

## QUESTIONS and ANSWERS – Batch 2

<b>Tender Ref No</b>	RA7419/2024/RFP
<b>Tender Description</b>	Professional Service Providers for the Terminal Expansion Project at George Airport

**IMPORTANT: Tenderers are required to acknowledge this Q&A in their tender submission in the table for RECORD OF ADDENDA TO TENDER DOCUMENTS**

### QUESTIONS AND ANSWERS

NO.	TENDERER QUESTION/QUERY	ACSA RESPONSE
1	The Mech & Fire pricing schedules add to 105% for Phase 1 & 2. This is not evident on the PM, QS,EE & HS schedules. Ask if this is a typo and if they will send us a new schedule to complete.	This is definitely a typo, the Total should add to 100%. A revised Pricing schedule is issued herewith with corrected percentages.
2	The Rational Fire Design is counted twice. Once under mechanical (Appendix 8b page 3) and once under Fire (Appendix 8b page 5). Is this is correct, or will be changed twice for the same service.	The revised pricing schedule is issued herewith.
3	The Airport was last renovated in 2009, 15 years ago; which would be the end of life for any air-cooled system. Mention has been made to a specialist investigation to ascertain if the old plant can be integrated with or replaced. Does the estimated construction value exclude any existing infrastructure replacement?	The estimated construction cost includes replacement of any existing infrastructure.
4	Appendix 2b, page 15, item 1.1.3 has reference "As a start, proper fee allowance must be made by the consultants for inclusion of the approved Green building scope items within the design development of the entire project scope. Should this fee allowance not be priced as a separate line item?"	It is stated in the Scope of Service that Sustainability/Green building considerations will be included as part of each Consultants Design scope. The Green Building Specialist will lead in the specific GBCSA design requirements for the building to achieve 4 Star GBCSA rating.
5	Appendix 2b, page 16, item 1.1.5 (c) has reference "the professional team will be required to undertake <b>3D laser scanning, heat detection</b> and mapping of existing services, including bulk services, IT installations / Infrastructure. The hours (240+480) is the same for Mech as for Elec, although there is more to scan when Mech is combined for HVAC, FIRE & WET. Is the allowance correct that has been allowed for in the tender documentation?"	Yes the allowance is sufficient.

6	Appendix 2b, page 25, item 1.1.7.1 (d) mentions that tenants in the commercial space should have their electricity and water metered. Is there a requirement to have their thermal energy also measured?	This will be confirmed during the design stage.
7	Appendix 8b, page 1, Item 7 is in contradiction with Appendix 8a, page 5, item 14.	Clarified in addendum 04 herewith attached.
8	The scope of relocation of the ACSA Operations to a temporary facility and back to their final position is deemed as part of this project. Is the temporary facility fully furnished in terms of building services or is the fitout there off included in the Estimated Construction Cost?	This will be an output of proposed construction phasing methodology which the consultants will produce and therefore temporary facility could be an existing room/s within the terminal building or a new decanting facility which does not yet exist of which the furniture will be temporarily moved to.
9	What BIM maturity level is required (Level 0, 1, 2 or 3)? Or what BIM Level of Development (LoD) is required (100, 200, 300, 400, 500)?	Level 3 and LoD 300. This will also be finalised at Stage 1.
10	Does the facility have a current BMS? If not will the new BMS need to integrate the entire Airport and to what level?	Does not have existing BMS. The new BMS must integrate the Terminal services. The level will be decided at design stage. Provision must be made modular for future additions.
11	Do we need to complete and sign FORM 4.5.25 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT (pages 76-86), as this talks to the Principal Contractor?	Yes.
12	Please clarify if we need to submit all CVs of key personnel or just the key person?	Submit CVs for the Key Person as specified in the bid document per discipline.
13	How do we deal with the added fee for work done to existing terminal?	This is an alterations and additions project. Appropriate fee complexity factor should thus be included in your fee pricing.
14	Enforcing a number of hours without a well-defined scope puts the consultant at quite a big risk if they add a low hourly rate to get to a fee. This needs to be clarified as they finding it difficult to evaluate.	The scope is reasonably defined and how the bidder prices his rate will be at his discretion.
15	How are these rates going to affect the main bidders tender. Surely they should not be used to evaluate the bidder's (Architect) tendered fee ? Seems unfair and tender should just be on the main fee provided by the bidder.	The total offered price should include for both % fee and time based fees. Each Discipline will be evaluated separately and a separate form of offer (C1.1) must be submitted for each discipline.
16	Please clarify whether payments to the CHS Agent will only occur upon successful completion of the respective stages bearing in mind the success of the relevant stages is not in control of the CHS Agent and is mostly dependent on other PSPs, contractors and other stakeholders.	Refer addendum 04 herewith
17	If yes, what constitutes successful completion of the respective stages? Non performance of other entities might affect payments.	Refer addendum 04 herewith

18	Will the client be willing to make payments upon successful completion of respective stage deliverables i.e. payments per deliverables such as CHS Specification development, per audit, per meeting etc.	Refer addendum 04 herewith
19	Confirm that frequency of meetings to be priced for is two meetings per week for the duration of the project?	Two Meetings per month (Not week). There may also be reasonable amount of adhoc meetings.
20	Confirm allowance to be made for permits for staff to be calculated at R10 000 per individual?	Yes.
21	Confirm that copyright pertaining to all documentation will remain with the service provider until payment has been made?	Yes
22	Confirm that the employer may terminate the Consultant's contract for any reason?	Yes, as per NEC.
23	Confirm upon said termination whether payment will be made for work completed even though the relevant stage might not be completed?	Yes.
24	Can we have a copy of the presentation presented at the tender clarification meeting?	Issued on 29 April 2024
25	Can we have a copy of the tender clarification meeting attendance register?	Issued on 29 April 2024
26	Please can we request an extension of the closing date to 17 May 2024.	Will remain as 2024/05/13
27	With reference to the pricing schedule for the Civil Engineer, Table 1A: Additional Services, the hours allocated to Category B & C resources for the (i) Traffic Impact Assessment, (ii) Geotechnical Survey, and (iii) Topographical, GPR and Land Surveys, based on experience on similar upgrade/expansion projects, is disproportionately high compared to the effort required for these services, and distort the overall pricing. Would ACSA consider providing provisional sum amounts for these services in Table 1A ?	Refer Addendum 03 issued on 26 April 2024.
28	Consider extending Query closing date as 3 May 2024 (instead of 26 April 2024)	Was extended to 2024/04/30
29	Consider extending Bid closing date and time as 27 May 2024 at 10:00 (instead of 13 May)	Will remain as 2024/05/13
30	<p>The Contract Pricing Schedule and Tender Construct does not lend itself to Joint Venture submissions. By tender definition Pg 41 of 88, " a Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract."</p> <p>In the disclaimer of the RFP page 9 of 88 , clause 1.7.1 and 1.7.2 which refer to "award the whole or part of this bid " and "Split the award of this bid" , please advise as to the following in the context of a Joint Venture:</p>	<p>Refer Page 1 of the tender document -Table 1 clearly outlines what the 7 disciplines are for this tender.</p> <p>For the purposes of this tender:</p> <p>a) Civil and Structural Engineers is 1 discipline.</p> <p>b) Electrical and Electronic Engineers is 1 discipline.</p> <p>If a bidder chooses to JV for a) and b) above, the bidder must satisfy all requirements for each discipline a) and b) above.</p> <p>a) and b) above will be evaluated separately.</p>

31	<p>The Pricing Instruction appendices only allows for individual Consultant disciplines to submit pricing and not the collective of a Joint Venture. Please therefore advise as to how a Joint Venture/s are to be incorporated into this tender or NOT.</p>	<p>Refer to addendum 04 herewith.</p>
32	<p>Furthermore, if a consulting discipline is a Joint Venture of its own, how then is B-BBEE going to be assessed if ACSA selects an individual company within a joint venture discipline.</p>	<p>Where JVs are considered, a combined JV B-BBEE certificate must be obtained - refer page 22 of bid document for more details.</p>
33	<p>Page 70 of 88 : Form 4.5.20: Central Supplier Database Report: This technically only applies to the winning bidder as it would be required to have its own bank account, vat obligations and B-BBEE information. Only then can it be registered onto the CSD of Treasury. We therefore request that consideration be given to remove this obligation in the returnables of the tender submission but is to remain a condition of contract to the winning bidder.</p>	<p>Bidders to provide proof of CSD registration (report) as required in bid document.</p>
34	<p>Clause 8 of Appendix 3b "Payment of fees shall be done as per percentage apportionment of fees at completion of each stage as set out in the relevant professional body's fee scale guidelines". In the Tender briefing it was stated that this payment was also conditional upon the approval of the relevant stage. Clause 9 of appendix 3b " Period for payment of monthly fee claims will be in line with ACSA's payment cycle.</p>	<p>Refer addendum 04 herewith</p>
35	<p>These two clauses contradict each other. Would ACSA please consider an agreed to monthly cashflow drawdown for the execution of each stage over the timeframes stipulated in the RFP</p>	<p>Refer addendum 04 herewith</p>
36	<p>Clause 7 of Appendix 3 b and relevant pricing appendices of the respective disciplines refers: " Should the bidder not be granted approval to commence with the next stage, this will not be seen as a cancellation, termination or abandonment of the projects that will trigger termination fees or any additional payments apart from those for services rendered up to the previous completed stage." This clause is in conflict with Appendix 3a and relevant appendices of each discipline " Description of Services" in particular clause 14 Contract Termination. In reference to the NEC Professional Services Contract, it is also in conflict with Clause 9 "Termination" and X11 of the NEC3.</p>	<p>Refer addendum 04 herewith</p>

37	<p>Context : the Professional Services per discipline have been Gazetted by the Government of South Africa and as such represents a fair contract between Clients and the Professional Services Providers as proffered in the representation of Rights, Obligations and Liabilities of both parties. Clause 7 as referred to above represents a deviation from such fair practice and is prejudicial to each and every consulting discipline. Termination of any kind has a cost implication for the affected party especially if it is not consequential to the performance of the aggrieved party. As such the original contracts as gazetted , incorporate this principle. <b>We therefore request ACSA to consider the omission of this clause 7 in the RFP.</b></p>	Refer addendum 04 herewith
38	<p>With regards to the professional services contract that is included in the RFP, could you please respond to the following queries?</p> <ul style="list-style-type: none"> <li>• Clause X13 states that a performance guarantee of 10% of the fees would need to be provided. Could you please omit this requirement?</li> <li>• Clause Z6 “The Consultant will supervise the works in accordance with the Works Information and warrants that the results of the Works done in accordance with the drawings and specifications, when complete, shall be fit for their intended purpose.” We request that this be deleted and reserve the right to negotiate should we be the preferred bidder. This particular matter was part of contract negotiations during previous appointments for which more information can be provided.</li> </ul>	<p>Bullet 1: Regarding Clause X13, Performance bond is a standard NEC PSC clause that provides surety to the client for the works that the consultant will provide. We have reviewed that the contract and have noted that it has allowed for delay damages, insurance and liability clauses which covers the client from any default that may occur on the consultants company's part and therefore we have agreed to omit the Performance Bond clause for this contract.</p> <p>Bullet 2: Clause Z6 will not be deleted for the purposes of this tender.</p>
39	<p>Mention was made of environmental services information that would be provided and that such would potentially from part of the Civil / Structural Engineering discipline. Although it is considered that the environmental services should be handled as a separate discipline, kindly please confirm whether information would still be provided. And if so, when the information will become available.</p>	Environmental requirements is included under Health and Safety (Appendix 9).
40	<p>Further to the request for provisional sums and the instances that you may choose not to provide such provisional sums, kindly please review the hours that was provided.</p>	Pricing of hours will remain and amount of hours have been reviewed where applicable.

41	<p>With regards to the pricing tables for additional services and specialist studies, we respectfully request that provisional sums be allocated by ACSA for each of the studies. The reasons for this request include:</p> <ul style="list-style-type: none"> <li>• Some of the work’s quotations from suppliers</li> <li>• Certain information related to the services and studies will only become known during development of the design.</li> <li>• Various suppliers for the various items may interpret the scope differently and, without an opportunity to clarify such matters with the project team and client, this may result in misalignment.</li> </ul>	<p>Provisional Sums will not be provided per additional services.</p>
42	<p>We note that the documentation provides information about specialist studies in 2 different locations:</p> <p>a) In the Project Scope Breakdown the section 1.1.5 “Specialist Studies” lists and provides information on the various studies</p> <p>b) In the pricing table for various disciplines, there are also reference to studies</p> <p>The references do not seem to correlate, and in certain instances may overlap (such as-built drawing survey and / or BIM) .</p> <p>Could you please check that all the studies are list and described in 1.1.5 and also provided for in the pricing? And that the risk for multiple processes on the same item is mitigated?</p>	<p>There's no duplication of studies in the Pricing Schedule. Where certain studies are not included in the pricing schedule, they are deemed to be part of normal service.</p>
43	<p>On page 15 of the bid document, it states the minimum functional and technical requirements to be considered.</p> <p>Except for the minimum requirements that a bidder must achieve to be considered, will the functional criteria be considered in any other way further in the bid evaluation process?</p>	<p>Stage 3 evaluation (Functionality) will be carried out as per requirements from page 13 of the bid document.</p> <p>The minimum points to be achieved per evaluation criterion is indicated on Technical Evaluation requirements. Bidders who do not achieve minimum score per criteria will be disqualified.</p>
44	<p>On page 22 of the bid document, it states that a valid B-BBEE Certificate from a SANAS accredited rating agency (together with B-BBEE report) must be submitted.</p> <p>Is there a minimum B-BBEE level that a bidder is required to have to be considered for the tender?</p>	<p>No, there is no requirement for minimum B-BBEE level.</p> <p>Refer ACSA's Specific Goals on page 21 of bid document.</p>



45	<p>On page 21 of the bid document, it states the specific goals that must be achieved for this bid</p> <p>a. Is this the only preferential criteria that will be considered in the bid evaluation?</p> <p>b. Will the B-BBEE level, as it is reflected on the bidder's B-BBEE certificate therefore not be used in any way to calculate preferential points?</p>	<p>a. Yes</p> <p>b. No, B-BBEE Level will not be used.</p>
46	<p>On page 21 of the bid document the formula to calculate the points scored is indicated. The formula and abbreviations is however not clear:</p> <p>a. What is "P min" as indicated in the formula?</p> <p>b. How is "P max" as indicated in the clarification of the abbreviations applied in the formula?</p>	<p>Legend below the formula should read:</p> <p>Where:</p> <p>Ps = Points scored for price of tender under consideration</p> <p>Pt = Price of tender under consideration</p> <p>Pmin = Price of lowest acceptable tender</p>
47	<p>Is it expected that we complete Form 4.5.26 OCCUPATIONAL HEALTH AND SAFETY QUESTIONNAIRE?</p>	<p>Yes.</p>
48	<p>Do we have to place the Contract (NEC3 - FORM 4.5.28: CONTRACT DOCUMENT) in a separate envelope to the rest of the tender or do we include it together with the tender documents under FORM 4.5.28: CONTRACT DOCUMENT?</p>	<p>Refer page 6 of the bid document.</p> <p>Can include contract under Form 4.5.28.</p>
49	<p>Has any addenda been issued for the above mentioned tender?</p>	<p>Yes.</p>
50	<p>I have attached the tender document, is it the latest version?</p>	<p>There is only one version of the tender document that was issued.</p> <p>Addenda 1/2/3 issued and addendum 4 herewith.</p>
51	<p>Will the final Q &amp; A be shared with all the tenderers by 02/05/2024?</p>	<p>Date for ACSA to respond to queries is 3 May 2024.</p>
52	<p>Will there be a time extension or will tender submission still close on 13/05/2024 at 10:00?</p>	<p>Published closing date will remain.</p>
53	<p>Did the pricing schedule change? If so, when will the new pricing schedule be shared with the tenderers?</p>	<p>Refer addendum 04 herewith that reflects some Pricing Schedule changes.</p> <p>Also refer Pricing schedule/s attached.</p>
54	<p>Has any correspondence been sent to tenderers who attended the tender briefing</p>	<p>Yes</p>
55	<p>Please could you advise the actual % split between stages for Mechanical &amp; Fire as the current total adds up to 105%.</p>	<p>This is definitely a typo, the Total should add to 100%. A revised Pricing schedule is issued herewith with corrected percentages.</p>

56	Please confirm eligibility to Bid if clarification meeting was not attended? Scope of Service: Occupational Health and Safety Agent.	Briefing Session attendance is a Compulsory requirement.  If a company did not attend the Compulsory Briefing Session and wants to be eligible to tender, they can consider sub-contracting or form part of a JV/consortium/partnership with bidders that did attend the compulsory briefing session.  Your company must also be based in the Western Cape Province and satisfy the Objective Criteria (stage 5 of the evaluation)
57	Specialists: Would the project specialists (under Additional Architectural Services) be seen as sub-consultants under the professional, or specialists/sub-contractors directly employed by the client?	Sub-consultants under the bidding Architectural company.  Bidder must not sub-contract/consult more than 30% . If more than 30%, consider JV/Consortium etc.
58	Appendix 4b Architect Pricing Schedule, Table 1A: Additional Services: v Building Information Modelling (BIM) Services makes reference of a category B and category C under the heading. What is the classification/description for these categories?	Refer revised Pricing schedule issued herewith.
59	Bid document RA7419 2024 RFP page 74 of 88 and page 75 of 88 (FORM 4.5.24: ACSA Service and Maintenance Contractors): Would the tenderer (as architectural consultant) fall under the 'contractor' referred to in this form? We assume we need to sign the form, but would just like clarity, seeing that the form only refers to the 'contractor'.	This document also applies to the service providers. Please complete for oversight purposes.
60	The wording of the termination clause in the document in its current format is not a fair one and is in contradiction with the other reference in the scope of service appendix which fully recognise termination. The clause is considered prejudicial to tenderers attending the briefing session and request that it be revisited.	Refer addendum 04 herewith
61	If we do a joint venture between a company from Gauteng and a company from Cape Town, would we be disqualified?	All bidders must be from the Western Cape Province including all parties to a JV/Consortium/Partnership and sub-consultants.
62	I would like to enquire about the requirements of tender that are in page 27, 4.4 Objective criteria Returnable document. It says bidders should be located in Western Cape province, please advice will it be disqualifying factor if bidder is not located in the province mentioned?	Yes, that's correct – Bidders will be disqualified if they are not based in the Western Cape Province.  Page 23 also outlines the objective criteria.



63	Will it be acceptable for a company to tender as a single entity for one discipline and as a JV for a different discipline?	<p>Yes, this is allowed as long as two separate tender submissions will be submitted i.e. one tender submission for the JV and one for the entity tendering on its own on separate discipline/s.</p> <p>All individual bidders and parties to the JV/Consortium/Partnership must be from the Western Cape Province and satisfy the Objective criteria (stage 5 evaluation).</p>
64	Do we have to complete a separate Form of Offer (Form C1.1 in contract document) separately for each discipline ?	<p>Yes.</p> <p>Each discipline must be tendered for separately and will be evaluated separately.</p> <p>Refer Page 1 of the tender document -Table 1 clearly outlines what the 7 disciplines are for this tender.</p> <p>Eg. Mechanical and Fire Engineers is one discipline. Form C1.1 must reflect the consolidated figure for Mechanical and Fire (<b>Total Offered Professional Fee Mechanical Engineers + Total Offered Professional Fee Fire Engineers</b>)</p>

End