



**THE SOUTH AFRICAN NATIONAL
ROADS AGENCY SOC LIMITED**

CONTRACT SANRAL N.007-010-2023/1F

**CONSULTING ENGINEERING SERVICES
FOR THE PERIODIC MAINTENANCE
(RESURFACING) ON NATIONAL ROUTE 7
SECTION 1 FROM MELKBOSSTRAND I/C
(KM 17,4) TO ATLANTIS I/C (KM 26,3)**

ADDENDUM NO.1

**CHIEF EXECUTIVE OFFICER
SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED
48 TAMBOTIE AVENUE
VAL DE GRACE
PRETORIA
0184**

**SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED
CONTRACT SANRAL N.007-010-2023/1F****FORM: ACKNOWLEDGEMENT OF ADDENDUM NO. 1****DATE ISSUED : FRIDAY, 24 MARCH 2023**

This Addendum is to be read as forming part of the Contract Documents and consists of the following Parts: -

Part 1A: Minutes of the compulsory clarification meeting

Part 1B: Specific details & questions relevant to the contract

Receipt of Addendum No.1 is hereby acknowledged. Please acknowledge all files received by ticking the appropriate box.

Tick (✓)	Type Document	of Document Name
	(*pdf)	Minutes of the compulsory clarification meeting
	(*pdf)	Specific details & questions

COMPANY :

NAME :

SIGNATURE :

DATE :

NOTE : This acknowledgement form must be emailed to
ProcurementWR7@sanral.co.za

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This Addendum is to be read in conjunction with and shall be deemed to be part of the Contract Documents.

PART 1A: Minutes of In- Person compulsory clarification meeting held on Tuesday, 14 March 2023 at 10h00

PRESENTERS:

Procurement Officer (PO) presented the SCM requirements for the project.
Project Manager (PM) presented the scope of work for the project.

AGENDA

1. Opening & welcome
2. OHS Presentation
3. Attendance
4. Contents of the SCM briefing
 - 3.1. Tender Notice and Invitation to Tender
 - 3.2. Composition of the Tender Document
 - 3.3. Conditions of Tender
 - 3.4. Returnable Schedule
 - 3.5. Evaluation Process
5. Contents of the scope of works briefing

1. OPENING & WELCOME

The clarification meeting started at 10h00 on 14 March 2023. The PO welcomed everyone to the compulsory clarification meeting.

2. OHS PRESENTATION

The OHS representative presented a video on health and safety.

3. ATTENDANCE

The PO requested the attendees to complete the attendance registers that were circulated by the SCM Officials. The PO started the roll call at 10h20, and the A1 Forms were distributed to the tenderers to complete, and they were told to ensure that the forms are signed by the PO before leaving the meeting.

It was confirmed that all the companies present, are represented and therefore the meeting commenced.

4. CONTENTS OF SCM BRIEFING

The procurement officer explained that the purpose of this meeting was to provide further clarification of the SCM and technical (scope of work) requirements of project N.007-010-2023/1F.

3.1. TENDER NOTICE AND INVITATION TO TENDER

Tender Documents

- Tender documents were available from Friday, 03 March 2023 at no cost in electronic format downloadable from the SANRAL's website by following the link https://www.nra.co.za/sanral-tenders/status?region_id=western
- The PO emphasised on the importance of submitting the Form A1.1. The tenderers were encouraged to submit the form if they have not submitted the form.
- Tenderers were requested to submit Form A1 at the end of the meeting, to be signed-off by the employer's representative as proof of attending the compulsory clarification meeting.

The closing and receipt of tenders is on **Friday, 14 April 2023 at 11:00 am** at the **Western Region SANRAL Offices** as provided in the tender document.

Telegraphic, telephonic, telex, e-mail, facsimile, and late tenders will not be accepted. Tenders may only be submitted in the format as stated in the Tender Data.

3.2. COMPOSITION OF THE TENDER DOCUMENT

The tender document is composed of three (3) books. The PO presented the composition of each book. The information and documents that are included on the tender folder sent to the tenderers were listed and clearly explained. The PO briefly explained the returnable schedules and the declaration forms which should be completed and signed by representatives.

3.3. CONDITIONS OF TENDER

The conditions of tender are the CIDB STANDARD FOR UNIFORMITY IN ENGINEERING AND CONSTRUCTION WORKS CONTRACTS and can be found on the website (www.cidb.org.za)

The presenter addressed all clauses relating to tender data as following:

C.1.4 Communication and employer's agent:

It was noted that the communication with the Employer's agent should be made only in writing to the relevant email address indicated for the project. Any communication received in any other form or to any other email address will not be regarded as official clarification(s) query and therefore will not be responded to.

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C.2.1 Eligibility

This was discussed further under the evaluation process. However, the PO highlighted that the eligibility criteria is the first gate of tender evaluation, the obligation is on tenderers to ensure compliance of eligibility criteria as no additional documents or information will be requested after tender closing.

C.2.8 Seek clarification

The tenderers can request clarifications up to twelve (12) working days before the closing date.

C.3.1.1 Respond to requests from the tenderer

The employer shall respond to clarifications received up to ten (10) working days before the tender closing date (14 April 2023) unless there is an addendum that extends the closing date. Only clarifications emanating from the addenda will be responded to by the employer until three (3) working days from tender closing.

C.2.12. Alternative Offer

The PO informed that alternative offers are generally not acceptable and are strongly discouraged due to possible manipulation of the tender process and resulting complexity of the evaluation. However, a tenderer wishing to submit an alternative offer shall first apply to the Employer in writing at least 10 (ten) working days before the date of tender closing with full details of the principles of the alternative for confirmation that the Employer's standards and requirements are not compromised or reduced.

C.2.15.1 Closing date

The tender closing date is 11:00 on Friday, 14 April 2023. Location of the tender box is at the reception area SANRAL Offices at Western Region, 1 Havenga Street, Oakdale, 7530. It was emphasized that it is in the tenderer's interest to ensure that their submissions are recorded in the employer's register and deposited in the tender box.

C.3.9 Arithmetical errors, omissions, discrepancies, and imbalanced unit rates

SANRAL will notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers and either confirm the tender offers as tendered or accept the corrected total prices. It was noted that tenderer will be declared non-responsive if they elect not to accept the proposed correction of the errors, omissions, or imbalanced rates and will be subjected to sanction under C.3.9.

C.3.13 Acceptance of a tender offer

The conditions stated in clauses C3.13(a) to (k) will be applied when considering acceptable tender offer.

C3.16 Registration of award.

SANRAL will notify the unsuccessful tenderers when the tender process has been concluded. Any unsuccessful tenderer may request a debriefing in writing.

3.4. RETURNABLE SCHEDULES

It was highlighted that tender documents must be duly completed, signed and the relevant supporting documents (proof) should be attached.

The two-envelope system will apply to this project. The conditions and procedures of the two-envelope system were briefly explained. The documents that should be included on technical submission were listed and explained. The same was explained for the documents that need to be included on the financial submission.

3.5. EVALUATION PROCESS

The eligibility criteria were presented as follows:

a) **Clause C3.1.11: Personnel Requirements**

It was explained that the tenderer should meet the minimum requirements for the key personnel, as stated in the scope of works are provided. The tenderer should provide details on the B-Forms, if the proposed key person is not a permanent employee of the tenderer this must be indicated, and the signed letter of consent from the employee must be attached as the proof.

b) **The tenderer must be registered on the National Treasury Central Supplier Database**

The second eligibility criteria required, is for the tenderer to be registered on the National Treasury Central Supplier database at tender closing date. Therefore, tenderers are required to complete Form A3.4 and attach the proof of CSD registration. If tenderer is not registered as verified online at tender closing, the tender will be declared non-responsive.

c) **Pre-qualification criteria for preferential procurement**

The pre-qualification criteria for preferential procurement requires the tenderer to have a B-BBEE contributor status level of 1, 2, 3 or 4 and who is an EME or QSE. Therefore, the tenderer shall submit a valid BBBEE certificate or a sworn affidavit in compliance with the tender data as proof of eligibility.

The PO highlighted the criteria for BBBEE and non-compliance issues that will result in non-responsiveness. The template and guideline of completing the Sworn Affidavit was projected and thoroughly explained.

C.3.11 Quality Functionality Criteria

The quality functionality criteria for the project were projected and how the score will be allocated during technical evaluation was explained. It was highlighted that the minimum number of evaluation points for quality is not less than 70. A tenderer who scores less than 70 will not move to the financial evaluation.

Financial evaluation

The following must be noted in the financial evaluation stage:

- Tenderers who meet the Eligibility and Compliance, Technical and Financial requirements shall be evaluated for Price and Preference.
- To score points for price the BOQ must be completed in full.

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- Complete BOQ on excel sheet provided.
- Summary schedule must be completed and signed.
- Tendering ZERO RATES may pose a risk to the employer and your tender may be regarded as an unacceptable tender.

C1 Agreements & Contract Data

The PO presented the definition of Consulting Engineering Firm and Targeted Enterprise. The types of insurances and cover amounts required for each project were briefly explained. The project programme for each project was presented.

The presenter provided tips in submitting tender documents successfully and opened the floor to questions. The PO informed that the questions will be responded to on the addendum with the minutes of the meeting. The PO handed over to the PM for the presentation of scope of works.

5. CONTENTS OF SCOPE OF WORKS BRIEFING

C3.1.2 Location of the project

The project is located on National Route 7, Section 1 from Melkbosstrand I/C (km 17,40) to Atlantis I/C (km 26,30) within the City of Cape Town Municipality in the Western Cape Province.

The PM presented the location of the project on the map and the length of each route and sections of the project were presented as follows:

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ROUTE	SECTION	FROM KM	TO KM	LENGTH KMS
N7	1N	7,40	26,3	8,9
N7	1S	7,40	26,3	8,9
Total =				17,8

The PM presented that the route is a 2-lane dual carriageway.

C3.1 General Requirements

The periodic maintenance will take the form of a functional asphalt overlay on the existing surface followed by new line markings and installation of road studs.

The Services required of the Service Provider are divided into the following distinct phases:

- Project Assessment (To form part of Preliminary Design)
- Investigations for Design Development (To form part of Preliminary Design)
- Preliminary Design
- Detailed design
- Tender Documentation.
- Clarification Meeting, Tender Period and Tender Evaluation.
- Administration and Monitoring of the Works Contract.

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- Additional duties Special Services and Specialist Advice.
- Quality Control: Works Contract.
- Close Out.

C3.1.4 Project Cost Estimate

The current estimate for the works for this project is R41.7 million (incl. VAT). The final cost of the works will, however, depend on the strategy selected by the Employer based on the most appropriate and cost-effective options identified by the Service Provider during the design phase. Tenderers shall note that no adjustments to tendered rates will be applicable irrespective of the actual final cost of the Works.

C3.1.5 Stakeholder and Community Liaison and Social Facilitation

(a) Purpose: To give effect to the need for transparency and inclusion in the process of delivering services, the Service Provider shall liaise with the project Stakeholders and affected Communities for the duration of the contract's life cycle. This shall be achieved through structured engagement with the PLC which was established for this purpose.

(f) Project Liaison Committee (PLC) and Project Management Team (PMT):

A Project Liaison Committee (PLC) has either been established prior to commencement of the contract or shall be established as soon as possible by the Service Provider. The PLC represents the project's Stakeholders. The PLC consist of representatives of project Stakeholders and affected communities.

Where a PLC has not been established, the Service Provider, under the guidance of the Employer, shall establish such a committee within the boundaries of the Local and/or District Municipality. Allowance has been made for these requirements in the Pricing Schedule under Additional Duties.

C3.1.7 Project Programme

The PM presented the programme for the project. The PM highlighted that the works contracts is expected to commence on 01 October 2024.

C3.1.9 Personnel Requirements – Limitations

The PM presented that the required key personnel for this project is a Project Leader and Design Specialist registered as Pr Eng o Pr Tech Eng with 10 years minimum experience.

The Key Persons and additional required resources be limited to participate in a maximum number of 6 (six) conventional contracts in design phase.

The PM noted that if the tenderer's key persons exceed the project participation limit during the tender process, the alternative key person will be considered. If the tenderer has not submitted an alternative, the tender's key person will be considered overcommitted, and the tenderer will be declared non-responsive and not be awarded the contract.

C3.1.20 Training

Training of the Service Provider's own permanent staff, temporary staff or Targeted Enterprise involved in this project becomes a reportable monthly event in terms of time and cost attributable to the Employer's spend from its allocated budget. Separate allowance has

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been made to train the Service Provider's and Targeted Enterprise's staff as assistants to certain required positions. The project assessment stage; design development stages; administration and monitoring of Works contract were explained.

C3.1.21 Employer's Integrated Transportation Information System (ITIS)

The Service Provider shall complete monthly reports regarding training, empowerment, capacity building, small contractor development, labour and staff returns and any such aspects on the Employer's Integrated Transportation Information System (ITIS).

The PM presented the ITIS platforms, and their functions as follows:

- **ITIS Web** - online access to various functions, workflows and reports.
- **ITIS Desktop** - capture of information offline, validation and then synchronisation of data with the ITIS database.
- **ITIS Mobile** - in-field capture of information using a smart phone or tablet, validation and then synchronisation of data with the ITIS database.

C3.7.2 Administration and Monitoring

Fulfilling the functions of the Contract Engineer

The PM noted that the Contracts Engineer (CE) will be appointed three (3) months prior the commencement of the works contract.

The CE has to actively manage, report and assisting the Contractor on training, development and empowerment programmes committed to by the Contractor in relation to his tendered Contract Participation Goals.

The PM informed that there is a long list of other duties and encouraged the tenderers to familiarize themselves.

C3.7.3 Establishment of Supervisory Personnel on Site

(a) Supervisory team

- Resident Engineer
- Assistant Resident Engineer
- Materials Technician
- Trainee (student)
- Project Liaison Officer
- Administrative Assistant
- Mentor/Coach for Targeted Enterprises (sub-contractors)

- Minimum requirements for qualifications as in C3.1.11
- Total Annual Cost of Employment (TACE)
- Basic salary.
- Other benefits not reflected in the basic salary:
 - Bonus.
 - Medical aid.
 - Pension/provident fund.
 - Computer/cell allowance.

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- Statutory requirements:
 - COIDA.
 - UIF.

A standardized site staff overhead factor of 1.44 will be applied to the TACE of all supervisory staff.

C3.6 Additional Duties

The PM explained that the employer may order duties, special services and specialist advice that fall outside the specified scope. The PM listed some of the possible additional duties.

C4.2 Geometric Information

DESCRIPTION	CURRENT	ENVISAGED
Project limits	N7/1N: ± KM 17,4 – ± km 26,3 N7/1S: ± KM 17,4 – ± km 26,3 Total Length = 15km	No change
Interchanges	Melkbosstrand I/C ± KM 17,4 Atlantis I/C ± km 26,3	No change
TRH 4 Road Category	A: 4 lane dual carriageway freeway	No change
Design speed	120	No change
Level of service	A	No change
I/C capacity		No change
Cross section	Main carriageways: ± 10,4 m = Slow shoulder: 2,0m Lanes: 2 X 3.9m Fast shoulder: 0.5m	No change
Surface area	Main Carriageway (Both): Asphalt pavement – ± 190528 m² Interchange ramps & cross-roads: Melkbosstrand - ± 42 000 m² Atlantis - ± 25 500 m²	No Change

Refer to Part 1B for the questions and answers.

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PART 1B: SPECIFIC DETAILS & QUESTIONS RELEVANT TO THE CONTRACT

Questions received via email

No.	Questions	Tender Clause	Answers
1.	Should the Targeted Enterprise on this project be local and if so, what is the percentage of their participation to score maximum points?	Clause 5.1.7	<p>Yes, Clause 5.1.7 of the Contract Data: "Local Targeted Enterprises from the Western Cape Province must participate in a minimum of 1/3 (one third) of the tendered percentage of the Contract Price (excluding provisional and prime cost sums and the respective mark-up, but including provision for site supervision staff and the respective mark-up)"</p> <p>SUB-CONTRACTING TO TARGETED ENTERPRISE</p> <p>"Points scored for sub-contracting between 30% and 50% of Contract Price (excluding provisional and prime cost sums and the respective mark-up (if any) but including provision for site supervision (payment items 3.7.4(a) and (b)) will be calculated as follows: Points score = (((Actual % x 100)-30)/20) x 10) +10 "</p> <p>50% will score the maximum 20 points for 'Sub-contracting to a Targeted Enterprise' in the evaluation criteria using the calculation above. 1/3 of which must be sub-contracted to a Local Targeted Enterprises from the Western Cape Province</p>