

**COMPULSORY TENDER BRIEFING MEETING MINUTES
FOR ROUTINE ROAD MAINTENANCE CONTRACTORS
NORTHERN CAPE AND WESTERN CAPE PROVINCES
Monday, 21 September 2026 via Microsoft Teams**

1. OPENING AND WELCOMING

The Procurement Officer welcomed prospective tenderers to the joint compulsory tender briefing session for the Northern Cape and Western Cape Routine Road Maintenance contracts. Attendees were instructed to keep microphones muted and to register in the Microsoft Teams chat by providing the company name, e-mail address, representative name and contact number.

The session was opened for registration at 13:30 before the formal presentation. The cut-off for admission and attendance verification was pre-communicated and confirmed as 14:15. It was clarified that the Teams created attendance report would be used to verify the time at which participants joined. A tenderer who joined before 14:15 but posted company details later would be assessed against the join-time record. Participants joining after 14:15 would not be accepted as having attended the compulsory briefing.

The purpose of the meeting was to brief prospective tenderers on supply chain management compliance, submission requirements, evaluation criteria and the technical scope applicable to seven Routine Road Maintenance works contracts grouped into two batches.

2. CONTENTS OF SCM BRIEFING

The SCM presentation covered the tender notice and invitation to tender, composition of the tender documents, conditions of tender, eligibility requirements, clarification process, submission requirements, returnable schedules, evaluation stages, pricing and preference, and practical guidance for submitting compliant tender offers.

2.1 Northern Cape Province – NRA 2026/0169 consists of four projects:

X.005-131-2026/1

X.005-132-2026/1

X.005-134-2026/1

X.005-135-2026/1

2.2 Western Cape Province – NRA 2026/0379 consists of three projects:

X.005-048-2023/1

N.002-057-2026/1

N.001-047-2026/1

3. TENDER NOTICE AND INVITATION TO TENDER

The tender documents were made available from 11 September 2026 and were issued free of charge through the platforms identified in the tender advertisements. Tenderers were reminded that the presentation was a guide and did not replace the tender documents, formal clarification responses or addenda.

All tender-related communication must be directed to ProcurementWR6@sanral.co.za. Communications sent to other addresses would not be responded to. Clarification requests must be submitted at least eight calendar days before tender closure, and the employer would respond to qualifying requests up to three working days before closure.

4. COMPOSITION OF THE TENDER DOCUMENT

- Book 1: Tendering procedures, returnable schedules and compliance documentation.
- Book 2: Agreements and contract data.
- Book 3: Pricing data, scope of work, site information and annexures.
- Returnable Schedules

All certificates and compliance documents listed in the returnable schedules must be supplied in the required format. The Form of Offer and project-specific pricing schedule must be completed and submitted for each contract tendered for. For batch submissions, common compliance documentation may be submitted once for the batch, while project-specific forms and pricing schedules must be placed in clearly named project folders on the flash drive.

5. CONDITIONS OF TENDER

Eligibility and responsiveness requirements included the following:

- Tenderers must hold a CIDB grading of 7CE or higher. For a joint venture, every member must be registered and the lead partner must be registered at not less than one grading level below the required designation. The combined joint venture grading must meet 7CE.
- Tenderers must be registered on the National Treasury Central Supplier Database at tender closure.
- A valid Letter of Good Standing issued in accordance with COIDA requirements must be submitted.
- Alternative tender offers will not be considered.
- A responsive tender must be submitted on time and include a fully completed and signed Form of Offer and a complete pricing schedule that balances to the Form of Offer.
- Where amounts in words and figures differ, the amount in words will govern.
- Non-responsive tenders may not be made responsive after closing by correcting or withdrawing a material deviation or reservation.

6. SUBMISSION REQUIREMENTS

- Submit printed and bound hard-copy tender documents together with a clearly labelled flash drive.
- The hard-copy submission takes precedence where there is a discrepancy between the printed and electronic submissions.
- Certificates and supporting documents must be scanned in PDF format and saved on the flash drive in the prescribed folder structure.
- Pricing schedules (in Microsoft excel, pdf and printed hard copy) and Forms of Offer must agree and must be submitted together.
- Every envelope must be clearly marked with the correct tender number, project number and project description.

- Courier deliveries must arrive before the closing time, and the courier must register using the tenderer's company name rather than the courier company name.

Tenderers were advised to conduct an independent quality check before submission and not to wait until the closing date to lodge tenders.

7. EVALUATION PROCESS

Stage 1: Test for responsiveness as outlined by Tender Data, Clause C.3.8

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- Timely submission of Tender Offer,
- Fully completed and signed Form of Offer, and complete pricing schedule balancing to the Form of Offer.

Stage 2: Mandatory administrative compliance

- Completed in full and signed Form of offer (i.e.: all allocated spaces for completion have been filled, designated representative has signed together with both witnesses)
- Bidder is registered with National Treasury's Central Supplier Database (CSD).
- Bidder has Valid Letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA).
- Attendance of compulsory briefing session.
- Meet the CIDB requirement as stated in Clause C.2.1.

Stage 3: Functionality

- The maximum functionality score is 100 points, and the minimum overall qualifying score is 70 points. Tenderers must also meet the applicable minimum scores for each sub criterion.
- Tendering-entity experience is assessed using Routine Road Maintenance projects undertaken during the preceding 15 years, measured by linear kilometres on national, provincial or municipal roads.
- Completed projects require an award letter, completion certificate and fully completed reference letter (an example of a reference letter is included in the tender documentation). Ongoing contracts executed for more than three years may be considered where an award letter and fully completed reference letter are provided.
- The kilometres claimed must be clearly identifiable in the supporting records.
- Construction Manager and Contracts Manager qualifications, professional registration, relevant experience and accredited training are assessed against the submitted CVs and prescribed forms.
- Key-person experience may include projects completed during the preceding 20 years. CVs must clearly show qualifications, projects, experience and completed courses.

Stage 4: Price and preference

Price and preference will be evaluated under the applicable 80/20 or 90/10 preference-point system. Tenderers must submit a valid B-BBEE certificate issued by SANAS accredited verification agency or a Valid Sworn affidavit where applicable. For Sworn affidavits, the deponent and Commissioner of Oaths must sign on the same date and the deponent's capacity must be stated.

8. SCOPE OF WORKS

The engineering presentation covered the seven project-specific contracts, including locality, route lengths, contract periods, proposed site-office locations, route conditions, vegetation cycles, road-reserve cleaning, infrastructure assets, planned capital and operational projects, and pricing considerations.

General Scope and Contract Responsibilities

Part A, covering contract management, remains the responsibility of the main contractor and may not be subcontracted.

Part B covers operational Routine Road Maintenance activities. An initial six-month period is allowed for mobilisation and appointment of subcontractors, after which Part B activities are generally subcontracted unless otherwise instructed.

Series M1000 blacktop work is preferred to remain the responsibility of the main contractor for the contract period, although may be subcontracted if elected by the main contractor.

At least 30% of the final contract value must be subcontracted to targeted enterprises under Part D3000. Rates for both the main contractor and targeted enterprises must be market related.

Part B quantities must be read together with the CPG plan and targeted-enterprise work-package schedule, because reduced quantities may reflect work allocated to targeted enterprises.

Response times and penalties are stated in Table C3.1.9 of Book 3. Penalties may accrue daily where prescribed deadlines or response times are not met.

Annual work programmes must account for lane-closure restrictions during school holidays, Easter, long weekends, public holidays and the mid-December to early-January period, as applicable to each project.

The Environmental Management Plan is binding. Environmental non-compliance costs or penalties incurred by SANRAL may be passed to the defaulting contractor.

The employee wellness programme is separate from occupational health and safety obligations and must be priced and implemented as prescribed.

OHS requirements include competent risk assessments, monthly audits, appropriate representatives and committees, and review of risk assessments when work changes, after incidents and at least quarterly.

9. PROJECT-SPECIFIC TECHNICAL INFORMATION

N.002-057-2026/1 – Garden Route

Contract period: 48 months. The route covers sections 5 to 7, including single carriageway, dual-lane and dual-carriageway portions. Mossel Bay was identified as the preferred site-office location. Tenderers must allow for extensive pavement repairs on section 5, high vegetation growth, multiple mowing cycles, SANRAL properties, interchanges, guardrails, bridges, culverts, fencing losses and flood-related maintenance.

X.005-131-2026/1 – Uppington area

Contract period: 60 months; preferred site-office location is Uppington. The route includes the R31 and R360 sections presented. Tenderers must price for dense vegetation, wide road reserves, significant transverse and longitudinal cracking, stone loss and substantial crack sealing.

X.005-132-2026/1 – Uppington area

Contract period: 60 months; preferred site-office location is Uppington. The route covers approximately 254 km across the N10 and N14 sections presented. Tenderers must consider pavement cracking, surface failures, planned structure and culvert repairs, the Orange River embankment slope failure and future rehabilitation or upgrade projects.

X.005-134-2026/1 – N12 and R705

Contract period: 60 months; preferred site-office location is Hometown as presented. The scope includes daily route patrols, prescribed road-reserve cleaning, vegetation cycles, SANRAL properties and pavement works associated with heavy-truck impacts.

X.005-135-2026/1 – N12, N18 and R64

Contract period: 60 months; preferred site-office location: Kimberley. Tenderers were directed to the project-specific Book 3 information and instructed to inspect the routes before pricing.

X.005-048-2023/1 – Cape Town Metro

Contract period: 48 months. The site office must be located in Bellville. The contract includes the N1, N2, N7 and R300 sections presented, as well as a gravel-road portion. Tenderers must review the detailed electrical and security requirements and additional route-patrol requirements for the N1 and R300.

N.001-047-2026/1 – Central Karoo

Contract period: 60 months; the site office must remain in Laingsburg. The route comprises N1 sections 4 to 7.

The scope includes maintenance of SANRAL properties, future street-light maintenance, seven-day route patrols, vegetation maintenance, urban, peri-urban and rural cleaning frequencies, and extensive pavement repairs on isolated portions, particularly section 5.

9. ACTION ITEMS

- SANRAL Procurement to distribute and publish the briefing presentations on the tender-advertisement platforms.
- SANRAL to issue formal clarification responses and any required addenda through the prescribed process.
- The attendance record and Teams join-time report to be used to verify compliance with the 14:15 compulsory-briefing cut-off.
- Tenderers to inspect applicable routes, review the complete tender documents and submit clarification questions through ProcurementWR6@sanral.co.za within the prescribed period.
- Tenderers to conduct a full compliance and quality review before lodging hard-copy and electronic submissions.

10. CLOSURE

The Procurement Officer thanked the presenters and prospective tenderers. Attendees were reminded that the tender documents, formal clarification responses and addenda remain authoritative. The meeting was closed after the questions recorded below had been addressed.

QUESTIONS AND ANSWERS

1. Attendance registration after the 14:15 cut-off

Question: How would SANRAL treat companies that joined before 14:15 but posted their registration details later?

Answer: The Teams attendance record will be used to verify the actual join time. Participants who joined before 14:15 may have their later chat registration verified against that record. Participants who joined after 14:15 will not be accepted as having attended the compulsory briefing.

2. Technical difficulties and late joining

Question: Would participant-side network or device problems justify joining after the cut-off?

Answer: No. Where no SANRAL-side access problem occurred, participant-side technical or network difficulties would not override the cut-off. The session was opened approximately 30 minutes before the scheduled start to allow time to join.

3. Previous project experience

Question: Must claimed Routine Road Maintenance experience be from SANRAL contracts only?

Answer: No. Comparable Routine Road Maintenance work for other clients may be submitted. The type of work and the kilometres completed are the relevant considerations.

4. Supporting evidence for experience

Question: What must be submitted to claim points for completed or ongoing projects?

Answer: Completed projects require an award letter, completion certificate and fully completed reference letter. For qualifying ongoing contracts executed for more than three years, the award letter and fully completed reference letter are required. The kilometres claimed must appear in at least one supporting document.

5. Blacktop work and subcontracting

Question: Does blacktop work remain the main contractor's responsibility?

Answer: Yes. Series M1000 remains the responsibility of the main contractor. Portions may be subcontracted, but the main contractor retains responsibility and must achieve the overall 30% CPG obligation by the end of the contract.

6. Batch submission arrangement

Question: Must a full common returnable package be submitted separately for every project in a batch?

Answer: The common Book 1 and compliance documentation may be submitted once for the relevant batch. A separate Form of Offer and pricing schedule must be submitted for every individual contract tendered for, with clearly named project folders on the flash drive.

7. Joint venture B-BBEE evidence

Question: What B-BBEE evidence is required for a joint venture?

Answer: A consolidated joint venture B-BBEE certificate is required. It should identify the applicable batch number or the individual contract numbers and descriptions covered.

8. Locality points

Question: Are points allocated for locality?

Answer: There are no points for locality allocated.

9. Availability of presentations

Question: Will the presentations be distributed?

Answer: The Procurement Officer confirmed that the presentations would be sent to tenderers and published on the same platforms used for the tender advertisements.