

Reference: SANRAL X.005-054-2024/1S
Issued Date: 01/09/2023
Email: ProcurementWR2@sanral.co.za

Fax Number:
Direct Line: +27 (0) 21 957 4600
Website: www.nra.co.za



Dear Tenderer

CONTRACT NUMBER: SANRAL X.005-054-2024/1S

CONSULTING ENGINEERING SERVICES FOR THE ROUTINE ROAD MAINTENANCE OF NATIONAL ROUTE R31 SECTIONS 5 TO 6 FROM KGATELOPELE/GA-SEGONYANA BORDER (KM 47.90) TO KGATELOPELE/DIKGATLONG BORDER (KM 25.45) AND NATIONAL ROUTE R385 SECTION 3 FROM DANIELSKUIL I/S (KM 0.00) TO POSTMASBURG (KM 48.90) AND NATIONAL ROUTE R325 SECTION 2 FROM POSTMASBURG (KM 0.00) TO N14/R325 I/S (KM 52.76)

CLARIFICATION NO. 1

SANRAL hereby issue tender clarification contains:

- Minutes of compulsory clarification meeting held on Tuesday, 08 August 2023 at 14:00
- Specific details and questions



**PROCUREMENT OFFICE
SANRAL WESTERN REGION**

PART 1A: MINUTES OF THE COMPULSORY CLARIFICATION MEETING

This clarification minutes are to be read in conjunction with and shall be deemed part of the Contract Documents.

PART 1A: Minutes of compulsory clarification meeting held on Tuesday, 08 August 2023 at 14h00

PRESENTERS:

The Procurement Officer (PO) presented the Supply Chain Management (SCM) requirements. The Project Manager (PM) presented the Scope of Works.

AGENDA

1. OPENING & WELCOME
2. ATTENDANCE
3. CONTENTS OF THE SCM BRIEFING
4. CONTENTS OF THE SCOPE OF WORKS BRIEFING
5. QUESTIONS AND ANSWERS

1. OPENING & WELCOME

The clarification meeting started at 14h00 on Tuesday, 08 August 2023. The PO welcomed everyone to the compulsory clarification meeting.

2. ATTENDANCE

The PO requested the attendees to make sure to write the name of the company they represent on the attendance register. Thereafter, the PO started the roll call at 14:15.

3. CONTENTS OF SCM BRIEFING

The PO explained that this was a combined presentation for three (3) projects, in addition to the SCM presentation uploaded with the tender document, that the purpose of this meeting was to provide further clarification to the SCM and technical (Scope of Works) requirements of the project: SANRAL X.005-054-2024/1S, X.005-055-2024/1S and R.382-012-2023/1F. The same presentation as uploaded on the SANRAL website was presented and content consists of:

- **TENDER NOTICE AND INVITATION TO TENDER**
- **COMPOSITION OF THE TENDER DOCUMENT**
- **CONDITIONS OF TENDER**
- **SUBMISSION REQUIREMENTS**
- **RETURNABLE SCHEDULE**
- **EVALUATION PROCESS**
- **TIPS FOR SUBMITTING YOUR TENDER DOCUMENTS SUCCESSFULLY**

3.1 TENDER NOTICE AND INVITATION TO TENDER

Tender Documents

- The tender documents for this project were available from Friday, 28 July 2023 and could be downloaded from SANRAL website in electronic format using this link: https://www.nra.co.za/sanral-tenders/status?region_id=western.

- The PO emphasized the importance of submitting the A1.1 Forms before the 04 August 2023 and by ensuring that the A1 Forms of the tenderers are signed at the end of the clarification meeting by the Procurement Officers and Project Managers.
- Any queries relating to project SANRAL X.005-054-2024/1S may be emailed to procurementWR2@sanral.co.za

The closing time for receipt of tenders is on **Friday, 15 September 2023 at 11:00** at the **Western Region SANRAL Offices** as provided in the tender document. The PO encouraged tenderers using a postal service to submit their tender early, to avoid delivery of documents after tender closure.

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

All forms from the tender document were presented. The tender document consists of book 1, book 2 and book3 and returnable schedules which are in MS Word and MS Excel format and the clarification presentations in PDF. The declaration forms should be fully completed and signed by representatives.

3.3 CONDITIONS OF TENDER

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

The presenter requested that the Tenderers familiarize themselves with the notes as they are very important, relating to CIDB.

C.1.4 Communication and employer's agent:

All communication must be in writing and only to the email address provided for the relevant project.

C.2.1 Eligibility

The presenter highlighted that there are currently two (2) eligibility criteria and only tenderers who satisfy the criteria are eligible to submit a tender. Onus is on tenderers to ensure compliance to eligibility criteria as no additional documents will be requested or accepted after tender closing.

C.2.8 Seek clarification

Request for clarifications will be accepted at least twelve (12) working days before the closing date.

C3.1.1 Respond to requests from the tenderer.

The employer shall respond to clarifications received up to twelve (12) working days before 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 3.2 Issue Addenda

The employer shall issue an addendum until 10 (ten) working days before tender closing date.

C.2.12. Alternative Offer

The PO informed that alternative offers are strongly discouraged, however, if the tenderers are planning to submit alternative offers, they must take note of the requirements and adhere to them. There are timelines on how to submit and respond to those alternative offers.

C.2.15.1 Submission in Tender box

The submission of your proposal will be submitted in the tender box located in the reception area at the SANRAL Western Region offices. The PO advised the tenderers to submit the tender offers in a package marked with your name and tender number as required.

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

SANRAL will notify shortlisted tenderers of all errors, omissions or imbalanced rates.

C.3.13 Acceptance of a tender offer

The PO requested that tenderers familiarize themselves with clause C.3.13 and the notes to the Tenderer.

C3.16 Registration of award.

SANRAL will notify the unsuccessful tenderers when the tender process has been concluded.

3.4. RETURNABLE SCHEDULES AND SUBMISSION REQUIREMENTS

It was highlighted that tender returnable schedule must be duly completed, signed and the relevant supporting documents (proof) should be attached. The PO informed the tenderers that, if applicable, Form B7 in excel must be printed and signed by the tenderer and the targeted enterprises.

The two-envelope system will apply to these projects. 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 work provided. The PO advised that the tenderers must submit the proof of qualifications and registration for the key personnel. The PO emphasized that not submitting the proof of qualifications will deem the tenderer non-responsive and will not be evaluated further.

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 the tender closing date. Therefore, tenderers are required to complete Form A3.4 and attach the proof of CSD registration.

C.3.11 Quality Functionality Criteria

The quality / functionality criteria for these projects 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. Tenderer who scores less than 70 will not move to the financial evaluation. It was noted that failure to submit the required information will result in zero points scored for the specific criteria. The PO informed that the tenderers lose points on Past Performance, and he listed the mistakes that tenderers do when submitting past performance as follows:

- Tenderers do not submit PSP reports as proof of past performance.

- Tenderers submit annexure 4 PSP reports for interim projects. Requirement is for completed projects.
- Tenderers submit PSP reports that are on the key personnel's name and not in the tendering entity's name, or in the name of one of the companies or JV partner in case of joint ventures.

Financial evaluation

The Financial evaluation will be based on the Tendered Prices.

C.3.11 Evaluating price and preference

The presenter presented the table for scoring preference points for specific goals. The PO advised that the tenderers must ensure that the targeted enterprises documents are complete and correct in order to score points for subcontracting.

The presenter requested that the tenderer familiarize themselves with the new Form A14 and Form A15 and the notes to tenderers. The template and guideline of completing the Sworn Affidavit was projected and thoroughly explained.

C1 Agreements & Contract Data

The PO requested that the Tenderers refer to the notes to the tenderers for the definition of a targeted enterprise and the definition of a consulting engineering firm.

The PO informed that the tenderers must ensure that they adhere to the three different insurances and amounts for each project.

The PO further provided tips for submitting tender documents successfully and opened the floor to questions. The PO informed the tenderers that the questions will be responded to in the tender clarification with the minutes of the meeting. The PO handed over to the PM for the presentation of the scope of work.

4. CONTENTS OF THE SCOPE OF WORKS BRIEFING

The Project Manager (PM) gave an introduction and reaffirmed the projects' respective work scopes:

Scope of Works:

The following were highlighted:

C3.1 GENERAL REQUIREMENTS

C3.1.2 Location of the project

The locality map indicating the start and end of the project was presented.

C3.1.3 Description of the project: Routine Road Maintenance Contract

The PM emphasised that the service provider shall be required to provide services relating to the letting, management and supervision of the Routine Road Maintenance on respective projects over a duration contract period of 5 (five) years.

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

- Detailed Assessment Phase for the compilation of a Road Condition Report.

Western Region 1 Havenga Street, Oakdale, Bellville, 7530 | Private Bag X19, Bellville, South Africa, 7535 | Tel +27 (0) 21 957 4600, Fax +27 (0) 21 910 1699 Email info@sanral.co.za | Visit us at www.sanral.co.za

Directors: Mr. T Mhambi (Chairperson), Mr. R Demana (CEO), Mr. R Haswell, Mr C Hlabisa, Mr. E Makhubela, Mr. T Matosa Ms. R. Buthelezi, Ms. NL. Noxaka| Company Secretary: Ms. A Mathew

Reg. No. 1998/009584/30. An agency of the Department of Transport.

- Tender documentation for the Works.
- Site inspection and tender evaluation.
- Administration and monitoring of the Works.

C3.1.4 Project Cost Estimate

For the purposes of this tender, the current estimate for the Work is:

- X.005-054-2024/1S – R104.0 million (incl. VAT)

The final cost of the Works will 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.

C3.1.7 Project Programme

The PM noted that the program for each project will vary according to the specify project and scope requirements. The Tenderer will have an opportunity to propose a revised project programme at the handover meeting. The Tenderer was requested to check the footnotes throughout the sections relating to the personnel requirements.

C3.1.9 Personnel Requirements- Limitations

The key person (Contract Engineer)) and Assistant contract Engineer (if applicable) will be limited to participate in a maximum number of 6 (six) RRM contracts with the Employer which be complete after the taking-over Certificate is issued to the contractor.

Note: if the tenderer submits for 6 or more SANRAL RRM tenders and propose the same key person (CE) on all Form B1.1 and B2.1 submissions, submits no alternative key person (CE) (Form B1.2 and B2.2) and are in line to be awarded 6 or more SANRAL RRM contracts, then the tenderer will only be awarded the first 6 contracts with the same proposed key person (CE).

C3.1.10 Meetings and Liaisons

During the Administration and Monitoring of the Works Contracts (60 months), most if not all meetings will be monthly physical on-site meetings.

The unit of measurement under pay item 35.01 (a) shall be the rate per month (pro rata for part of a month). The tendered rate shall include full compensation for all costs, including

personnel, transport, accommodation, and subsistence etc. associated with fulfilling the duties of the Engineer as specified in clause C3.5.3.

C3.5.3 (a) Duties of the Engineer:

iii) Arranging and attending monthly site meetings and keeping minutes of such meetings.

xxi) Frequent inspection of the site shall be made so that problems may be identified, the causes identified, the methods of repair stipulated, job instructions issued, and the repairs carried out timeously.

C3.2.4 Visual condition survey

The service provider shall carry out a detailed visual assessment survey of the pavement's existing condition utilizing experienced personnel in order to ascertain the current pavement condition.

The Service Provider shall carry out a detailed visual survey of all additional SANRAL properties forming part of the site:

- Grass cutting and bush clearing.
- Fence repair needs.
- Information on illegal occupation, rubbish dumping and illegal advertisements.

C3.5.3 Administration and Monitoring

(a) Fulfilling the functions of the Contract Engineer

X) 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.

xxiii) Assisting the contractor with compilation of the subcontract tender documents. Attending subcontractor's tenderers meetings, keeping minutes of such meetings and correspond with interested and affected parties as and when required. Assisting the contractor regarding Targeted Enterprises tender process and evaluation thereof.

C3.5.4 Establishment of supervisory personnel on site

(a) Supervisory team

- i) Route Manager (RM).
 - ii) Assistance Route Manager (ARM) X2
 - iii) Project Liaison Officer (PLO)
 - iv) Trainee (Student)
- Minimum requirements for qualifications as in C3.1.9 (RM, 2x ARM).
 - Total Annual Cost of Employment (TACE) (RM, 2x ARM).
 - Basic Salary
 - Other benefits not reflected in the basic salary:
 - Bonus
 - Medical aid
 - Pension/provident fund
 - Computer/cell allowance
 - Statutory requirements:
 - COIDA
 - UIF

C3.5.6 Project Liaison Officer (PLO)

The PLO shall facilitate the employment of Targeted Labour and shall coordinate communication between the PMT and the PLC to address the day-to-day project, stakeholder and community matters that impact on the parties to the project.

The South African National Roads Agency SOC Limited
01 Havenga Street
Oakdale, Bellville
7530

ACKNOWLEDGEMENT OF CLARIFICATION MINUTES NO. 1

I _____

Representing _____

Hereby acknowledge that I have received the above clarification minutes and that I am conversant with the contents thereof.

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

Tick (√)	Type Document	of Document Name
	(*pdf)	Minutes of clarification meeting - SANRAL X.005-054-2024/1S

SIGNATURE: _____

DATE: _____