF WORK:		
•		
•		
•		
SCOPE OF WORK THAT ACHI	EVED FIN	NAL APPROVAL:
•		
•		
•		
		s described above have been completed and defects corrected on date in use 5.16 of GCC 2015 3 rd Edition for Final Approval.
CONTRACTOR	:	Name
CONTACT PERSON	:	Name & Role
TELEDHONE NUMBER	ě	Number

EMPLOYER'S AGENT	:	Name
CONTACT PERSON	:	Name & Role
TELEPHONE NUMBER	:	Name
SIGNED:		
SIGNED.		
EMPLOYER	:	Bela-Bela Local Municipality
CONTACT PERSON	:	PMU Technician
TELEPHONE NUMBER	:	(014) 736 8000
SIGNED:		
		Bela-Bela Local Municipality
		End User Department - ##
TELEPHONE NUMBER	:	(014) 736 8083
SIGNED:		
EMPLOYER		Bela-Bela Local Municipality
CONTACT PERSON	:	PMU Manager
TELEPHONE NUMBER	•	(014) 736 8083
SIGNED:		
J.G. 12.51		