

# **TENDER CLARIFICATION PRESENTATION**

**NORTHERN REGION  
DATE: 4 AUGUST 2023**

**SANRAL**



**BUILDING SOUTH AFRICA  
THROUGH BETTER ROADS**

# Projects

**CONTRACT SANRAL R.071-030-2020/1F**

**CONSULTING ENGINEERING SERVICES FOR THE IMPROVEMENT OF NATIONAL ROAD R71 SECTION 3 FROM GRAVELOTTE (KM 0.0) TO NAMAKGALE (KM 44.0).**

This project is in the province of **Limpopo** and in the **district municipality of Mopani and local municipality of Ba-Phalaborwa**. The approximate programme is for design and construction documentation to be completed by March 2026, followed by supervision of 24 months, commencing October 2026.



## **PART T1.1: TENDER NOTICE AND INVITATION TO TENDER**

# Part T1.1: Information in Tender Notice

## TENDER DOCUMENTS

Tender documents are available from Friday, **4 AUGUST 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=national](https://www.nra.co.za/sanral-tenders/status?region_id=national).

Tenderers must have access to Microsoft © Office 2013 and Acrobat Adobe © 9.0 or similar compatible software.

## TENDERER'S MEETING

A tender clarification briefing presentation is available to be downloaded from the [SANRAL website by the following link https://www.nra.co.za/sanral-tenders/status?region\\_id=national](https://www.nra.co.za/sanral-tenders/status?region_id=national).

Queries relating to issues arising from these documents may be addressed to Procurement Office via e-mail: [procurementNR1@nra.co.za](mailto:procurementNR1@nra.co.za)

**Please quote the project number in the subject line.**



# Part T1.1: Information in Tender Notice - Tender Submission

- **Emphasis on eligibility Criteria:**

*Only tenderers who are registered on the National Treasury Central Supplier Database and meet the minimum requirements for the key persons as stipulated in Clause C.2.1 at the tender closing date, are eligible to tender.”*

- **Joint Venture**

*Joint Ventures (JV) will be allowed on condition that one JV partner is a Targeted Enterprise. The JV partner will, however, not contribute to the sub-contract target for Targeted Enterprises.*

## **CLARIFICATION BRIEFING PRESENTATION**

The onus rests with the tenderer to ensure that the representative reading or viewing the clarification briefing presentation are appropriately qualified to understand all directives and clarifications given in the presentation.

The signature on the duly completed and signed Form A1 shall be considered proof that the tenderer read/viewed the whole clarification briefing presentation clearly understood all directives and clarification given in the clarification briefing presentation.

# Part T1.1: Information in Tender Notice - Tender Submission

- **Tender Closing Date and delivery address:**

Location of the tender box for Tender Submission: **SANRAL Northern Region Reception**

Physical address:       **The South African National Roads Agency SOC Ltd  
Northern Region  
38 Ida Street  
Menlo Park  
0081**

- **The closing dates and times for submission of tender offers are:**

**12 SEPTEMBER 2023 at 11H00**

It is in the tenderer's interest to ensure that the delivery of the tender offer is recorded in the Employer's register of tenders received.

Submitted tenders must reflect the contract details  
e.g.: **CONTRACT SANRAL R.071-030-2020/1F - CONSULTING ENGINEERING SERVICES FOR THE IMPROVEMENT OF NATIONAL ROAD R71 SECTION 3 FROM GRAVELOTTE (KM 0.0) TO NAMAKGALE (KM 44.0).**

# **PART T1 - C5: COMPOSITION OF TENDER**



# COMPOSITION OF TENDER

<b>Book 1:T1 Tender Procedures</b>	<b>Book 1: T2 Returnable Schedules</b>	<b>Book 2: C1 Agreements and Contracts Data</b>	<b>Book 3: C2 Pricing Data</b>	<b>Book 3: C3 Scope of Work</b>	<b>Book 3: C4 Site Information</b>	<b>Book 3: C5 Annexures</b>
T1.1 -Tender Notice	T.2.1 List of Returnable schedules	C.1.1 Form of Offer and Acceptance	C.2.1 Pricing Instructions	General Requirements	As stated in Tender Document	As provided with tender document
T.1.2 - Conditions of Tender	T.2.2 Returnable Schedules	C.1.2 Contract Data	C.2.2 Pricing Schedules and bills	Project Assessment , Investigations for Design Development, Design Development Phases,		
T1.3 Tender Data			C.2.3 Summary of Pricing Schedule	Tender Documentation, Clarification Meeting, Tender Period and Tender Evaluation		
			C.2.4 Key persons for project and summary of normalised hours	Administration and Monitoring of the Works Contract.		
			D1 Tenderers B- BBEE Verification Certificate	Additional duties, Special Services and Specialist Advice.		
				Quality Control: Works Contract.		
				Close Out.		

# THE TENDER IS MADE UP OF THE FOLLOWING:

- ❖ Tender document
  - ❖ Appendices to Tender Document
    - ❖ D3- OHS Audit Questionnaire – Conventional projects in MS Excel
    - ❖ G- Request for Survey Work in MS Word
    - ❖ H1-Declaration through town – Agreement between SANRAL and Municipality in MS Word
    - ❖ H2 – Agreement hand-over of new Access Roads to the relevant authority in MS Word
    - ❖ H3 – SANRAL SPLUMA Agreement in PDF
    - ❖ I – SANRAL Road Safety Audit Policy in PDF
    - ❖ M – SARDS User Registration manual in PDF
    - ❖ N - Structures Tracking Spreadsheet in MS Excel
    - ❖ Tender document in PDF
- ❖ Returnable Schedules
  - ❖ Technical
    - ❖ A-Forms in MS Word
    - ❖ Technical submission in MS Excel
    - ❖ B-BBEE Exempted Micro Enterprise Affidavit – Template in PDF
  - ❖ Financial
    - ❖ Form of Offer & Contract Data by Tenderer in MS Word
    - ❖ Financial submission in MS Excel
- ❖ A4 Booklet
  - ❖ Financial Booklet in PDF
  - ❖ Technical Booklet in PDF
- ❖ Clarification Presentation in PDF

# CONDITIONS OF TENDER

## T1.2 CONDITIONS OF TENDER

**Note to tenderer:**

**The conditions of tender are the standard conditions of tender as contained in Annexure C of the CIDB STANDARD FOR UNIFORMITY IN ENGINEERING AND CONSTRUCTION WORKS CONTRACTS as per Government Notice No. 423 published in Government Gazette No. 42622 of 08 AUGUST 2019 and as amended from time to time. (see [www.cidb.org.za](http://www.cidb.org.za)).**

<https://www.cidb.org.za/wp-content/uploads/2021/07/Standard-for-Uniformity-August-2019.pdf>

The standard conditions of tender make several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between the tender data and the standard conditions of the tender.

Each item of data given below is cross-referenced to the clause marked “C” in the above-mentioned Standard Conditions of Tender.

# INFORMATION PROVIDED ON THE WEBSITE

## ☐ TENDER DOCUMENT

- TENDER DOCUMENT IN PDF FORMAT
- APPENDICES (IN VARIOUS FORMATS)

## ☐ RETURNABLE SCHEDULES

### ☐ TECHNICAL

- RETURNABLE SCHEDULES  
*(FORMS A1 TO A15) IN WORD*
- CONSULTANT TECHNICAL SUBMISSION  
*(FORMS B1 TO B8) IN EXCEL*

### ☐ FINANCIAL

- CONSULTANT FINANCIAL SUBMISSION IN EXCEL
- FORM OF OFFER (IN WORD)



# COMPLETION OF TENDER

C.1.3	<p><b>Interpretation</b></p> <p>Wherever reference is made in the documentation to Bill of Quantities it shall also mean Pricing Schedule.</p> <p>Wherever reference is made in the documentation to Contractor /Consultant it shall also mean Service Provider.</p>
C.2.13.1	<p>If a tenderer, including key persons, a joint venture partner or a Targeted Enterprise, submits or participates in more than one tender for the same project, then all such tenders shall be disqualified.</p>
C.2.13.2	<p>Wherever it is a requirement that the tenderer has to provide hours to match the price tendered and failed to do so, such imbalance cannot be corrected and will be declared non-responsive</p>
C.2.13.2	<p>Submit the tender offer electronically on a flash drive. (In the relevant MS Word 2013 and MS Excel 2013 format as issued, and not in .pdf format, except where so specified.)</p> <p>*NB. The flash drive must be tested &amp; working before submission of tender. If the Flash drive does not work (files do not open), the submission will be deemed non-responsive.</p>
C.2.13.3	<p>The tenderer is required to upload all certificates as listed in the List of Returnable Schedules as scanned copies, in .pdf format, on the flash drive</p> <p>Wherever reference is made in the tender documentation for non-financial proposal it shall also mean technical proposal.</p> <p>Submit only the signed original tender offer</p> <p>(Note to tenderer: submit all returnable schedules as listed in Form T.2.1: List of Returnable Schedules.)</p>



# COMPLETION OF TENDER

C.2.12	<p>Alternative offers are generally not acceptable due to possible manipulation of the tender process and resulting complexity of the evaluation. Therefore, the submission of alternative tenders is strongly discouraged.</p> <p>The submission of alternative key persons will be declared non-responsive, even if submitted with an alternative financial offer.</p>
C.2.12	<p>A tenderer wishing to submit an alternative offer shall first apply to the Employer with full details of the principles of the alternative for confirmation that the Employer's standards and requirements are not compromised or reduced. Such confirmation must have been provided by the Employer in writing at least 5 (five) working days before the date of tender closing, or as extended by an addendum sent to all tenderers. The application shall not be submitted later than 7 (seven) working days before the date of tender closing given in Tender Data Clause C.2.15.</p> <p>Acceptable alternative offers will only be considered from a tenderer with the highest number of evaluation points for the main offer.</p>



## PART T1.3: TENDER DATA

# TENDER EVALUATION

Clause Number	PRE-QUALIFICATION: ELIGIBILITY CRITERIA
C.2.1	<p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"><li>(a) Meet the minimum requirements for the key persons as stated in the Scope of Works in Clause C.3.1.11: Personnel requirements; excluding 3.1.11(f), which is dealt with under Tender Data C.3.13(k).</li><li>(b) Registered on National Treasury Central Supplier Database.</li></ul> <p>Tenderers, or in the event of a Joint Venture or a Targeted Enterprise, each member of the Joint Venture or Targeted Enterprise, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. If not registered as verified online at tender closing, the tenderer will be declared non-responsive.</p> <p>Failure to satisfy the eligibility criteria will result in a non-responsive tender.</p>

Item	Description	Required
a.	Meet the minimum requirements for the key persons as stated in the Scope of Works in Clause C3.1.11: Personnel requirements.	Provide the details of the Project Leader and Design Specialist (Pavement & Materials Engineer) as required in the B – Forms. When a proposed candidate for any position is not in the permanent employ of the tenderer but a contracted person, this must be indicated on form B2, and a signed letter of consent from the candidate must be submitted with the relevant B-forms.
b.	<p>Registered on National Treasury Central Supplier Database.</p> <p>Tenderers, or in the event of a Joint Venture (JV) or a Targeted Enterprise, each member of the JV or a Targeted Enterprise, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions.</p> <p>If not registered as verified online at tender closing, the tender will be declared non-responsive</p>	Provide your MAAA number in form A3.4

**Failure to satisfy the eligibility criteria may result in a non-responsive tender.**



# **VALID BBBEE CERTIFICATE - FORM D1 (INCORPORATING SBD6.1)**

## ***Notes to Tenderer:***

- 1. The tenderer shall attach to this form a valid copy of the B-BBEE Verification Certificate issued in accordance with:**
  - the amended Construction Sector Codes published in Notice 931 of 2017 of Government Gazette No 41287 on 1 December 2017 by the Department of Trade, Industry and Competition.
  - if the Measured Entity operates in more than one sector or sub-sector (e.g. Contractor or BEP) the scorecard for the sector or sub-sector in which the majority of its core activities (measured in terms of Annual Revenue) are located will be acceptable.
- 2. The certificate shall:**
  - have been issued by a Verification Agency accredited by the South African National Accreditation System (SANAS); or
  - be in the form of a sworn affidavit (accompanied by a financial statement or management account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million if issued in accordance with the amended Construction Sector Codes published in Notice 931 of 2017 of Government Gazette No 41287 on 1 December 2017 by the Department of Trade, Industry and Competition; and
  - be valid at the tender closing date; and
  - have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data C.2.15).
- 3. In the event of an un-incorporated Joint Venture (JV), a valid project specific (must contain a SANRAL contract number) consolidated B-BBEE Verification Certificate in the name of the JV shall be attached.**



# **VALID BBBEE CERTIFICATE - FORM D1 (INCORPORATING SBD6.1)**

- 1. The attached Verification Certificate and the associated Assessment Report shall comply with the requirements of Tender Data, Clause C.3.11 and shall identify:**
  - (a) The name and domicilium citandi et executandi of the tenderer.**
  - (b) The registration and VAT number of the tenderer.**
  - (c) The dates of granting of the B-BBEE score and the period of validity.**
  - (d) The expiry date of the Verification Certificate.**
  - (e) A unique identification number.**
  - (f) The standard and/or normative document, including the issue and/or revision used to evaluate the tenderer.**
  - (g) The name and/or mark/logo of the B-BBEE Verification Agency.**
  - (h) The scorecard (GENERIC, QSE, Exempt) against which the tenderer has been measured.**
  - (i) The B-BBEE status level.**
  - (j) The South African National Accreditation System (SANAS) logo on the Verification Certificate once verification agencies have been accredited.**
  - (k) The B-BBEE procurement recognition level.**
  - (l) The score achieved per B-BBEE element.**
  - (m) The % black shareholding.**
  - (n) The % black women shareholding.**
  - (o) The % black persons with disabilities shareholding.**
  - (p) The % black youth shareholding.**
  - (q) the % black people living in rural or under-developed areas or townships shareholding.**
  - (r) The % black military veterans shareholding.**
  - (s) The value added status of the tenderer.**
- 5. The Employer will not be responsible to acquire data that it needs for its own reporting systems and which may not form part of a Verification Agency's standard certificate format. The tenderer, at its own cost, must acquire the specified data listed in 3 above from its selected Verification Agency and have it recorded on the certificate. Alternatively, such missing data must be supplied separately, but certified as correct by the same Verification Agency and also attached to this form.**

# VALID BBBEE CERTIFICATE - FORM D1 (INCORPORATING SBD6.1)

6. The tenderer will be declared non-responsive if:
- a) The B-BBEE certificate is not submitted or submitted B-BBEE certificate that has expired or is not valid; or
  - b) The tenderer submits a B-BBEE certificated that does not comply with requirements (e.g. not SANAS); or
  - c) The tenderer submits the Scorecard assessment report only; or
  - d) In a case of a Joint Venture, the tenderer submits an unincorporated consolidated Joint Venture B-BBEE certificate which is not project specific; or
  - e) In a case of a Joint Venture, the tenderer submits an unincorporated consolidated Joint Venture B-BBEE certificate does not have a contract description and/or a tender number; or
  - f) A tenderer only submits 1 (one) B-BBEE certificate, where multiple tenders were issued by SANRAL; or
  - g) An EME (not start-up) submits a Sworn Affidavit with total revenue above R1.8 million instead of a B-BBEE certificate; or
  - h) A QSE submits a Sworn Affidavit instead of a B-BBEE certificate.
  - i) The Sworn Affidavit is not valid. A valid Sworn Affidavit must contain the following:
    - i. Name/s of deponent as they appear in the identity document and the identity number.
    - ii. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
    - iii. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
    - iv. Percentage black ownership, black female ownership and whether they fall within a designated group.
    - v. Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
    - vi. Financial year-end (day, month and year) as per the enterprise's registration documents, which was used to determine the total revenue.
    - vii. B-BBEE status level. An enterprise can only have 1 (one) status level.
    - viii. Date deponent signed and date of Commissioner of Oath must be the same.
    - ix. Commissioner of Oath cannot be an employee or ex-officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

# VALID BBBEE CERTIFICATE - FORM D1 (INCORPORATING SBD6.1)

a) A valid BBBEE Certificates shall contain:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Added Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE verification certificate.
- Date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
- Financial period which was used to issue the B-BBEE Verification Certificate.

Tenderers are urged to pay attention to Appendix B: **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1).**

**A 90/10 preference point system will be applicable to this tender.**



## B-BBEE REQUIREMENTS (SUMMARY)

**PLEASE NOTE THE FOLLOWING NON-COMPLIANCE TO B-BBEE REQUIREMENTS WILL LEAD TO DISQUALIFICATION FROM FURTHER EVALUATION:**

- ❖ For a start-up company (business registered within 12 months of the tender closing date); if the total tendered price exceeds R6m then the Tenderer **MUST** submit a Qualifying Small Enterprise (QSE) B-BBEE scorecard (**NOT SWORN AFFIDAVIT**) if the total tendered price is up to R25m.
- ❖ If a start-up company submits a QSE B-BBEE certificate it **MUST** indicate that it is a start-up company on the certificate.
- ❖ For unincorporated JV certificates, the size of the company must be indicated on the JV certificate (**e.g. EME,QSE,etc.**)
- ❖ JV B-BBEE certificates **MUST** be project specific (**e.g project number or description**)
- ❖ **TENDERERS THAT ARE SUBMITTING A SWORN AFFIDAVIT AS PROOF OF B-BBEE STATUS MUST USE THE ACSC TEMPLATE AS PROVIDED IN THE NEXT SLIDE. FAILURE TO USE THIS TEMPLATE MAY RESULT IN DISQUALIFICATION FROM FURTHER EVALUATION AS THE OTHER TEMPLATES (Codes of Good Practice Templates) are not consistent with threshold values of the ACSC .**

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES**  
**(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full names and surname		← This must be completed
Identity number		← This must be completed

Hereby declare under oath as follows:

The correct position must be selected

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

The correct trading name must be completed

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business: <i>Indicate the applicable category with a tick.</i>	<input checked="" type="checkbox"/> <b>BEP</b> (Built Environment Professional)	<input type="checkbox"/> Contractor	<input type="checkbox"/> Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date."		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

The correct legal name must be completed

The correct registration number must be completed

Only this option is applicable for this tender



3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is  % Black Owned
- The Enterprise is  % Black Female Owned
- The Enterprise is  % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

**This must be completed**

- Black Youth %
- Black Disabled %
- Black Unemployed %
- Black People living in Rural areas %
- Black Military Veterans %

%  
 %  
 %  
 %  
 %

**This must be completed if applicable, if not please indicate with zero (0)**

**This must be completed with day, month & year e.g.: 27 March 2021**

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of  the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP	R1.8 million	<input type="checkbox"/>
Contractor	R3.0 million	<input type="checkbox"/>
Supplier	R3.0 million	<input type="checkbox"/>

**This must be completed by means of selecting one option**

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

- Please Confirm on the below table the B-BBEE Level Contributor, by ticking the applicable box below.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	<input type="checkbox"/>
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	<input type="checkbox"/>
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	<input type="checkbox"/>
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	<input type="checkbox"/>

**This must be completed by means of selecting one option**

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp      + Date



These two dates **must** be on the same date

# TECHNICAL EVALUATION

Condition of Tender	Tender Data														
C.3.11	<p><b>Evaluating quality/functionality</b></p> <p>The quality criteria and maximum score (including the relevant returnable schedule to calculate the score) in respect of each of the criteria are as follows: A detailed explanation of the evaluation scoring is provided further in this document as “<b>SANRAL – EXPLANATION OF CONSULTANT TENDER EVALUATION SCORING FOR CONVENTIONAL PROJECTS</b>”</p> <table> <tr> <th>Description of quality criteria</th><th>Maximum number of Tender evaluation points</th></tr> <tr> <td>Technical experience comparable projects (Form B1)</td><td>30</td></tr> <tr> <td>Managerial ability in comparable projects (Form B2)</td><td>15</td></tr> <tr> <td>Workplan Appropriateness (WA) to the size and nature of the work (Form C2.4)</td><td>30</td></tr> <tr> <td>Quality assurance systems which ensure conformance to Employer's stated requirements (Form B4)</td><td>10</td></tr> <tr> <td>Past performance experience on reference projects (Form B6)</td><td>15</td></tr> <tr> <td>Total evaluation points for quality (Ms)</td><td>100</td></tr> </table> <p>The minimum number of evaluation points for quality is not less than <b>85</b></p>	Description of quality criteria	Maximum number of Tender evaluation points	Technical experience comparable projects (Form B1)	30	Managerial ability in comparable projects (Form B2)	15	Workplan Appropriateness (WA) to the size and nature of the work (Form C2.4)	30	Quality assurance systems which ensure conformance to Employer's stated requirements (Form B4)	10	Past performance experience on reference projects (Form B6)	15	Total evaluation points for quality (Ms)	100
Description of quality criteria	Maximum number of Tender evaluation points														
Technical experience comparable projects (Form B1)	30														
Managerial ability in comparable projects (Form B2)	15														
Workplan Appropriateness (WA) to the size and nature of the work (Form C2.4)	30														
Quality assurance systems which ensure conformance to Employer's stated requirements (Form B4)	10														
Past performance experience on reference projects (Form B6)	15														
Total evaluation points for quality (Ms)	100														

# QUALITY CRITERIA

## Technical Knowledge (30)

The tenderer, for each key position identified, may supply the 3 (three) most recent relevant project experiences to that which the tender is let for. This is done in the form of returnable schedules, such as the one below:

FORM 81:		POSITION = PL1		MANAGERIAL POSITION				CANDIDATE'S TECHNICAL/MANAGERIAL RECORD	
Personal Details of Candidate									
NAME		ID NUMBER (NO SPACES)		POSITION IN TEAM		Description			
				Project Leader					
TECHNICAL / MANAGERIAL EXPERIENCE									
(List only the most recent 5 projects that the tenderer considers relevant to the specified scope of works)									
CLIENT & PROJECT NUMBER (Note 2)	CLIENT (coded)	PROJECT TYPE (coded) (Note 3) * Add additional info in Comments box below if required.	RELEVANT KEY PERSON'S EXPERIENCE STARTED (yyyy/mm/dd) (Note 4)	RELEVANT KEY PERSON'S EXPERIENCE ENDED (yyyy/mm/dd) (Note 4)	VALUE (in millions of Rand) (* ,000,000) (note 5)	POSITION HELD (Note 6)	POSITION HELD (coded)	Contact Person & Position (Note 7)	Contact Number
	Other ▼	NONE ▼	Year ▼ Month ▼ Day ▼	Year ▼ Month ▼ Day ▼			Undefined ▼		
	Other ▼	NONE ▼	Year ▼ Month ▼ Day ▼	Year ▼ Month ▼ Day ▼			Undefined ▼		
	Other ▼	NONE ▼	Year ▼ Month ▼ Day ▼	Year ▼ Month ▼ Day ▼			Undefined ▼		

For technical knowledge three (3) areas are evaluated:

- 1) Project Type Relevance
- 2) Period Relevance
- 3) Position Held



# QUALITY CRITERIA

## 1) Project Type Relevance

The relevance of the project type is evaluated against a pre-determined key person specific matrix. For a comprehensive list of matrixes please refer to the Consultant Technical Submission Spreadsheet. Below are examples of the matrices for various key Persons:

PL, CE, RE

CONVENTIONAL

Project Type Relevance

Project type Experience	MO/MA	MP/MS	DS	DI	DN	CD
NONE	0	0	0	0	0	0
MO/MA	5	3	1	1	1	2
MP/MS	5	5	2	2	2	3
DS	5	5	5	3	3	4
DI	5	5	5	5	4	5
DN	5	5	5	5	5	5
CD	4	3	2	2	2	5

For each project experience listed, a point (out of a maximum 5) from the matrix per project type relevancy and 15 (fifteen) points overall for project type relevancy can be scored for each key person.



# QUALITY CRITERIA

## Quality System (10)

The quality assurance system offered by the tenderer is evaluated as follows:

Quality Assurance System Type	
1 System has ISO Certification	10
2 System has been registered for certification	6
3 System is an in-house production	4

For full ISO certification, a tenderer is awarded 10 (ten) points, for a quality assurance system that has been submitted to ISO for certification, but not yet received, 6 (six) points are allocated. If the tenderer's quality assurance system is purely an in-house system, 4 (four) points are allocated.

The total number of points allocated are tallied and a score out of 10 (ten) is awarded.

# QUALITY CRITERIA

## Past Performance (15)

Past Performance Rating (aligned to CIDB procedure). The following form to be submitted by the tenderer for any 3 (three) projects completed by the tenderer:

- For a completed project: ANNEX 1 - PSP PERFORMANCE REPORT

A maximum of 5 (five) points per project and 15 (fifteen) points overall can be scored for past performance as per table below.

CIDB Rating	Poor $x < -0.1$	Adequate $-0.1 \leq x < 0.9$	Good $0.9 \leq x < 1.8$	Excellent $x \geq 1.8$
SANRAL score	1	3	4	5

For tenderers with less than 3 (three) completed projects, a sworn affidavit (refer to Returnable Schedule B6) shall be submitted stating that the tenderer has in the last 10 (ten) years only completed either 0 (zero), 1 (one) or 2 (two) projects, and as a result cannot submit the required 3 (three) past performance project reports. In the event of a submitted sworn affidavit, the following will apply:

- Submission of 0 (zero) past performance project reports, a rating of "Adequate" or 3 (three) points will be applied for all 3 (three) projects.
- Submission of 1 (one) past performance project reports, the rating as submitted will be applied, and a rating of "Adequate" or 3 (three) points will be applied for each of the other 2 (two) projects.
- Submission of 2 (two) past performance project reports, the ratings as submitted will be applied, and a rating of "Adequate" or 3 (three) points will be applied for the other 1 (one) project.



# QUALITY CRITERIA

## Workplan Appropriateness (30)

The tender must supply proposed hours that certain identified items in the Pricing Schedule will require. This is used to gauge the tenderer's knowledge and understanding of the amount of work required to perform the scope of work and is compared to the hours tendered by all the other tenderer's hours to represent industry norm.

Each tender submits their hours calculated from various items in the Pricing Schedule:

SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD		<b>NORMALISED HOURS</b>	
PLEASE INSERT TENDERER NAME ON INPUT DATA SHEET			
Project Number :	SANRAL.N.000-000-2000/1		
Project Description:	An example project		
FORM C2.4: KEY PERSONS FOR THIS PROJECT AND SUMMARY OF NORMALIZED HOURS TENDERED			
SERVICE		PROVIDER	
TOTAL HOURS TENDERED FOR THE SERVICE PROVIDER (ALL CATEGORIES)		0	
TOTAL ALL NORMALISED HOURS		0.00	
<b>Key Persons Listed for this Project</b>			
SUMMARY OF ALL KEY PERSONS NORMALISED HOURS		NHT	% of Total Hours
POSITION	NAME		#DIV/0!
PL1		0.00	#DIV/0!
DS1		0.00	#DIV/0!
CE1		0.00	#DIV/0!
TOTAL KEY PERSONS NORMALISED HOURS ONLY		0.00	
TOTAL ALL NORMALISED HOURS		0.00	

The Workplan Appropriateness hours are entered on a spreadsheet to calculate the 80<sup>th</sup> percentile.

**PLEASE NOTE THAT FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN ZERO POINTS SCORED FOR THE SPECIFIC CRITERIA. NO DOCUMENTS REQUIRED UNDER THIS CRITERIA WILL BE REQUESTED FROM TENDERERS AFTER TENDER CLOSING:**

- ❖ IN ORDER TO SCORE THE POINTS ALLOCATED FOR THE QUALITY SYSTEM THE TENDERER MUST SUBMIT PROOF OF THE QUALITY SYSTEM.
- ❖ IN ORDER TO SCORE POINTS ALLOCATED FOR PAST PERFORMANCE THE TENDERER MUST SUBMIT A COMPLETED AND SIGNED CIDB PAST PERFORMANCE EVALUATION REPORT FOR THE PROJECTS INDICATED ON B1- RELEVANT TO THE SCOPE OF THIS TENDER. FOR TENDERERS WITH LESS THAN 3 (THREE) COMPLETED PROJECTS, A SWORN AFFIDAVIT (REFER TO RETURNABLE SCHEDULE B6) SHALL BE SUBMITTED STATING THAT THE TENDERER HAS IN THE LAST 10 (TEN) YEARS ONLY COMPLETED EITHER 0 (ZERO), 1 (ONE) OR 2 (TWO) PROJECTS, AND AS A RESULT CANNOT SUBMIT THE REQUIRED 3 (THREE) PAST PERFORMANCE PROJECT REPORTS.
- ❖ **FAILURE TO SUBMIT THE COMPLETED B-FORMS SHALL RESULT IN A NON-COMPLIANT TENDER AS VERIFICATION OF KEY PERSONNEL REQUIREMENTS WILL NOT BE POSSIBLE. WHERE VERIFICATION OF KEY PERSONNEL IS POSSIBLE AND FORMS INCOMPLETE ZERO POINTS WILL BE ALLOCATED. INCOMPLETE FORMS CANNOT BE CORRECTED AFTER TENDER CLOSING.**
- ❖ FORM C2.4 FOR KEY PERSONS FOR THIS PROJECT AND SUMMARY OF NORMALISED HOURS TENDERED MUST BE SUBMITTED IN PDF AND HARD COPY FORMAT IN THE TECHNICAL PROPOSAL AND ELECTRONICALLY IN THE FINANCIAL PROPOSAL. FAILURE TO SUBMIT THE FORM IN THE TECHNICAL AND FINANCIAL PROPOSAL SHALL RESULT IN THE TENDERER BEING DEEMED NON-RESPONSIVE. IF THE ELECTRONIC VERSION OF THE PRICING SCHEDULE SUBMITTED WITH THE FINANCIAL PROPOSAL DOES NOT MATCH THE PDF COPY /HARD COPY SUBMITTED WITH THE TECHNICAL PROPOSAL, THE TENDERER WILL BE DEEMED NON-RESPONSIVE.
- ❖ IF YOU REQUIRE ANY ASSISTANCE WITH COMPLETING THE B-FORMS, A WRITTEN REQUEST MUST BE SUBMITTED 7 DAYS BEFORE TENDER CLOSING DATE.

# TECHNICAL EVALUATION

Clause Number	Functionality
<b>C.3.11</b>	<p>As part of the quality criteria as specified above, key persons shall be used to calculate the technical experience and managerial ability score. For this purpose, the tenderer may propose the same candidate for more than 1 (one) position simultaneously. If this is proposed and the evidence of the candidates' suitability is different for each position in the team, then separate Returnable Schedules for each position must be completed.</p> <p>Each proposed candidate shall complete the relevant B1 and B2 forms included in the Returnable Schedules. The Project Leader (PL) and the Assistant Project Leader (APL) (if applicable) will be limited to participate in a maximum number of 6 (six) conventional contracts in active design phase which will be complete after the award of the Works Contract tender. Design Specialists (DS) and Assistant Design Specialists (ADS) (if applicable) will be limited to participate in a maximum number of 6 (six) conventional contracts in the design phase with the Employer which will be complete after the Detailed Design report is accepted by the Employer.</p>



# TECHNICAL EVALUATION

Clause Number	Functionality				
<b>C.3.11</b>	<p>Tenderers must submit an alternative candidate for those positions identified as being possible areas of conflict by completing separate Returnable Schedules Form B1 and B2 for the alternate. The Employer will not request alternative candidates after tender closure and will interpret the lack of any alternative candidate as an indication the tenderer accepts that it will be impossible to be awarded more projects than the limitations applicable to Key Persons. The Employer reserves the right to select according to its best interest and not the tenderers.</p> <p>When a proposed candidate for any position is not in the permanent employ of the tenderer but a contracted person, this must be indicated on form B2, and a signed letter of consent from the candidate must be submitted with the relevant B-forms. When a proposed candidate for any position is a permanent staff member of the tenderer, this must be indicated on Form B2, and a signed letter of confirmation must be submitted with the relevant B-forms.</p> <p>The following key persons shall form part of the quality criteria:</p> <p><b>Project Leader</b>  <b>Design Specialist: Pavement and Materials Engineer</b></p> <p>Other required resources (Design Specialist(s))</p> <p>Additional required resources (Design Specialist(s)) other than Key Persons for this project is as follows:</p> <table border="0"> <tr> <td>Design Specialist: Structural Engineer</td> <td>Design Specialist: Traffic Engineer</td> </tr> <tr> <td>Design Specialist: Geometric Engineer</td> <td>Design Specialist: Geotechnical Engineer</td> </tr> </table>	Design Specialist: Structural Engineer	Design Specialist: Traffic Engineer	Design Specialist: Geometric Engineer	Design Specialist: Geotechnical Engineer
Design Specialist: Structural Engineer	Design Specialist: Traffic Engineer				
Design Specialist: Geometric Engineer	Design Specialist: Geotechnical Engineer				

# TECHNICAL EVALUATION

Clause Number	Due Diligence
<b>C.3.13</b>	<p>The due diligence will evaluate the overall risk associated with the tender. The due diligence will take into consideration the following:</p> <ul style="list-style-type: none"><li>Assessment of financial statements to assess the financial position of the tenderer and its ability to obtain the necessary guarantees or insurances;</li><li>Integrity risk evaluation;</li><li>Operations, activities, locations and key customers;</li><li>Reference checks from previous clients; and</li><li>Risk rating (i.e., high risk, medium to high risk, medium risk or low risk) of the tenderer.</li></ul>

## **PRICE AND PREFERENCE**


**TENDERERS WHO MEET THE ELIGIBILITY AND COMPLIANCE, TECHNICAL AND FINANCIAL REQUIREMENTS SHALL BE EVALUATED FOR PRICE AND PREFERENCE.**

- ❖ **IN ORDER TO SCORE THE POINTS FOR PRICE THE PRICING SCHEDULE MUST BE COMPLETED IN FULL**
- ❖ **COMPLETE PRICING SCHEDULE ON MS 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**

# FINANCIAL EVALUATION

**PLEASE NOTE THAT FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN ZERO POINTS SCORED FOR THE PRICE. NO DOCUMENTS REQUIRED UNDER THIS CRITERIA WILL BE REQUESTED FROM TENDERERS AFTER TENDER CLOSING:**

- ❖ **ENSURE THE FINANCIAL PROPOSAL IS IN A CLEARLY MARKED ENVELOPE - “FINANCIAL PROPOSAL”**
- ❖ **IN ORDER TO SCORE THE POINTS FOR PRICE THE PRICING SCHEDULE MUST BE COMPLETED IN FULL**
- ❖ **COMPLETE PRICING SCHEDULE ON MS 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**



**Sheets are  
password  
protected –  
don't fiddle!**



# FINANCIAL EVALUATION

Clause Number	Arithmetical errors, omissions, discrepancies and imbalanced unit rates
C.3.9	<p>Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount appearing in the summary to the Pricing Schedule shall govern.</p> <p>Check responsive tender offers for: the gross misplacement of the decimal point in any unit rate; omissions made in completing the Pricing Schedule or Bills of Quantities; or arithmetic errors in: line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or the summation of the prices; imbalanced unit rates.</p> <p>Notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers.</p> <p>Where the tenderer elects to confirm the errors, omissions or re-balancing of imbalanced rates the tender offer shall be corrected as follows: if Bills of Quantities or Pricing Schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the unit rate shall govern and the line item total shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted and the unit rate shall be corrected.</p>

# FINANCIAL EVALUATION

Clause Number	Arithmetical errors, omissions, discrepancies and imbalanced unit rates
C.3.9	<p>Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall be corrected.</p> <p>Where the unit rates are imbalanced, the tenderer shall adjust such rates by increasing or decreasing them and selected others while retaining the total of the prices derived after any other corrections made under (a) and (b) above.</p> <p>Where there is an omission of a line item, no correction is possible and the offer will be declared non-responsive.</p> <p>Declare as non-responsive and reject any offer from a tenderer who elects not to accept the corrections proposed and/or fails to justify or balance the imbalanced rates to the satisfaction of the employer.</p> <p>The tenderer is required to submit balanced unit rates for Rate Only items in the Pricing Schedule. The rates submitted for these items will be taken into account in the evaluation of tenders.</p>

# FINANCIAL EVALUATION

Condition of Tender	Tender Data
C.3.11	<p><b>Evaluating price and preference</b></p> <p><b>80/20 preference point system for acquisition of goods and services for Rand value equal to or above R2 000 and up to R50 million</b></p> <p>The following formula will be used to calculate three points out of 80 for price: <math display="block">P_s = 80(1 - (P_t - P_m) / P_m)</math>Where: P<sub>s</sub> is the points scored for price of tender under consideration. P<sub>t</sub> is the price of the tender under consideration; and P<sub>m</sub> is the price of the lowest acceptable tender.</p> <p><b>90/10 preference point system for acquisition of goods and services for Rand value above R50 million</b></p> <p>The following formula will be used to calculate the points out of 90 for price: <math display="block">P_s = 90(1 - (P_t - P_m) / P_m)</math>Where: P<sub>s</sub> is the points scored for price of tender under consideration. P<sub>t</sub> is the price of the tender under consideration; and P<sub>m</sub> is the price of the lowest acceptable tender.</p> <p>In the event that the calculated value is negative, the allocated score shall be 0 (zero).</p>

# PREFERENTIAL SCORING

Condition of Tender	Tender Data					
C.3.11	Specific goals	Criteria	10 points		20 points	
			Point allocation	Max points	Point allocation	Max points
	B-BBEE level scorecard of the tendering entity.	B-BBEE Level 1	1,00	1	2.00	2
		B-BBEE Level 2	0,90		1.80	
		B-BBEE Level 3	0,60		1.20	
		B-BBEE Level 4	0,50		1.0	
		B-BBEE Level 5	0,40		0.80	
		B-BBEE Level 6	0,30		0.60	
		B-BBEE Level 7	0,20		0.40	
		B-BBEE Level 8	0,10		0.20	
		Non-compliant contributor	0		0	
	Percentage black ownership of the tendering entity.	< 51 % black ownership	0	5	0	10
		≥ 51 to < 70 % black ownership.	1		2	
		≥ 70 to < 100 % black ownership.	2		4	
		100 % black ownership	5		10	
	Percentage Subcontracting to Targeted Enterprises	Min 40 % subcontracting	0	4	0	8
		> 40 to < 45 % subcontracting	1		2	
		≥ 45 to < 50 % subcontracting	2		4	
		≥ 50 % subcontracting	4		8	



# PREFERENTIAL SCORING

Condition of Tender	Tender Data
C.3.11	<p data-bbox="374 289 1358 325">Points for specific goals will be awarded according to the table below:</p> <p data-bbox="374 361 1551 396">The tenderer's scorecard shall be a B-BBEE Certificate issued in accordance with:</p> <ul data-bbox="374 432 1875 1253" style="list-style-type: none"><li data-bbox="374 432 1875 511">- the amended Construction Sector Codes published in Notice 931 of 2017 of Government Gazette No. 41287 on 1 December 2017 by the Department of Trade and Industry; or</li><li data-bbox="374 518 1875 725">- in the event that the Measured Entity operates in more than one sector or a sub-sector, the scorecard for the sector or sub-sector in which the majority of its core activities (measured in terms of annual revenue) are located will be acceptable. The tenderer must comply with the annual revenue thresholds for EME or QSE or Generic in accordance with the amended Construction Sector Codes; and<ol data-bbox="374 739 1875 1253" style="list-style-type: none"><li data-bbox="374 739 1875 775">i. The scorecard shall be submitted as a certificate attached to Returnable Schedule Form D1; and</li><li data-bbox="374 782 1875 1253">ii. The certificate shall:<ul data-bbox="374 825 1875 1253" style="list-style-type: none"><li data-bbox="374 825 1875 861">- be valid at the tender closing date; and</li><li data-bbox="374 868 1875 946">- have been issued by a verification agency accredited by the South African National Accreditation System (SANAS); or</li><li data-bbox="374 953 1875 1168">- be in the form of a sworn affidavit or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8million if issued in accordance with the amended Construction Sector Codes published in Notice 931 of 2017 of Government Gazette No. 41287 on 1 December 2017 by the Department of Trade and Industry; and</li><li data-bbox="374 1175 1875 1253">- have a date of issue less than 12 (twelve) months prior to the original advertised tender closing date (see Tender Data C.2.15); and</li></ul></li></ol></li></ul>

# PREFERENTIAL SCORING

Condition of Tender	Tender Data
C.3.11	<p>iii. A valid BBBEE Certificates shall contain:</p> <ul style="list-style-type: none"><li>- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.</li><li>- Value-Added Tax number, where applicable.</li><li>- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.</li><li>- B-BBEE status with corresponding procurement recognition level.</li><li>- The relevant Codes used to issue the B-BBEE verification certificate.</li><li>- Date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.</li><li>- Financial period which was used to issue the B-BBEE Verification Certificate.</li></ul>

# PREFERENTIAL SCORING

Condition of Tender	Tender Data
C.3.11	<p data-bbox="369 294 987 322">iv. A valid Sworn Affidavit shall contain:</p> <ul data-bbox="465 337 1885 1193" style="list-style-type: none"><li data-bbox="465 337 1740 365">- Name/s of deponent as they appear in the identity document and the identity number.</li><li data-bbox="465 408 1885 479">- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.</li><li data-bbox="465 522 1885 594">- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.</li><li data-bbox="465 636 1885 708">- Percentage black ownership, black female ownership and whether they fall within a designated group.</li><li data-bbox="465 751 1885 822">- Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.</li><li data-bbox="465 865 1885 936">- Financial year-end as per the enterprise's registration documents, which was used to determine the total revenue. <b>The valid format of the Financial Year-End is Day/Month/Year</b></li><li data-bbox="465 979 1470 1008">- B-BBEE status level. An enterprise can only have one status level.</li><li data-bbox="465 1051 1615 1079">- Date deponent signed and date of Commissioner of Oath must be the same.</li><li data-bbox="465 1122 1885 1193">- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest, and</li></ul>

# PREFERENTIAL SCORING

Condition of Tender	Tender Data
C.3.11	<p>v. Compliance with any other information requested to be attached to Returnable Schedule Form D1; and</p> <p>vi. In the event of a Joint Venture (JV), a project-specific consolidated (SANRAL project number indicated) valid B-BBEE verification certificate in the name of the JV, issued by a verification agency accredited by the South African National Accreditation System (SANAS) shall be submitted.</p> <p>2. Black ownership</p> <p>i) The bidder must complete Form A14: Black ownership declaration.</p> <p>ii) *Verification of ownership will be based on share certificate. SANRAL reserves the right to engage with the shareholders.</p> <p>3 Subcontracting</p> <p>i) Tenderers must complete Form A15: Sub-contracting declaration.</p> <p><b>Sub-contracting</b></p> <p>If the tender documents indicate that the tenderer intends sub-contracting more than 25% of the value of the contract to any other person not qualifying for at least the status level that the tenderer qualifies for, 0 (zero) points for B-BBEE level (under Specific Goals) shall be awarded, unless the intended sub-contractor is an EME that has the capacity to execute the sub-contract.</p>



# ADDITIONAL CLAUSES TO CONDITIONS OF TENDER

Condition of Tender	Compliance with other Regulations
<b>C.3.13</b>	<p><b>Acceptance of tender offer</b></p> <p>The conditions stated in clauses C.3.13(a) to (f) of the Conditions of Tender as well as the following additional clauses C.3.13(g) to (k) shall be applied as objective criteria in terms of section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) and as compelling and justifiable reasons not to award to the highest scoring tenderer:</p> <ul style="list-style-type: none"> <li>g) the tenderer or any of its directors is not listed on National Treasury's Register of Tender Defaulters or Restricted Suppliers, or the Employer's database, in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as a tenderer or person prohibited from doing business with the public sector;</li> <li>h) the tenderer has not abused the Employer's supply chain management system; and</li> <li>i) the tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect.</li> <li>j) the tenderer is tax compliant. The recommended tenderer who becomes non-compliant, prior to award, shall be notified and must become compliant within 7 working days of the date of being notified. A recommended tenderer who remains non-compliant after the 7 working days of being notified, shall be declared non-responsive.</li> <li>k) the proposed Key Persons are not fully committed to the maximum number of projects in which they can participate, see Clause C3.1.11(f) in the Scope of Works</li> </ul> <p>In addition to the requirements in the Conditions of Tender, with regard to, where the associated risk is foreseen, in the event that a due diligence is performed as part of the tender evaluation, the due diligence report will be used to evaluate the tenderer's ability to perform the contract as stated in sub-clause C.3.13 (b).</p> <p>The due diligence will evaluate the overall risk associated with the tender. The due diligence will take into consideration the following:</p> <ul style="list-style-type: none"> <li>• Assessment of financial statements to assess the financial position of the tenderer and its ability to obtain the necessary guarantees or insurances;</li> <li>• Integrity risk evaluation;</li> <li>• Operations, activities, locations and key customers;</li> <li>• Reference checks from previous clients; and</li> <li>• Risk rating (i.e. high risk, medium to high risk, medium risk or low risk) of the tenderer.</li> </ul>

# TENDER DATA

Clause Number	Tender Data
2.18	Any additional information requested under this clause must be provided within 5 (five) working days of date of request.
C2.16.1	The tender offer validity period is 180 days.
C.3.1.1	<p>The Employer shall respond to clarifications received up to 12 (twelve) working days before the tender closing date.</p> <p>The Employer shall respond to any clarifications from the tenderers emanating from the addenda until 3 working days before the tender closing date.</p>
C.3.2	The Employer shall issue addenda until 10 (ten) working days before tender closing date.
3.7	“The Employer shall inform the tenderer and give the tenderer an opportunity to make representations within 14 days as to why the tender submitted should not be disqualified and as to why the tenderer should not be restricted by the National Treasury from conducting any business with any organ of state for a period not exceeding 10 years.”
C.3.8.2	The Employer will cancel a tender should all tenders be non-responsive and no negotiations will be conducted.

## **PART T2: RETURNABLE SCHEDULES**



# RETURNABLE SCHEDULES

## Notes to tenderer:

1. The table in the three next slides is to aid tenderers in completing the returnable forms and schedules and subsequent placement in the correct envelope. The first two are for a technical submission and the third is for a financial.
2. The electronic format for the submissions of the relevant forms is indicated in the schedule.
3. Also note all the “Notes to the Tenderer” in the Forms (A1-A15) and Forms (B1-B8) in the Tender Document.

## NOTES:

- \*1- SCHEDULES/DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES
- \*2- SCHEDULES/DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT



# RETURNABLE SCHEDULES

## Notes to tenderer (T2.1):

1. Returnable schedules have been based on the CIDB Standard for Uniformity in Construction Procurement and incorporates National Treasury requirements within them. Returnable schedules are separated into the following categories:
  - i) Forms, certificates and schedules for completion by the tenderer for use in the quantitative and qualitative evaluation of the tender (Forms A, B, C and D).
  - ii) A list of other returnable documents for completion by the tenderer and which will subsequently be incorporated into the contract (Section C1).
2. Failure to fully complete the relevant returnable documents shall render such a tender offer to be declared non-responsive.
3. Tenderers shall note that their signatures appended to each returnable form represents a declaration that they vouch for the accuracy and correctness of the information provided, including the information provided by candidates proposed for the specified key positions.
4. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract. In such event, the Employer has the discretionary right under contract condition 8.4 to terminate the contract.

# RETURNABLE SCHEDULES –TECHNICAL ENVELOPE

FORM NO	ELECTRONIC FORMAT	FORM DESCRIPTION	INITIAL IF COMPLETED	ENVELOPE
A1	PDF	CERTIFICATE OF CONFIRMATION THAT THE TENDERER READ THE PRESENTATION	*1	TECHNICAL PROPOSAL (1 <sup>ST</sup> ENVELOPE)
A1.1	PDF	CERTIFICATE OF INTENTION TO SUBMIT A TENDER	*1	
A2.1	PDF	CERTIFICATE OF AUTHORITY FOR SIGNATORY	*1	
A2.2	PDF	DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	*1 & *2	
A2.3	PDF	CERTIFICATE OF SINGLE TENDER SUBMISSION	*1 & *2	
A2.4	PDF	CERTIFICATE OF FRONTING PRACTICES	*1 & *2	
A2.5	PDF	DECLARATION – MANAGEMENT OF PROMINENT INFLUENTIAL PERSONS	*1 & *2	
A2.6	PDF	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	*1 & *2	
A2.7	PDF	DECLARATION OF INDEPENDENT TECHNOLOGY-BASED INTELLECTUAL SERVICE PROVIDER	*1 & *2	
A3.1	PDF	COMPULSORY DECLARATION: BIDDER'S DISCLOSURE	*1 & *2	
A3.2/ SBD9	PDF	CERTIFICATE OF INDEPENDENT TENDER – REPEALED	*1 & *2	
A3.3/ SBD8	PDF	DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	*1 & *2	
A3.4	PDF	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	*1 & *2	
A4	PDF	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER	*1 & *2	
A5	PDF	SCHEDULE OF ADDENDA TO TENDER DOCUMENTS	*1	
A6/ SBD2	PDF	CERTIFICATES OF TAX COMPLIANCE	*1	
A7	PDF	CERTIFICATE OF INSURANCE COVER	*1	
A8	PDF	TENDERER'S REGISTERED FINANCIAL SERVICE PROVIDER LETTER AND BANK DETAILS	*1	
A9	PDF	DECLARATION OF TENDERER'S LITIGATION HISTORY	*1	
A10	PDF	SCHEDULE OF CURRENT COMMITMENTS	*1	
A11	PDF	POSSIBLE COMMITMENTS OF KEY PERSON	*1	
A12	PDF	CERTIFICATE OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2014 AS WELL AS COID ACT, 1993	*1	
A13/ SBD1	PDF	INVITATION TO BID AND TERMS AND CONDITIONS FOR BIDDING	*1 & *2	
A14:	PDF	BLACK OWNERSHIP DECLARATION	*1	
A15	PDF	FORM A15: SUB-CONTRACTING DECLARATION	*1	

# RETURNABLE SCHEDULES –TECHNICAL ENVELOPE (Cont..)

FORM NO	ELECTRONIC FORMAT	FORM DESCRIPTION	INITIAL IF COMPLETED	ENVELOPE
B1.1	MS EXCEL	KEY PERSON'S TECHNICAL/MANAGERIAL RECORD	*1	TECHNICAL PROPOSAL (1 <sup>ST</sup> ENVELOPE)
B1.2	MS EXCEL	ALTERNATE KEY PERSON'S TECHNICAL/MANAGERIAL RECORD	*1	
B2.1	MS EXCEL	KEY PERSON'S QUALIFICATION AND REGISTRATION RECORD	*1	
B2.2	MS EXCEL	ALTERNATE KEY PERSON'S QUALIFICATION AND REGISTRATION RECORD	*1	
B3	MS EXCEL	TENDERER'S PROJECT STRUCTURE	*1	
B4	PDF	CERTIFICATE OF QUALITY SYSTEMS	*1	
B5	PDF	PRELIMINARY PROGRAMME (INCLUDING UNDERSTANDING AND APPROACH)	*1	
B6	PDF	PAST PERFORMANCE PROJECT REPORTS	*1	
B7	PDF	TARGETED ENTERPRISE/SUB-CONTRACTOR DETAILS AND DECLARATION	*1 & *2	
B8	PDF	JOINT VENTURE AGREEMENT	*1&*2	
C2.4	PDF	KEY PERSONS FOR THIS PROJECT AND SUMMARY OF NORMALISED HOURS TENDERED	*1	
D1/ SBD 6.1	PDF	TENDERER'S B-BBEE VERIFICATION CERTIFICATE PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)	*1 & *2	

# RETURNABLE SCHEDULES – FINANCIAL ENVELOPE

FORM NO	ELECTRONIC FORMAT	FORM DESCRIPTION	INITIAL IF COMPLETED	ENVELOPE
C1.1.1/S BD7	PDF	FORM OF OFFER	*2	FINANCIAL PROPOSAL (2 <sup>ND</sup> ENVELOPE)
C1.2.3	PDF	CONTRACT DATA – INFORMATION PROVIDED BY THE TENDERER	*2	
C2.2/ SBD3	MS EXCEL	PRICING SCHEDULE	*1 & *2	
C2.3	MS EXCEL	SUMMARY OF PRICING SCHEDULE	*1 & *2	
C2.4	MS EXCEL	KEY PERSONS FOR THIS PROJECT AND SUMMARY OF NORMALISED HOURS TENDERED	*1 & *2	



# FORM A12: CERTIFICATE OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2014 AS WELL AS COID ACT, 1993

## Notes to tenderer:

1. Discovery that the tenderer has failed to make proper disclosure may result in the Employer terminating a contract that flows from this tender on the ground that it has been rendered invalid by the tenderer's misrepresentation.
2. The tenderer shall attach to this form evidence that he is registered and in good standing with the Compensation Fund in terms of Section 80 of the Compensation for Injury and Disease Act (COID) (Act 130 of 1993).
3. **The tenderer is required to disclose**, by also attaching documentary evidence to this form, all inspections, investigations and their **outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 (thirty-six) months preceding the date of the tender.**
4. In the event of a joint venture enterprise, all members shall comply with the above requirement.

# SUSPICIOUS FRONTING

**Where signs of fronting are identified, a tenderer will prior to disqualification: (RETURNABLE SCHEDULE A2.4)**

- Where some of the listed fronting indicators are identified, the tenderer will be provided an opportunity to make a representation within fourteen days (C.3.7) .
- Subsequently it can be reported to DTI
- A tenderer may be suspended from tendering until all investigations are finalised.

# COLLUSIVE PRACTICES

## **Guarding Against Collusive Practices: (RETURNABLE SCHEDULE A3.2 (SBD9)**

- Where tenderers would be in agreement to submit tenders composed of same kind of offers and/ or similar experts, that would be a conspiracy for collusive tendering as per Competition Act no 89 of 1998 and 16. 8.9 of National Treasury Regulations
- The certificate serves as a declaration by tenderers that they are free from any collusion with other competitor.
- Tenderers found of the suspicion will be reported to the Competition Commissioner for further investigations and will then disqualified if the declaration is incomplete and untrue.

# FORM A8:TENDERERS CREDIT RATING AND BANK DETAILS

1. The tenderer shall attach to this form a letter (dated less than 3 months prior to the tender closing date) from the bank at which he declares he conducts his account. Tenderers that fail to comply may be declared non-responsive in terms of Tender Condition 5.8.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.
4. Scan the relevant letter on a flash drive.



# **FORM A9: DECLARATION OF TENDERERS' LITIGATION HISTORY**

**List any litigation with any Organ of State Departments within the last 10 years**

# FORM B7: TARGETED ENTERPRISE/SUB-CONTRACTOR DETAILS AND DECLARATION

## Notes to Tenderer:

1. Sub-contracting applies to all tendering entities.
2. Sub-contracting forms part of Specific Goals and percentage sub-contracting must be tendered with a minimum of 40% to remain responsive – refer to Clause C3.11 of Tender Data.
3. All tendering entities:
  - Must complete Form B7 provided in MS Excel format and include supporting documents.
  - Must complete Form B7 for each and every Targeted Enterprise/sub-contractor to be utilised.
  - Must provide a signed duplicate Form B7 in pdf format (signed by both the Tenderer and the Targeted Enterprise/subcontractor).
4. When selecting a Targeted Enterprise/sub-contractor, ensure that the following requirements are adhered to:
  - Targeted Enterprise/sub-contractor are limited to participate in a maximum of 6 (six) concurrent projects with the Service Provider and the Employer.
  - Compliance with the definition of a Targeted Enterprise as stated in the Conditions of Contract in Clause 1: Definitions.
  - Compliance with Treasury Regulation – refer to Clause 11.2 of the Contract Data.
  - Targeted Enterprises from the Province in which the project is located must participate in a minimum of 1/3 (one third) of the tendered percentage of 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) – refer to Clause 5.1.7 of the Contract Data.
5. Supporting documents required:
  - For Targeted Enterprises from the Province in which the project is located: proof of address older than 3 (three) months and proof of B-BBEE status.
  - For other Targeted Enterprises: proof of B-BBEE status.
6. Where it is a requirement to submit Form B7, the tender will be deemed non-responsive if:
  - Form B7 is not signed and/or submitted by both the Tenderer and the Targeted Enterprise.
  - The Tenderer tenders less than 40%.
  - No supporting documents (listed in point 5 above) for the proposed Targeted Enterprise are provided.
  - The proposed Targeted Enterprise does not comply with the definition of a Targeted Enterprise – refer to Conditions of Contract: Clause 1: Definitions.
  - The participation of Targeted Enterprise from the Province in which the project is located is less than 1/3 (one third) of the required percentage.
  - The financial information (full pricing schedule) is included in the Technical Envelope.
  - Part of the Pricing Schedule information is included in the Technical Envelope – scope of sub-contract values.



# **PART C1: AGREEMENTS AND CONTRACT DATA**

## **C1.1.1 FORM OF OFFER (Incorporating SBD7)**

I/we, by signing this part of the forms of offer and acceptance, confirm that I/we practice the principles of corporate governance that abhors corruption and fraud and that we have examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules and am/are duly authorised to represent and commit the tenderer to the contractual obligations contained therein.

I/we further confirm that by submitting this offer the tenderer accepts the conditions of tender and offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of tender and the conditions of contract identified in the contract data.

### **A. PRICE OFFERED**

**THE OFFERED TOTAL OF THE PRICES (INCLUSIVE OF VALUE ADDED TAX) BROUGHT FORWARD FROM PART C2.3: PRICING SCHEDULE SUMMARY IS**

.....

..... (in words)

(R..... in figures).

I/we confirm that if any difference between the total of the Pricing Schedule Summary and the amounts stated above exists, the total in the Pricing Schedule Summary shall apply.



## C1.1.1 FORM OF OFFER (Incorporating SBD7)

### B. PREFERENCE CLAIMED

I/we claim the following B-BBEE contributor status level ..... as per Returnable Schedule Form D1: Tenderer's B-BBEE Verification Certificate subject to Tender Data F3.11.8. In the event of any difference between the above stated status level and the Verification Certificate attached to Form D1, the Verification Certificate shall apply.

You may accept this offer by signing and returning to the tenderer one copy of the acceptance part of the forms of offer and acceptance before the end of the period of validity stated in the tender data, (or at the end of any agreed extension thereof), whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

Notwithstanding anything contained in a covering letter to this tender, I/we declare this offer is submitted entirely without deviations or qualifications other than those stipulated in Form A4: Schedule of Deviations or Qualifications by the tenderer and that it is made free from any fraud, corruption and misrepresentation.

Yours faithfully

SIGNATURE: ..... DATE: .....

NAME (IN CAPITALS): .....

CAPACITY: .....

Date and minute reference of Board resolution if different from returnable schedule Form A2: Certificate of Authority for signature .....

NAME AND ADDRESS OF ORGANISATION: .....

NAME AND SIGNATURE OF WITNESS:

SIGNATURE: ..... DATE: .....

NAME (IN CAPITALS): .....

**MUST BE AUTHORISED**

### **Notes to tenderer:**

- 1. Should a tenderer wish to offer a different period of completion than that specified by the Employer, it shall be submitted as an alternative offer on a separate Form of Offer.**
- 2. If more than one alternative tender is submitted each shall be numbered and submitted on a separate Form of Offer duly completed and signed.**

# C1.2.1 CONDITIONS OF CONTRACT

## 8.4 Termination

- 8.4.1 The Employer may in addition to his rights under sub-clauses 6.4.2, 6.4.3 and 10.5 terminate the Contract by giving not less than thirty (30) days written notice thereof to the Service Provider after the occurrence of any of the following events:
- (a) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;
  - (b) if the Service Provider becomes insolvent or bankrupt;
  - (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
  - (d) Committing an offence in terms of clauses 6.1 and/or 6.4;
  - (e) if the Service Provider acts in such a way, under this contract or any other contract with the Employer, that a statute relating to the combating of fraud, corruption, uncompetitive practice and the like can be invoked; or
  - (f) if the Employer, at any time in its sole discretion determines that it no longer requires the completion of the Service by the Service Provider.”



## PART C2: PRICING DATA



# EXCEL SPREADSHEET ON THE WEBSITE


- C2.1.8 **Provisional and Prime Cost Sums: Each sum shall only be used, in whole or in part, in accordance with the Employer's instructions and the Contract Price shall be adjusted accordingly.** The total sum paid to the Service Provider shall include only such amounts, for the work, supplies or services to which the sum relates, as the Employer shall have instructed.

For each sum, the Employer may instruct plant, materials or services to be procured by the Service Provider in accordance with the Employer's policies, and for which there shall be included in the Contract Price:

- The actual amounts paid (or due to be paid) by the Service Provider under the Sum; and
- An item for compilation and printing of procurement documentation, quotation/tender process and evaluation, and all overhead charges and profit, tendered in the Pricing Schedule. Provided that for Prime Cost sums only where a percentage mark-up or lump sum mark-up is tendered, which shall exclude profit.

The Service Provider shall produce all quotations, invoices, vouchers and accounts or receipts in substantiation of any claim under a sum.

Any percentage adjustment or lump sum mark-up against the sum for handling fee, profits, etc. shall not be negative. **The tendering of negative rates may render the tender offer non-responsive.**



**Sheets are  
password  
protected –  
don't fiddle!**



## PART C3: SCOPE OF WORKS

# SCOPE OF WORKS

## REFER TO PART C3 FOR DETAILED SCOPE

### C3.1.1 Scope

This section covers matters that relate to the project as a whole. Definitions, phrases or wording that would otherwise require repetition in other sections of this document are also covered in this section. Matters covered by the General and/or Particular Conditions of Contract are not repeated in this section, except to provide more detailed information.

### C3.1.2 Location of the Project

The proposed project is located on **National Road R71, Section 3 from Gravelotte (km 0.0) to Namakgale (km 44.0)**. A locality plan including details of the construction history and existing pavement structure along this portion of the route are available in SARDS (South African Road Design System) online. A user manual is included in Appendix M in Part C4 of this document.

### C3.1.3 Description of the Project

The envisaged scope of the works have been established through the SANRAL Asset Management System (AMS) verified by regional panel inspections that have either formed part of the Employer's normal business practices or have been the subject of previous separate assignments by the same or another Service Provider.

**Improvement:** The Employer's AMS currently indicates that additional capacity is required that may take the form of addition paved shoulders and/or climbing/passing lanes and the widening of structures followed by an appropriate surfacing.

#### a) Introduction

The aim of this project is to improve the existing road cross section to an acceptable Level of Service, improve road safety, and adequate pavement capacity for the design period. The Service Provider will be required to assess and review the project holistically to determine a suitable improvement solution. The highest design standards and requirements should always be applied first in any assessment. However, the Service Provider must, due to the various constraints that may exist also consider value engineering solutions to enable the optimal utilisation of the existing infrastructure.

#### Required project stages:

- Project Assessment.
- Investigations for Design Development.
- Design Development which shall include the following phases:
  - Preliminary Design
  - Detailed design
- Tender Documentation.
- Clarification Meeting, Tender Period and Tender Evaluation.
- Administration and Monitoring of the Works Contract.
- Additional duties, Special Services and Specialist Advice.
- Quality Control: Works Contract.
- Close Out.

# COMMON ERRORS ON TENDER SUBMISSIONS



# COMMON ERRORS WITH BBEE

	<b>Invalid Sworn Affidavits</b>
	<p>Non-submission of Sworn Affidavits Sworn Affidavits with no Financial Year indicated Sworn Affidavits with a wrong stamp Sworn Affidavits based on irrelevant codes Unsigned Sworn Affidavits by the Commissioner of Oath or Deponent Previous year Sworn Affidavits Expired Sworn Affidavits</p>
	<b>Invalid BBEE Certificates</b>
	<p>Non-submission of a B-BBEE Certificate. Submission of a certificate not signed by the Commissioner of Oaths Submission of a certificate based on Old Codes. Expired BBEE Certificate Certificate issued by an accountant or an Auditor Certificate with two certification dates by the Commissioner of Oaths Certificate issued by an Agency not accredited by SANAS Status level contradicts with revenue brackets</p>
	<b>Invalid JVs</b>
	<p>Non-submission of a JV B-BBEE Certificate as well as individual certificates. Non-submission of a JV B-BBEE Certificate but the individual certificates are submitted JV B-BBEE Certificate submitted but the individual certificates are based on irrelevant codes Correct certificate but one of the partners is a Generic and the other is an EME/QSE Project specific certificate not dated by the Commissioner</p>

# COMMON ERRORS ON TENDER SUBMISSIONS

1. Empty Flash drive submitted.
2. B-BBEE certificate issued by an Agency not accredited by SANAS or Commission for Intellectual Property Companies
3. B-BBEE certificate/ Sworn Affidavit issued based on Old Codes and not Amended Sector Codes-BEP
4. Sworn Affidavit not dated by the Commissioner. This invalidates the affidavit as the validity is based on the date signed by the Commissioner, not the certification date
5. Sworn Affidavit without the latest financial year or with an old financial year, and month
6. Not submitting other required documents that will make the company eligible for the particular project e.g., COIDA, A8 information etc.
7. Submitting a proposal consisting of only a financial offer (depending on the requirements of a project)
8. Mixing/ Swapping the A-form with the Financials (Bills of Quantities especially when there are various projects closing at once).
9. Blank/corrupt Flash drive.

# COMMON ERRORS ON TENDER SUBMISSIONS

## Financial Submission

- Form C1.1.1 - Form of Offer; and
  - Form C2.3 - Summary of Pricing Schedule.
1. No Form of Offer and Summary of Pricing schedule in the Financial folder.
  2. Scanned forms saved in separate folders – rather combine into one file.
  3. Separate scorecards for JV submissions (Score **ZERO** for preference).
  4. Incorrect project codes.
  5. Do not ZIP files to the Flash Drive. Do not PASSWORD PROTECT files to the Flash drive.
  6. Check the contents of your Flash drive before you submit your tender.

## TIPS FOR SUBMITTING YOUR TENDER DOCUMENTS SUCCESSFULLY

- When using a courier company, ensure that the delivery to SANRAL is before the specified closing time.
- The courier MUST complete the correct register using your company name and not their courier company name.
- Tender documents must be submitted electronically on a flash drive. (In the relevant MS Word 2013 and MS Excel 2013 format as issued, and not in .pdf format, except where so specified.). The tenderer is required to upload all certificates as listed in the List of Returnable Schedules as scanned copies, in .pdf format, on the flash drive.
- Clearly mark all the envelopes legibly, using the correct **PROJECT NUMBER**.
- **When submitting for the two-envelope process, use separate envelopes that are clearly marked "Technical" and "Financial"**
- **Make sure that the correct submission are in the correct envelope (Technical with Technical and Financial with Financial envelope).**



# THANK YOU

**SANRAL**



BUILDING SOUTH AFRICA  
THROUGH BETTER ROADS