

SCM Presentation

Compulsory Clarification Meeting:

**R.031-070-2024/1F - CONSULTING ENGINEERING SERVICES
FOR THE PERIODIC MAINTENANCE (RESURFACING) ON
NATIONAL ROUTE R31 ON SECTION 7 FROM
DELPORTSHOOP (KM 0.00) TO BARKLY WEST (KM 30.61)**

**Compulsory clarification meeting (In-person)
SANRAL Western Region Offices, 01 Havenga Street, Oakdale,
Bellville, 7530 on Wednesday, 12 July 2023 at 10h00.**

PROCUREMENT WESTERN REGION **SANRAL**



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

SCM Clarification Meeting for:

R.031-070-2024/1F - CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE R31 ON SECTION 7 FROM DELPORTSHOOP (KM 0.00) TO BARKLY WEST (KM 30.61)

CONTENT

1. TENDER NOTICE AND INVITATION TO TENDER
2. COMPOSITION OF THE TENDER DOCUMENT
3. CONDITIONS OF TENDER
4. SUBMISSION REQUIREMENTS
5. RETURNABLE SCHEDULE
6. EVALUATION PROCESS
7. TIPS FOR SUBMITTING YOUR TENDER DOCUMENTS SUCCESSFULLY

TENDER NOTICE AND INVITATION TO TENDER

SANRAL



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

PART T1.1: TENDER NOTICE AND INVITATION TO TENDER

TENDER DOCUMENTS

Tender documents were available from Friday, **30 June 2023** at no cost in electronic format downloadable from the SANRAL's website by following the link https://www.nra.co.za/sanral-tenders/status?region_id=western

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

Tenderers must submit, via email, the duly completed Form A1.1 Certificate of Intention to Submit Tender prior to **Friday, 7 July 2023**. Failure to submit this certificate would result in the tenderer not receiving addenda or additional issued information and may result in the tenderer being non-responsive.

PART T1.1: TENDER NOTICE AND INVITATION TO TENDER

A Compulsory clarification briefing meeting will be held at SANRAL Western Region Offices, 01 Havenga Street, Oakdale, Bellville, 7530 on **Wednesday, 12 July 2023 at 10h00**.

Tenderers must pre-book for attendance at the clarification briefing meeting.

Due to restrictions on numbers of attendees, only one representative per tenderer/company can attend the briefing meeting.

Late arrivals will not be allowed to participate in the meeting and their submissions shall be declared non-responsive.

A tenderer's representative cannot represent more than one tenderer at the tender briefing meeting.

CLARIFICATION MEETING PRESENTATION

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

The signature on the duly completed and signed Form A1 shall be considered proof that the tenderer attended the compulsory clarification briefing.

Form A1 will be signed by the Employer's Representative on the day of the compulsory clarification meeting.

COMPLETION AND DELIVERY OF TENDERS

The closing time for receipt of tenders is 11:00 on Friday, 11 August 2023 -

Closing venue: Western Region Offices, 1 Havenga Street, Oakdale, Bellville

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.

Queries relating to issues arising from these documents may be addressed to:

e-mail: as per the tender document

*** Please quote the project number (e.g., R.031-070-2024/1F) in the subject line.***

COMPOSITION OF THE TENDER DOCUMENT

SANRAL



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

COMPOSITION OF TENDER DOCUMENT

Book 1 of 3		Book 2 of 3	Book 3 of 3			
T1 TENDERING PROCEDURES	T2 RETURNABLE SCHEDULE	C1 AGREEMENTS & CONTRACTS DATA	C2 PRICING DATA	C3 SCOPE OF WORK	C4 SITE INFORMATION	C5 ANNEXURE
T.1.1 Tender Notice & Invitation of Tender	T2.1 List of Returnable Schedules	C1.1 Form of Offer and Acceptance	C2.1 Pricing Instructions	C3.1 General Requirements	C4.1 Location of the Project	
					C4.2 Geometric Information	
				C3.2 Project Assessment Stage	C4.3 Traffic Information	
T1.2 Conditions of Tender (Standard and Special)	T.2.2 Returnable Schedules	C1.2 Contract Data	C2.2 Pricing schedule	C3.3 Investigations For Design Development	C4.4 Pavement Information	
					C4.5 Geotechnical	
				C3.4 Design Development Stage	C4.6 Material Sources	
T1.3 Tender Data		C1.3 Other Contract Forms	C2.3 Summary of Pricing Schedule	C3.5 Tender Documentation	C.4.7 Land Requirements	
				C3.6 Clarification Meeting, Tender Period And Tender Evaluation	C4.8 Environmental Requirements	
			C2.4 Key persons for this project & summary of normalised hours tendered	C3.7 Administration And Monitoring Of The Works Contract	C4.9 Drainage	
					C4.10 Road Furniture	
				C3.8 Additional Duties, Special Services And Specialist Advice	C4.11 Structures	
			D1 Tenderer's B-BBEE Verification Certificate (Incorporating SBD6.1)	C3.9 Quality Control: Works Contract	C4.13 Pricing and payment	
				C3.10 Close Out	C4.14 Appendices	

INFORMATION IN THE TENDER FOLDER

- ❖ **Tender document**
 - ❖ **Appendices to Tender Document**
 - ❖ D3 – OHS Audit Questionnaire - Conventional projects in MS Excel
 - ❖ G – Request for Survey Works
 - ❖ App H1 – Declarations Through Town- Agreement between Sanral and Municipality
 - ❖ App H2 – Agreement Hand Over Of New Access Roads To Relevant Authority
 - ❖ App H3 – SANRAL SPLUMA Road Development Agreement March 2019
 - ❖ App I – SAMRAL Road Safety Audit Policy
 - ❖ App M- SARS User Registration.
 - ❖ App N – Structure Tracking Spreadsheet
 - ❖ Tender document in PDF Book 1
 - ❖ Tender document in PDF Book 2 & 3
- ❖ **Returnable Schedules**
 - ❖ **Technical**
 - ❖ A-Forms in MS Word
 - ❖ Technical submission – B Forms in MS Excel
 - ❖ **Financial**
 - ❖ Form of Offer in MS Word
 - ❖ Contract Data by Tenderer in MS Word
 - ❖ Financial submission in MS Excel
 - ❖ **A4 Booklet**
 - ❖ Financial Booklet in PDF
 - ❖ Technical Booklet in PDF
 - ❖ **Scope of Work Presentation in PDF**
 - ❖ **SCM Clarification Presentation in PDF**

CONDITIONS OF TENDER

SANRAL



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

T1.3 TENDER DATA

Note to tenderer:

The Standard Conditions is the standard conditions of tender as contained in **Annexure C of the CIDB STANDARD FOR UNIFORMITY IN ENGINEERING AND CONSTRUCTION WORKS CONTRACTS** and the Employer's Special Conditions of Tender for Procurement 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 it and the standard/special conditions of tender.

Each item of data given below is cross-referenced to the clause marked "C" in the above-mentioned Standard Conditions of Tender and Special Conditions of Tender to which it mainly applies.

Part T1.3: Tender Data

Clause Number	Tender Data
C.1.4	Communication and employer's agent The Employer's Agent during the tender period be contacted at: procurementwr4@sanral.co.za

Notes to Tenderer:

Kindly note communication must be in writing and only to the email address provided. Any communication received in any form or to any other email address will not be regarded as official clarification(s) query and therefore will not be responded to.

Part T1.3: Tender Data

Clause Number	Tender Data
C.2.1	Eligibility Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders

Notes to Tenderer:

- Each Eligibility Criteria is discussed individually in detail
- Failure to satisfy all the eligibility criteria will result in a non-eligible tender
- Obligation is on tenderers to ensure compliance to eligibility criteria as no additional documents will be accepted after tender closing.

Part T1.3: Tender Data

Clause Number	Tender Data
C.2.8	Seek clarification Request clarifications at least 12 (twelve) working days before the closing date
C.3.1 C.3.1.1	Respond to requests from the tenderer The employer shall respond to clarifications received up to 12 (twelve) working days before tender closing date. The Employer shall respond to any clarifications from the tenderers emanating from the addenda until 3 (three) working days before tender closing date.

Notes to Tenderer:

- No clarification queries, including on the Bill of Quantities, will be responded to if received after 26 July 2023 (Due date for all clarifications)
- Tenderers are therefore encouraged to go through their tender documents in preparation for the clarification meeting to identify errors and clarification.
- This will ensure timeous response.
- Only clarification emanating from the addenda will be responded to until 3 working days (07 August 2023) from tender closing.

Part T1.3: Tender Data (continued ...)

Clause Number	Tender Data
C.2.12	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. The submission of alternative key persons will be declared non-responsive, even if submitted with an alternative financial offer. However, 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. Acceptable alternative offers will only be considered from a tenderer with the highest number of evaluation points for the main offer.

Part T1.3: Tender Data (continued ...)

Clause Number	Tender Data
C.2.15.1	Submission in Tender box: The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of tender box: SANRAL Reception Area Physical address: The South African National Roads Agency SOC Limited 1 Havenga Street, Oakdale, Bellville, 7530 Identification details: R.031-070-2024/1 CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE R31 ON SECTION 7 FROM DELPORTSHOOP (KM 0.00) TO BARKLY WEST (KM 30.61) Tenders must be submitted during office hours (09:00 to 16:00) Monday to Friday at the Employer's address. It is in the tenderer's interest to ensure that the delivery of the tender offer is recorded in the Employer's tenders received register and deposited in the tender box. In cases where the tender document is couriered to the regional office, clear instructions to the person delivering the document must be given that the register must still be completed in the name of the tendering entity.
	Notes to Tenderer: Tenderers to allow sufficient time on the closing date to comply with access control and administration.

Part T1.3: Tender Data (continued ...)

Clause Number	Tender Data
C.3.9	Arithmetical errors, omissions, discrepancies and imbalanced unit rates Notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers. 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. - 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. - 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.

Notes to Tenderer:

- Where there is an omission of a line item, no correction is possible, and the offer will be declared non-responsive.
- 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.

Part T1.3: Tender Data (continued ...)

Clause Number	Tender Data
C.3.13	Acceptance of a tender offer 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 and as compelling and justifiable reasons not to award to the highest scoring tenderer:

Notes to Tenderer:

- The tenderer or any of the directors must not be restricted on any of the Register of Tender Defaulters, in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- The tenderer has not abused the Employer's supply chain management system;
- The tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect; and
- 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.
- 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.

Part T1.3: Tender Data (continued ...)

Clause No	Tender Data
C.3.16	Registration of the award SANRAL will notify unsuccessful tenderers when the tender process has been concluded. Any unsuccessful tenderer may request a debriefing in writing as specified in Clause C.3.18

SUBMISSION REQUIREMENTS

SANRAL



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

COMPLETENESS

Ensure all tender returnables are duly signed and relevant proof is attached to the form where applicable.

FORM NO	ELECTRONIC FORMAT	FORM DESCRIPTION	TENDERER REQUIRED TO		
			COMPLETE	SIGN	ATTACH SUPPORTING DOCUMENT
TECHNICAL PROPOSAL (1 ST ENVELOPE)					
A1	PDF	CERTIFICATE OF TENDERER’S BRIEFING	YES	YES	NO
A1.1	PDF	CERTIFICATE OF INTENTION TO SUBMIT A TENDER	YES	YES	NO
A2.1	PDF	CERTIFICATE OF AUTHORITY FOR SIGNATORY	NO	YES	YES
A2.2	PDF	DECLARATION OF TENDERER’S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	YES	YES	NO
A2.3	PDF	CERTIFICATE OF SINGLE TENDER SUBMISSION	YES	YES	NO
A2.4	PDF	CERTIFICATE OF FRONTING PRACTICES	YES	YES	NO
A2.5	PDF	DECLARATION – MANAGEMENT OF PROMINENT INFLUENTIAL PERSONS	YES	YES	NO
A2.6	PDF	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	YES	YES	NO
A2.7	PDF	DECLARATION OF INDEPENDENT TECHNOLOGY-BASED INTELLECTUAL SERVICE PROVIDER	YES	YES	NO
A3.1/ SBD4	PDF	COMPULSORY DECLARATION : BIDDER’S DISCLOSURE	YES	YES	NO
A3.2/ SBD9	PDF	CERTIFICATE OF INDEPENDENT TENDER- REPEALED	N/A	N/A	N/A
A3.3/ SBD8	PDF	DECLARATION OF TENDERER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	YES	YES	NO
A3.4	PDF	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	YES	YES	YES
A4	PDF	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER	YES	YES	NO
A5	PDF	SCHEDULE OF ADDENDA TO TENDER DOCUMENTS	YES	YES	NO
A6/ SBD2	PDF	CERTIFICATES OF TAX COMPLIANCE	YES	YES	YES

COMPLETENESS

Ensure all tender returnables are duly signed and relevant proof is attached to the form where applicable.

FORM NO	ELECTRONIC FORMAT	FORM DESCRIPTION	TENDERER REQUIRED TO		
			COMPLETE	SIGN	ATTACH SUPPORTING DOCUMENT
A7	PDF	CERTIFICATE OF INSURANCE COVER	YES	YES	YES
A8	PDF	TENDERER'S REGISTERED FINANCIAL SERVICE PROVIDER LETTER AND BANK DETAILS	YES	NO	YES
A9	PDF	DECLARATION OF TENDERER'S LITIGATION HISTORY	YES	YES	NO
A10	PDF	SCHEDULE OF CURRENT COMMITMENTS	YES	YES	NO
A11	PDF	POSSIBLE COMMITMENTS OF KEY PERSON	YES	YES	YES
A12	PDF	CERTIFICATE OF COMPLIANCE WITH COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT NO. 130 OF 1993)	YES	YES	YES
A13/ SBD1	PDF	INVITATION TO BID AND TERMS AND CONDITIONS FOR BIDDING	YES	YES	YES
A14	PDF	BLACK OWNERSHIP DECLARATION	YES	YES	YES
A15	PDF	SUB-CONTRACTOR DECLARATION	YES	YES	YES
B1.1	MS EXCEL	KEY PERSON'S TECHNICAL/MANAGERIAL RECORD	YES	NO	YES
B1.2	MS EXCEL	ALTERNATE KEY PERSON'S TECHNICAL/MANAGERIAL RECORD	YES	NO	YES
B2.1	MS EXCEL	KEY PERSON'S QUALIFICATION AND REGISTRATION RECORD	YES	NO	YES
B2.2	MS EXCEL	ALTERNATE KEY PERSON'S QUALIFICATION AND REGISTRATION RECORD	YES	NO	YES
B3	MS EXCEL	TENDERER'S PROJECT STRUCTURE	YES	NO	NO
B4	PDF	CERTIFICATE OF QUALITY SYSTEMS	NO	NO	YES
B5	PDF	PRELIMINARY PROGRAMME (INCLUDING UNDERSTANDING AND APPROACH)	NO	NO	YES
B6	PDF	PAST PERFORMANCE PROJECT REPORTS	YES	YES	YES

COMPLETENESS

Ensure all tender returnables are duly signed and relevant proof is attached to the form where applicable.

FORM NO	ELECTRONIC FORMAT	FORM DESCRIPTION	TENDERER REQUIRED TO		
			COMPLETE	SIGN	ATTACH SUPPORTING DOCUMENT
B7	PDF	TARGETED ENTERPRISE/SUB-CONTRACTOR DETAILS AND DECLARATION	YES	YES	YES
B8	PDF	JOINT VENTURE AGREEMENT	YES	YES	NO
C2.4	PDF	KEY PERSONS FOR THIS PROJECT AND SUMMARY OF NORMALISED HOURS TENDERED	YES	YES	NO
D1	PDF	TENDERER'S B-BBEE VERIFICATION CERTIFICATE	NO	NO	YES
FINANCIAL PROPOSAL (2ND ENVELOPE)					
C1.1.1 /SBD7	PDF	FORM OF OFFER	YES	YES	NO
C1.2.3	PDF	CONTRACT DATA – INFORMATION PROVIDED BY THE TENDERER	YES	YES	
C2.2/ SBD3	MS EXCEL	PRICING SCHEDULE	YES	YES	YES
C2.3	MS EXCEL	SUMMARY OF PRICING SCHEDULE	YES	YES	YES
C2.4	PDF	KEY PERSONS FOR THIS PROJECT AND SUMMARY OF NORMALISED HOURS TENDERED	YES	YES	YES

PART T2: RETURNABLE SCHEDULES

SANRAL



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

T2.1 LIST OF RETURNABLE SCHEDULES

Notes to tenderer:

- 1. Returnable schedules have been based on the CIDB Standard for Uniformity in Construction Procurement and incorporate 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 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 willful 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.**

T2.1 LIST OF RETURNABLE SCHEDULES

Form	Format	How to submit	Envelope
A1-A15	PDF	Complete and sign where applicable. Scan the completed form and attach the supporting document to the form where required to do so.	TECHNICAL PROPOSAL
B1-B3	MS Excel	Complete on MS Excel. Submit completed MS Excel sheets and attach supporting documents where applicable	
B4 – B8	PDF	Attach the JV agreement where applicable. A signed duplicate Form B7 of the excel version must be printed and signed by both the Tenderer and the Targeted Enterprise / sub-contractor and submitted / uploaded as pdf.	
D1	PDF	Scan and attach a valid BBBEE certificate.	
C2.4	PDF	Key persons for this project and summary of normalised hours tendered	

Form	Format	How to submit	Envelope
C1.1.1	PDF	Complete and sign where applicable. Scan the completed form.	FINANCIAL PROPOSAL
C1.2.3	PDF	Complete and Scan the completed form.	
C2.2	MS Excel	Complete and submit on MS Excel	
C2.3	MS Excel	Complete and submit MS Excel.	
C2.4	MS Excel	Key persons for this project and summary of normalised hours tendered	

SUBMISSION REQUIREMENTS

C.2.13.6	<i>A two-envelope procedure will apply as follows:</i> 1. <i>A folder is provided marked “TECHNICAL PROPOSAL”</i> a) <i>Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Technical Proposal and listed in the Technical Proposal folder are electronically completed (all A-Forms on the provided MS Word file and convert to pdf. As all B-Forms on the provided MS Excel file). Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be scanned in, in .pdf format.</i> b) <i>Upload the A-Forms (pdf.), B-Forms (excel and pdf) and certificates or letters (pdf.) on the flash drive. Note to compiler: Insert upload on the technical envelope if submission is through ARIBA)</i> <i>The completed flash drive should be marked with the tenderer’s company name, the project number and description and marked “TECHNICAL PROPOSAL”.</i> c) <i>Scan and insert a valid B-BBEE certificate.</i> d) Scan and insert a copy of the completed Form C2.4: Key Persons for this Project. and Normalised Hours tendered. e) <i>Electronically sign the declaration in the folder.</i> f) <i>Insert the electronically completed flash drive in an envelope marked “TECHNICAL PROPOSAL”.</i> 2. <i>A folder is provided marked “FINANCIAL PROPOSAL”</i> a) <i>Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Financial Proposal and listed in the Financial Proposal folder are electronically completed on a flash drive (Contract Data and Pricing Schedule). Wherever it is a requirement to attach letters or certificates to the returnable schedules, these should be scanned in, on the flash drive in .pdf format.</i>
-----------------	---

T2.1 LIST OF RETURNABLE SCHEDULES

C2.13.6

*The completed flash drive should be marked with the tenderer's company name, the project number and description and marked **"FINANCIAL PROPOSAL"**.*

- b. Electronically sign the declaration in the folder.*
- c. Complete and electronically sign the Form of Offer and scan into the folder. A draft copy of this form is provided.*
- d. Scan and insert a copy of the Summary of Pricing Schedule into the folder.*
- e. Insert the electronically completed flash drive in an envelope marked **"FINANCIAL PROPOSAL – DO NOT OPEN WITH TECHNICAL PROPOSAL"**.*
- f. Place and seal the signed and completed booklet with the electronically completed flash drive in an envelope marked **"FINANCIAL PROPOSAL - DO NOT OPEN WITH TECHNICAL PROPOSAL"**.*

*3. Each envelope shall state on the outside the **Employer's address, contract number and title as well as the Tenderer's name, authorised representative's name, postal address and contact telephone numbers.***

*4. Seal both envelopes in an outer envelope with the words **"TENDER"** clearly marked and bearing the Employer's name, contract number and description as well as the Tenderer's authorised representative's name, postal address and contact details.*

SANRAL will not be held liable where the tenderer submit an electronic tender that cannot be accessed. The tenderer will be declared non-responsive if a tenderer submits:

- One (1) envelope with 1 (one) document or 1 (one) flash drive (technical and financial);*
- Incorrectly labelled envelopes where the financial offer is labelled technical, and the technical offer is labelled financial.*

EVALUATION PROCESS

SANRAL



BUILDING SOUTH AFRICA
THROUGH BETTER ROADS

C2.1 ELIGIBILITY CRITERIA

Item	Description	Required
a.	Meet the minimum requirements for the key persons as stated in the Scope of Works in Clause C.3.11	Provide the details of the Project Leader and Design Specialist: Pavement and Materials Engineer . 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.	Registered on National Treasury Central Supplier Database. Tenderers, or in the event of a Joint Venture (JV), each member of the JV, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions.	Provide your MAAA number in form A3.4 Tenderers, or in the event of a joint venture, each member of the joint venture, must 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 tender will be declared non-responsive.

FAILURE TO SATISFY THE ELIGIBILITY CRITERIA SHALL RESULT IN A NON-ELIGIBLE TENDER

C.3.11 QUALITY CRITERIA

The quality criteria and maximum score in respect of each of the criteria are as follows:

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

The minimum number of evaluation points for quality is not less than 80.

An explanation of the evaluation methodology is provided as part of Returnable Schedule Form B2

QUALITY CRITERIA

Technical Knowledge (30)

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

FORM B1:		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

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 Experience	Project Type Relevance					
	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

The score allocated (out of a maximum 5) from the matrix per project relevancy experience and fifteen (15) points overall for project type relevancy can be scored

QUALITY CRITERIA

Management Knowledge (15)

The same returnable schedules as for the Technical Knowledge is used to evaluate the Managerial Knowledge.

For management knowledge up to 2 (two) areas are evaluated:

- 1) Client
- 2) Position Held (only for managerial positions, e.g., PL; CE; RE)

- 1) Client

The tender is allocated points for the client the work experience was done for:

CLIENT CODE	POINT
National Roads Authority	5
Concessionaire	5
Provincial Authority	5
Relevant SOE	4.5
Metro Council	4.5
Municipality	4
Private	3.75
Other	3.75

A maximum of 5 (five) points per project client relevancy and 15 (fifteen) points overall for client relevancy can be scored.

QUALITY CRITERIA

2) Position Held (only for managerial positions)

This is only used for certain key positions that are expected to perform a managerial function during the contract. The relevance of the position held during the managerial experience against the position that is tendered for is evaluated:

Managerial Experience

Position Rq Experience	PL	CE	RE	RM	PL(T)	CE(T)	CM(T)
PL	5	5	5	5	2.5	2.5	2.5
APL	2.5	3.75	5	5	0	0	0
DS	2.5	2.5	2.5	2.5	0	0	0
DA	0	0	0	0	0	0	0
CE	5	5	5	5	0	2.5	0
ACE	2.5	3.75	5	5	0	0	0
RE	2.5	5	5	5	0	0	0
ARE	2.5	2.5	2.5	2.5	0	0	0
RM	2.5	5	2.5	5	0	0	0
ARM	0	2.5	0	2.5	0	0	0
SMT	0	0	2.5	2.5	0	0	0
CM	5	5	5	5	0	0	2.5
SA	2.5	5	5	5	0	0	0
MT	0	0	2.5	2.5	0	0	0
ETS	0	0	0	0	0	0	0
DS(T)	0	0	0	0	2.5	2.5	2.5
CE(T)	2.5	5	2.5	2.5	5	5	5
CM(T)	0	5	2.5	2.5	2.5	2.5	5
ETS(T)	0	0	0	0	2.5	2.5	2.5
ES	0	0	0	0	0	0	2.5
MS	0	0	0	0	0	0	2.5
PE(E)	2.5	5	2.5	2.5	2.5	2.5	2.5

PL	Project Leader
APL	Alternate Project Leader
DS	Design Specialist
DA	Design Assistant
CE	Contracts Engineer
ACE	Alternate Contracts Engineer
RE	Resident Engineer
ARE	Assistant Resident Engineer
RM	RRM Route Manager
ARM	Assistant Route Manager
SMT	Senior Materials Technician
CM	Contracts Manager
SA	Site Agent
PL(T)	Project Leader (Toll)
ETS	Electronics Systems Engineer
DS(T)	Design Specialist (Toll)
CE(T)	Contracts Engineer (Toll)
CM(T)	Contracts Manager (Toll)
ETS(T)	Electronics Systems Engineer (Toll)
ES	Electrical Systems Engineer
MS	Mechanical Systems Engineer
PE(E)	Project Engineer (Client)

A maximum of 5 (five) points per project position held relevancy (managerial experience) and 15 (fifteen) points overall for position held relevancy can be scored.

Therefore, a total of 15 (fifteen) – non-managerial positions, and 30 (thirty) points – managerial positions, can be scored for each key position listed in the tender document. The total for all key positions is totalled 45 (forty-five) and this score is then converted back down into a score out of 10 (ten) for managerial experience.

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

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

QUALITY CRITERIA

Past Performance Experience (15):

Past Performance reports must be submitted by the tenderer for any 3 (three) completed projects in the last 10 (ten) years by the tenderer.

Past Performance Rating will be allocated on any one/or a combination of the following Past Performance reports:

1. 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 experience.

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

2. Reference letters

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

Rating	Poor	Adequate	Good	Excellent
SANRAL score	1	3	4	5
Mark the relevant box with "x"				

3. Sworn Affidavit

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 2 (two) 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 2 (two) 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 2 (two) 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		NORMALISED HOURS	
PLEASE INSERT TENDERER NAME ON INPUT DATA SHEET			
Project Number : SANRAL.N.xxx-xxx-20xx/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	
Key Persons Listed for this Project			
SUMMARY OF ALL KEY PERSONS NORMALISED HOURS		NHT	% of Total Hours
POSITION	NAME		% of Key Persons Hours Only
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 80th percentile.

QUALITY CRITERIA

PLEASE NOTE THE FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN ZERO POINT 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 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 OR REFERENCE LETTERS FROM CLIENT OR CLIENT'S REPRESENTATIVE FOR THE PROJECTS INDICATED ON B6. 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.

IF YOU REQUIRE ANY ASSISTANCE WITH COMPLETING THE B-FORMS, WRITTEN REQUEST MUST BE SUBMITTED 7 DAYS BEFORE TENDER CLOSING DATE.

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 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

Evaluation of Tendered Price and Rates.

- Tendered Prices and Rates shall be evaluated in accordance with clause **C.3.9**.

C.3.11 Evaluating price and preference. (Form D1/SBD6.1)

Scoring preference (Specific Goals):

Points for specific goals will be awarded according to the table below:

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 ownerships.	1		2	
	≥ 70 to < 100 % black ownerships.	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	

C.3.11 Evaluating price and preference. (Form D1/SBD6.1)

1. The tenderer's scorecard shall be a B-BBEE 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 and Industry; or
 - 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
- i. The scorecard shall be submitted as a certificate attached to Returnable Schedule Form D1; and
 - ii. The certificate shall:
 - be valid at the tender closing date; and
 - 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 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
 - 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

C.3.11 Evaluating price and preference. (Form D1/SBD6.1)

iii. A valid BBEE 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.

C.3.11 Evaluating price and preference. (Form D1/SBD6.1)

iv. A Valid Sworn Affidavit Shall Contain:

- Name/s of deponent as they appear in the identity document and the identity number.
- **Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorized to depose of an affidavit.**
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage black ownership, black female ownership and whether they fall within a designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
- **Financial year-end as per the enterprise's registration documents, which was used to determine the total revenue. The valid format of the Financial Year-End is Day/Month/Year**
- B-BBEE status level. An enterprise can only have one status level.
- Date deponent signed, and date of Commissioner of Oath must be the same.
- 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.

C.3.11 Evaluating price and preference. (Form D1/SBD6.1)

- v. Compliance with any other information requested to be attached to Returnable Schedule Form D1; and
 - 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.
2. Black ownership
- i. The bidder must complete Form A14: Black ownership declaration.
 - ii. *Verification of ownership will be based on share certificate. SANRAL reserves the right to engage with the shareholders.
3. Sub-contracting
- i. Tenderers must complete Form A15: Sub-contracting declaration.

Sub-contracting

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.

TEMPLATE FOR ACSC SWORN AFFIDAVIT

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	
Identity number	

This **must** be completedThis **must** be completed

Hereby declare under oath as follows:

- 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 position **must** be selectedThe 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>	☒ BEP (Built Environment Professional)	☐ Contractor	☐ 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 completedThe correct registration number **must** be completed

Only this option in applicable for this tender

TEMPLATE FOR ACSC SWORN AFFIDAVIT

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

- o Black Youth %
- o Black Disabled %
- o Black Unemployed %
- o Black People living in Rural areas %
- o 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.:31 March 2016/17

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	☐
Contractor	R3.0 million	☐
Supplier	R3.0 million	☐

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)	☐
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	☐
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	☐
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	☐

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

TEMPLATE FOR ACSC SWORN AFFIDAVIT

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

PART C1 AGREEMENTS & CONTRACT DATA

SANRAL



**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

PART C1: AGREEMENTS & CONTRACT DATA

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**

PART C1: AGREEMENTS & CONTRACT DATA

Consulting Engineering Firm

A natural person or legal entity which provides independent technology-based intellectual services in the built, human and natural environment to clients for a fee, and does not engage in or is not a subsidiary or holding company of a company that engages in manufacturing or construction and is not in substance owned by the State or a similar public body or is not in substance the design department of a development, manufacturing or construction enterprise

PART C1: AGREEMENTS & CONTRACT DATA

Targeted Enterprise

A Consulting Engineering Firm who is an EME (BEP)* or QSE (BEP)*, contracted by the Service Provider to perform a tendered percentage of work stated in the Contract Data under his guidance and which complies with the following:

- a) Is at least 51% owned by black people and**
- b) Has a B-BBEE status* of ‘level one or level two contributor’; and**
- c) does not share equity holding with the Service Provider; and C1-18**
- d) is registered in terms of the Company’s Act, 2008 (Act No. 71 of 2008) or Close Corporation Act, 1984 (Act No. 69 of 1984); and**
- e) is registered on the National Treasury’s Central Supplier Database (CSD).**

*** NOTE: All references to EME, QSE, B-BBEE status are in terms of the amended Construction Sector Codes**

PART C1: AGREEMENTS & CONTRACT DATA

The Service Provider is required to provide the following insurances:

1. Insurance against Professional indemnity
Cover is **R 9 million** without a limit on the number of claims (The limit of liability is only provided to cover the Employer's damages and does not allow for the Service Provider's costs for defending any claim.)
Period of cover: Structures – 25 years: all other instances – 10 years
2. Insurance against general public liability
Cover is **R 10 million**
Period of cover: Structures – 25 years: all other instances – 10 years
3. Third Party Liability
Cover is **R 9 million**
Period of cover: Duration of contract only.

Retention monies shall be 10% of the value of completed works up to a maximum of **R150 000.00** (excluding VAT). Such retention monies shall be released by the Employer as follows:

60% on receipt of approved draft Contract Report and As-built material records and drawings within 3 (three) months of issue of the Taking-over Certificates of the Works Contract.

40% on receipt of approved final copies of the above within 1(one) month of the issue of the Performance Certificate for the Works Contract.

PART C1: AGREEMENTS & CONTRACT DATA

C3.1.11 Personnel Requirements

a) Key persons

The Service Provider's key persons become a contractual commitment upon award. However, the Employer recognises that key persons may for some, or other reason not be available for the full duration of the project and any changes to those listed are, to all intents and purposes, a change or variation to the contract. Any proposed change should be handled formally by way of written request and approval but does not require a Works Authorisation to be submitted. Replacement personnel shall be of same or better competence and experience as those initially accepted. Re-evaluation by the Employer of any replacement key persons shall be paid for by the Service Provider as specified in Section 3.8 unless the circumstances dictating the change are completely outside of the Service Provider's control.

The key persons required for this project are listed in Form C1.2.2 Contract Data: Information provided by the Employer. The tenderer must list proposed candidates for the prescribed positions in the core team in Form C1.2.3 Contract Data: Information provided by the Tenderer.

The Key Persons required for this project are:

Project Leader

Design Specialist (Pavement and Materials Engineer)

PART C1: AGREEMENTS & CONTRACT DATA

Position	Minimum Qualification/Registration	Minimum Relevant Experience (years) ²	Other Requirements
Project Leader	Pr Eng or Pr Tech Eng ¹	10	
Assistant Project Leader	Pr Eng or Pr Tech Eng ¹	<10	In permanent employment of the tendering entity or Targeted Enterprise
Design Specialist	Pr Eng or Pr Tech Eng ¹	10	
Assistant Design Specialist	Pr Eng or Pr Tech Eng ¹	<10	In permanent employment of the tendering entity or Targeted Enterprise
Surveyor	Registered Professional Surveyors, Technologist Surveyors, Technician Surveyors	5	Member of SAGC ⁶
Engineering Geologist	Pr. Sci.Nat ⁴	5	SAIEG ³
Environmental Practitioner	Refer to sub-service procurement document		
OHS Specialist	Design Phase: SACPCMP6 registration as a Professional Construction HSE Agent Construction Phase: SACPCMP6 registration as a Professional Construction HSE Agent or Manager		As required by SACPCMP ⁶
Road Safety Audit Team Leader	Pr Eng or Pr Tech Eng ¹	10	Road safety course (5 CPD) Minimum 2 (two) audits within 3 (three) years
Contract Engineer	Pr Eng ¹	10	
Assistant Contract Engineer	Pr Eng or Pr Tech Eng ¹	<10	In permanent employment of the tendering entity or Targeted Enterprise

PART C1: AGREEMENTS & CONTRACT DATA

1. Registered with Engineering Council of South Africa (ECSA) or any other international body recognised by ECSA, i.e. Washington Accord, Dublin Accord and Sydney Accord.
2. Relevant experience is the actual number of years, measured from the date of acquiring the base NQF qualification (either B.Eng / BSc.Eng / B.EngSci or BSc / B.Eng Tech (Hon) PGDip (Engineering) / M.Eng for Pr.Eng or National Higher Diploma / Masters Diploma / BTech / B.Eng Tech / Dip Eng / Adv Dip Eng / AdvCert (Engineering Practice) plus Adv Dip Eng for Pr.Tech Eng and National Diploma / Dip Eng / Dip Eng Tech / AdvCert (Engineering Practice) / Higher Certificate (Eng) / Adv Cert (Engineering) / Adv Cert (Engineering Practice) for Pr.Techni Eng), worked in the field of the specified position. For the road safety audit team leader, the field shall be road safety design and/or traffic and transportation engineering and/or geometric design.
3. Full member of the South African Institute for Engineering Geologist.
4. Registered with the South African Council for Natural Scientific Professions (SACNASP).
5. South African Council for Project and Construction Management Professions (SACPCMP)
6. South African Geomatics Council (SAGC)

TIPS FOR SUBMITTING YOUR TENDER DOCUMENTS SUCCESSFULLY

- ❖ Please ensure that whosoever delivers your tender documents at SANRAL, comply with the access control requirements.
- ❖ 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 on a flash drive with printed Technical Booklet (Technical Envelope) and printed Financial Booklet, Form of Offer and Pricing Schedule (Financial Envelope.). This is required to be labelled clearly and correctly.
- ❖ Clearly mark all the envelopes legibly, using the correct Tender number.
- ❖ For multiple tenders closing at the same time, ensure that the correct tender submission match the project number and description of the envelope.
- ❖ **When submitting for the two-envelope process, use separate envelopes that are clearly marked “Technical” and “Financial”(Tender Data C2.13.6)**
- ❖ **Make sure that the correct submission are in the correct envelope (Technical with Technical and Financial with Financial envelope).**



SANRAL

Baie Dankie

Thank You

Enkosi

Ndolivhuwa

BUILDING SOUTH AFRICA
THROUGH BETTER ROADS