

Reference: N.014-070-2024/1F
Issued Date: 14/06/2023
Email: procurementwr1@sanral.co.za

Fax Number:
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Dear Tenderer

CONTRACT NUMBER: N.014-070-2024/1F

FOR CONSULTING ENGINEERING SERVICES FOR THE IMPROVEMENT ON NATIONAL ROUTE N14 SECTION 7 FROM KATHU (KM 0.0) TO KURUMAN (KM 47.3)

ADDENDUM NO. 4

This Addendum is issued in terms of Clause C.3.2 of the Tender Data and must be read in conjunction with and shall be deemed to form part of the Tender Document.

Kindly acknowledge receipt of this addendum by completing the ACKNOWLEDGEMENT OF ADDENDUM below. Failure to acknowledge this addendum may invalidate the Tender.

Yours sincerely,

A rectangular box containing a handwritten signature in black ink, which appears to be "Kendrick".

PROCUREMENT OFFICE
SANRAL WESTERN REGION

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

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

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

PART 1A: MINUTES OF THE COMPULSORY CLARIFIATION MEETING

This Addendum is to be read in conjunction with and shall be deemed part of the Contract Documents.

PART 1A: Minutes of compulsory clarification meeting held on Tuesday, 06 June 2023 at 10h00

PRESENTERS:

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

AGENDA

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

1. OPENING & WELCOME

The clarification meeting started at 10h00 on Tuesday, 06 June 2023. The PO welcomed everyone to the compulsory clarification meeting.

2. ATTENDANCE

The PO requested the attendees to make sure to write the name of the company they represent on the attendance register. Thereafter, the PO started the roll call at 10:20, some of the attendees that did not write on the attendance register were requested to raise their hands and were given the attendance register to write their names.

It was confirmed that all companies that were present are represented, and therefore the meeting commenced.

3. CONTENTS OF SCM BRIEFING

The PO explained in addition to the SCM presentation uploaded with the tender document, that the purpose of this meeting was to provide further clarification to the SCM and technical (Scope of Works) requirements of the project: N.014-070-2024/1F

The same presentation as uploaded on the SANRAL website was presented and content consists of:

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

3.1 TENDER NOTICE AND INVITATION TO TENDER

Tender Documents

- The tender documents for this project were available from Friday, 24 March 2023 and could be downloaded from SANRAL website in electronic format using this link: https://www.nra.co.za/sanral-tenders/status?region_id=western.
- The PO emphasized the importance of making sure that the A1 Forms of the tenderers are signed at the end of the clarification meeting by the Procurement Officers and Project Managers.
- Any queries relating to project N.014-070-2024/1F may be emailed to procurementWR1@sanral.co.za

The closing time for receipt of tenders is on **Friday, 07 July 2023 at 11:00** at the **Western Region SANRAL Offices** as provided in the tender document. The PO encouraged tenderers using a postal service to submit their tender early, to avoid delivery of documents after tender closure.

Telegraphic, telephonic, telex, e-mail, facsimile, and late tenders will not be accepted. Tenders may only be submitted in the format as stated in the Tender Data.

3.2 COMPOSITION OF THE TENDER DOCUMENT

All forms from the tender document were presented. The tender document consists of returnable schedules which are in Word and Excel format and the clarification presentations in Pdf. The declaration forms should be fully completed and signed by representatives.

3.3. CONDITIONS OF TENDER

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

The presenter addressed clauses relating to tender data as follows:

C.1.4 Communication and employer's agent:

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

C.2.1 Eligibility

The eligibility criteria is the first gate of evaluation of the tenderer and only tenderers who satisfy the criteria are eligible to submit a tender. Onus is on tenderers to ensure compliance to eligibility criteria as no additional documents will be requested or accepted after tender closing. The presenter informed that there are changes on the eligibility criteria and they will be discussed further in the presentation.

C.2.12. Alternative Offer

The PO informed that alternative offers are generally not acceptable and are strongly discouraged due to possible manipulation of the tender process and resulting complexity of the evaluation. However, a tenderer wishing to submit an alternative offer shall first apply to the Employer in writing at least 7 (seven) working days before the date of tender closing with full details of the principles of the alternative for confirmation that the Employer's standards and requirements are not compromised or reduced.

C.2.8 Seek clarification

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

C.2.15.1 Closing date

The tender closing date is 11:00 on Friday, 07 July 2023. Location of the tender box is at the reception area SANRAL Offices at Western Region, 1 Havenga Street, Oakdale, 7530. It was emphasized that it is in the tenderer's interest to ensure that their submissions are recorded in the employer's register and deposited in the tender box. The electronic submissions will not be acceptable.

C 3.1.1 Respond to requests from the tenderer

The employer shall respond to clarifications received up to twelve (12) working days before the tender closing unless there's an addendum that extends the closing date. Only clarifications emanating from the addenda will be responded to by the employer until three (3) working days from tender closing.

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

SANRAL will notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers and either confirm the tender offers as tendered or accept the corrected total prices. It was noted that tenderer will be declared non-responsive if they elect not to accept the proposed correction of the errors, omissions, or imbalanced rates and will be subjected to sanction under C.3.9.

C.3.13 Acceptance of a tender offer

The conditions stated in clauses C3.13(a) to (l) will be applied when considering acceptable tender offer.

C3.16 Registration of award.

SANRAL will notify the unsuccessful tenderers when the tender process has been concluded. Any unsuccessful tenderer may request a debriefing in writing.

3.4. RETURNABLE SCHEDULES

It was highlighted that tender returnable schedule must be duly completed, signed and the relevant supporting documents (proof) should be attached.

The two-envelope system will apply to these projects. The conditions and procedures of the two-envelope system were briefly explained. The documents that should be included on technical submission were listed and explained. The same was explained for the documents that need to be included on the financial submission. The presenter highlighted that the Form C2.4 has to be included in both the technical and financial submissions. The presenter noted that there are new forms that were added to the tender documents which are Form A14 and Form A15. These forms were projected and were explained on how to complete them.

3.5. EVALUATION PROCESS

The eligibility criteria were presented as follows:

a) Clause C3.1.11: Personnel Requirements

It was explained that the tenderer should meet the minimum requirements for the key personnel, as stated in the scope of work provided. The tenderer should provide details on the B-Forms, if the proposed key person is not a permanent employee of the tenderer this must be indicated on form B2, and the signed letter of consent from the employee must be attached as proof. The presenter highlighted that the Project Leader has to be permanently employed by tenderer

b) The tenderer must be registered on the National Treasury Central Supplier Database

The second eligibility criteria required is for the tenderer to be registered on the National Treasury Central Supplier database at the tender closing date. Therefore, tenderers are required to complete Form A3.4 and attach the proof of CSD registration.

In the event of a Joint Venture or a Targeted Enterprise, each member of the Joint Venture or Targeted Enterprise shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. If not registered as verified online at tender closing, the tender will be declared non-responsive.

C.3.11 Quality Functionality Criteria

The quality / functionality criteria for these projects were projected and how the score will be allocated during technical evaluation was explained. It was highlighted that the minimum number of evaluation points for quality is not less than 85. Tenderer who scores less than 85 will not move to the financial evaluation. It was noted that failure to submit the required information will result in zero point scored for the specific criteria.

The tenderers were advised to ensure that the past performance reports are in the name of the tendering entity and are signed by the employer's representative and the tenderer.

Financial evaluation

The following must be noted in the financial evaluation stage:

- Tendered Prices and Rates shall be evaluated in accordance with clause C.3.9.
- Tenderers who meet the Eligibility and Compliance, Technical and Financial requirements shall be evaluated for Price and Preference.
- To score points for price the BOQ must be completed in full.
- Complete BOQ 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.

C.3.11 Evaluating price and preference

The presenter presented the table for scoring preference specific goals. It was noted that subcontracting applies to all tendering entities and submission of Form B7 is required. The minimum subcontracting requirement is 40% to remain responsive.

The template and guideline of completing the Sworn Affidavit was projected and thoroughly explained.

C1 Agreements & Contract Data

The PO presented the types of insurance and cover amounts required for each project. The project programme for each project was presented.

The presenter addressed minor errors that were made on the last addendum issued and they were corrected. He further provided tips for submitting tender documents successfully and opened the floor to questions. The PO informed the tenderers that the questions will be responded to on the addendum with the minutes of the meeting. The PO handed over to the PM for the presentation of the scope of work.

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

CONTRACT SANRAL N.014-070-2024/1F FOR CONSULTING ENGINEERING SERVICES FOR THE IMPROVEMENT ON NATIONAL ROUTE N14 SECTION 7 FROM KATHU (KM 0.0) TO KURUMAN (KM 47.3)

Improvement: The Employer's AMS currently indicates that the improvement project will most probably take the form of rehabilitation/strengthening over the project length. The project will also include the widening of the road to a minimum cross section of 13.4m including the widening of structures followed by an appropriate surfacing.

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

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

Questions and Answers sections

| No. | Questions | Tender Clause | Answers |
|-----|--|---------------|--|
| 1 | Compulsory briefing – Does it necessarily have to be in person not virtual? | General | Yes, the decision was taken to have compulsory in-person clarification meetings, but suggestion to attend virtual briefing meetings will be considered. |
| 2 | If you are tendering as a Joint Venture and you need to subcontract more than 50 % to score the maximum points. Is it practically to still to subcontract. | General | Joint Ventures (JV) will be allowed on condition that one JV partner is a Targeted Enterprise. The JV partner will, however, not contribute to sub-contract target for Targeted Enterprises. You still need to subcontract if you are tendering as a Joint Venture (JV). |
| 3 | Project Experience-What is the provision for companies who have no experience? | Form B6 | For tenderers with less than 3 (three) completed projects they can submit a sworn affidavit (see template in tender document). |
| 4 | Can the tenderer use the experience of the key person to score points for the past performance? | Form B6 | Past performance reports need to be in the name of the tendering entity. For Consortiums and Joint Ventures, the CIDB Annexure 1: PSP Performance Report or Reference letters must be in one of the companies or JV partner names. |
| 5 | Can you submit BBBEE Sworn Affidavit to Aline with construction? | C.3.11 | Yes, only if you are a EME entity. The 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 R1.8 million if issued in accordance with the amended Construction Sector Codes published in Notice 931 of 2017 of Government Gazette No. 41287 on 1 December 2017 by the Department of Trade and Industry; and have a date of issue less than 12 (twelve) months prior to the original advertised tender closing date |
| 6 | SANRAL Opinion on why they have to change the Project Leader from being permanently employed? | C.3.11 | For all category 3 projects (evaluating quality / functionality points of more than 85) as per the PPP the Project Leader shall be a permanent staff member of the tenderer. |
| 7 | Does the job that you have done previously has to be SANRAL project? | Form B6 | The tenderer is required to submit evidence of past performance for 3 (three) projects completed by the tenderer in the last 10 (ten) years. This does not need to be SANRAL projects. |

| | | | |
|----|---|---------|---|
| 8 | Why does the contract not require a geometric specialist as a Keyperson? | General | <p>Under C1.2.2 Contract data: INFORMATION PROVIDED BY THE EMPLOYER - Clause 7.2 –</p> <p>A geometric specialist is included as a key person for this project</p> |
| 9 | I would like to enquire about the B7 forms. Would it be acceptable for the targeted enterprise to sign the form electronically? There's a note on the form that indicates "a duplicate hard copy of the B7 form to be printed and signed by both the tenderer and the targeted enterprise /sub-contractor." | | <p>All parties can sign the B7 form electronically. A duplicate of the signed excel version B7 form must be submitted / uploaded as pdf.</p> |
| 10 | Please advise if EME and QSE enterprises are required to sub-contract or complete Form B7 of the tender document. | | <p>Please refer to Addendum No 3, clause 2.12, point 1: TARGETED ENTERPRISE / SUB-CONTRACTOR DETAILS AND DECLARATION: Notes to Tenderer: Points 1 to 6</p> <ol style="list-style-type: none"> 1. Sub-contracting applies to all tendering entities. 3. All tendering entities: <ul style="list-style-type: none"> • Must complete Form B7 provided in MS Excel format and include supporting documents. • Must complete Form B7 for each and every Targeted Enterprise/sub-contractor to be utilized. • Must provide a signed duplicate Form B7 in pdf format (signed by both the Tenderer and the Targeted Enterprise/sub-contractor). |

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

ACKNOWLEDGEMENT OF ADDENDUM NO. 4

I _____

Representing _____

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

Receipt of Addendum No.4 is hereby acknowledged. Please acknowledge all files received by ticking the appropriate box.

| Tick (√) | Type Document | of Document Name |
|-------------|------------------|---|
| | (*pdf) | Addendum No. 4– N.014-070-2024/1F |
| | (*doc) | Addendum No.4 – Minutes of the Clarification Meetings |
| | (*pdf) | Addendum No.4 – Specific details & questions |

SIGNATURE: _____

DATE: _____

This Addendum is to be read in conjunction with and shall be deemed to form part of the Contract Documents.

You must therefore acknowledge receipt of this addendum by emailing this form to the South African National Roads Agency SOC Limited at ProcurementWR1@sanral.co.za and the original must be attached to the Returnable Schedules.