

SANRAL



BUILDING SOUTH AFRICA
THROUGH BETTER ROADS

Reference: X.005-069-2025/1

Issued Date: 28 May /2024

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CLARIFICATION No.1

COMPULSORY CLARIFICATION MEETING HELD ON WEDNESDAY 15 MAY 2024

CONTRACT SANRAL X.005-069-2025/1 CONSULTING ENGINEERING SERVICES FOR THE OPERATIONS AND MANAGEMENT OF ROAD INCIDENT MANAGEMENT SYSTEMS AND ROAD SAFETY AUDITS IN THE NORTHERN CAPE PROVINCE

**PROCUREMENT OFFICE
SANRAL WESTERN REGION**

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

PART 1A: Minutes of compulsory mass clarification minutes held on Wednesday, 15 May 2024 at 10:00.

PRESENTERS:

The procurement Officer (PO) presented the Supply Chain Management (SCM) requirements, and a project manager (PM) presented the scope of works for the two projects.

AGENDA

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

1. OPENING AND WELCOMING

The mass clarification mass meeting started at 10:00 on Wednesday, 15 May 2024. 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 10:05.

3. CONTENTS OF SCM BRIEFING

The PO explained that this was a combined presentation for two (2) projects, in addition to the SCM presentation uploaded with the tender document, that the purpose of this meeting was to provide further clarification to the SCM and technical (Scope of Works) requirements of the project:

SANRAL X.005-069-2025/1

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, 03 May 2024 and could be downloaded from SANRAL website in electronic format using this link: https://www.nra.co.za/sanral-tenders/status?region_id=western.
- The PO emphasized the importance of submitting the A1.1 Forms prior to Friday, 10 May 2024 and by ensuring that the A1 Forms of the tenderers are signed at the end of the clarification meeting by the Procurement Officers and Project Managers.
- Any queries relating to presented projects may be emailed to the relevant ProcurementWR email address as per the tender document.

The closing time for receipt of tenders is on **Friday, 07 June 2024 at 11:00** at the **Western Region SANRAL Offices** as provided in the tender document. The PO encouraged tenderers using a postal service to submit their tender early, to avoid delivery of documents after tender closure.

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

3.2 COMPOSITION OF THE TENDER DOCUMENT

All forms from the tender document were presented. The tender document consists of book 1, book 2 and book 3, returnable schedules which are in MS Word and MS Excel format and the clarification presentations in PDF. The declaration forms should be fully completed and signed by representatives.

3.3 CONDITIONS OF TENDER

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

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

C.1.4 Communication and employer's agent:

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

C.2.1 Eligibility

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

C.2.8 Seek clarification

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

C3.1.1 Respond to requests from the tenderer.

The employer shall respond to clarifications received up to twelve (12) working days before the closing date. Only clarifications emanating from the addenda will be responded to by the employer within three (3) working days from tender closing.

C 3.2 Issue Addenda

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

C.2.12. Alternative Offer

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

C.2.15.1 Submission in Tender box

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

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

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

C.3.13 Acceptance of a tender offer

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

C3.16 Registration of award.

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

3.4. RETURNABLE SCHEDULES AND SUBMISSION REQUIREMENTS

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

The two-envelope system will apply to these projects. The conditions and procedures of the two-envelope system were briefly explained. The documents that should be included on technical submission were listed and explained. The same was explained for the documents that need to be included on the financial submission. The PO highlighted that the tenderer must ensure that form C2.4 is submitted in both envelopes and must be identical.

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, stated in the Scope of Works in Clause C.3.1.10. The PO advised that the tenderers must submit the proof of qualifications and registration for the key personnel. The PO emphasized that not submitting the proof of qualifications may deem the tenderer non-responsive and will not be evaluated further.

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

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

C.3.11 Quality Functionality Criteria

The quality/functionality criteria for these projects were projected and how the score will be allocated during technical evaluation was explained. It was highlighted that the minimum number of evaluation points for quality should be not less than 70. Tenderer who scores less than 70 will not move to the financial evaluation. It was noted that failure to submit the required information will result in zero points scored for the specific criteria. The PO emphasized that unlike other projects, the quality criteria for this project has been intentionally compiled not to have workplan appropriateness (WA) to the size and nature of the work(form C2.4) and past performance experience on the reference projects(form B6) as sub-criterion. It was further stated that this project will be awarded on as and when basis, without guarantee of any work.

Financial evaluation

The Financial evaluation will be based on the Tendered Prices and Rates.

C.3.11 Evaluating price and preference

The presenter mentioned Form D1 and the requirements of valid BBBEE sworn affidavit and BBBEE certificate. It was further explained the steps to take if the tenderer is tendering as Joint Venture. The template of valid sworn affidavit was displayed and explained.

C1 Agreements & Contract Data

The PO explained the requirements regarding qualifications of Key personnel, it was highlighted that if keyperson is registered on Engineering Council of South Africa (ECSA) as a professional for more than 10 years the proof of base qualifications will not be required however if it is less than 10 years the proof of base qualification should be submitted.

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

The PO informed that the tenderers must ensure that they adhere to the three different insurance covers with sufficient cover amounts for each project. The PO further provided tips for submitting tender documents successfully and opened the floor to questions. The PO informed the tenderers that the questions will be responded to in the tender clarification with the minutes of the meeting. The PO handed over to the PM for the presentation of the scope of work.

4. SCOPE OF WORKS

The Project Manager (PM) presented the following with the tenderers:

Scope of works

4411km, 18 RRM projects (but not limited to)

'Manage RIMS on all National routes, in all districts in the province.

Manage all RIMS steering committee meetings in all districts in the provinces.

Overview of the program:

4 national meetings

2 Provincial meetings

3 Steering committee meetings per district.

RIMS Training for all emergency services

Simulations, PIA's are held adhoc.

Road safety appraisals 2-3 per annum by Targeted enterprise, as required

Key personnel

Project leader - Pr Eng or Pr Tech Eng²

Design Specialist- Pr Eng or Pr Tech Eng²

Personnel requirements

RIMS Provincial Coordinator – Tertiary qualification, 10 years relevant experience

RIMS Coordinator support – Tertiary qualification, 3 years in RIMS and 5 years in training

Overview of functions

The Service Provider shall be required to provide services relating to the operations and management of RIMS in the

relevant province.

- Manage road incidents/crashes. Maintain and ensure implementation and coordination of RIMS, in compliance with the approved procedures & protocols.
- Ensure Training and awareness of RIMS protocols and legislation changes, amongst emergency services personnel.
- Provincial Monitoring Reports - status of System based on five pillars, and NTC scorecard,
- High level statistical analysis in the identification of hazardous locations, which should be highlighted to the relevant authorities,
- Address critical issues impacting on the effective implementation of RIMS and continuously seek to improve the effectiveness of the system.
- Analyze all incident data on SANRAL's Integrated Transport Information System (ITIS) and to continuously seek to improve the *quality and quantity of incident* and assist in data collection.

Road safety audits

The Service Provider shall provide services relating to the management of Hazardous locations & Road Safety Audits (Appraisals) in the relevant Province.

The Services required are divided into the following distinct phases:

- From the RIMS Provincial Monitoring Reports, ITIS Crash Module Information, and comparing with other sources, identify.
- locations where there is a high risk of fatal and serious injury crashes.
- Create a provincial Hazardous Location database consolidating and comparing all relevant crash information available on ITIS Crash Module, & various other sources,
- Database inputs include i.e. Road User types including Vulnerable Road user/ NMT, Vehicle type, crash type, visibility, Day of Week, Time, operational and posted speed, traffic volumes, Road environment, various crash rate, etc.
- Analyse the crash information & rate each of the hazardous locations!
- Prepare and issue a Hazardous Location Report on an annual basis which highlights the top priorities within the province i.t.o. annual and seasonal trends based on the hazardous location analysis.

5. Questions and answers

Questions	Clause	Answers
1.We have realized that PDF and word documents are not the same.		The correct project number is X.005-069-2025/1, note that X.005-069-2025/1F is incorrect. Documents were updated on the SANRAL Website.
2.Targeted Enterprise: In reference to the specification for the Targeted Enterprise, could you please clarify whether it is confined solely to consulting firms or if it can encompass complementary entities such as training or catering services that augment project operations? If it is confined solely to consulting firms, please provide reasons on why is it so?		There is no requirement for the tendering entity to sublet a percentage of work to a Targeted Enterprise, as part of the tender submission. However, if the tendering entity elects to sublet a percentage of work to a Targeted Enterprise as part of tender submission, then the definition of a Targeted Enterprise is applicable. For any other subcontracting (After award to successful tenderer) through RFQ's, a Consulting Engineering firm is required only for Road Safety appraisal
3.Sequential Number Requirement: With regards to the request for a sequential number to be included in the technical and financial covers, we have encountered a challenge in locating this sequential number within the provided documents. Could you kindly provide guidance on where this sequential number can be sourced or clarify if there has been an oversight in its inclusion?		There is no requirement to enter a sequential Number.

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

ACKNOWLEDGEMENT OF CLARIFICATION NO. 1

I _____

Representing _____

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

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

Tick (√)	Type Document	of Document Name
	(*pdf)	Minutes of clarification meeting - SANRAL X.005-069-2025/1
	(*doc)	Specific details & questions – SANRAL X.005-069-2025/1

SIGNATURE: _____

DATE: _____