

Date: 18 March 2026
Email: iddprocurement@dbsa.org

Enquiries: David Nyaku

Tender Number: RFR/BE/PSP/2026
Tender Description: ESTABLISHMENT OF A PANEL OF BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE YEARS

ADDENDUM NO. 01

AMENDMENT TO THE TENDER DOCUMENT: THESE CLARIFICATIONS MUST BE READ TO FORM PART OF THE TENDER.

1. Tender Submission Link– page 2 of 42

- a. The faulty “*Tender Submission Link*” embedded as per tender statement point 5 in the table on page 2 of 42 - “..Populate all details as per this [Request for Tender Submission Link Form...](#)” is **superseded and replaced** by the following link:

i. [RFR/BE/PSP/2026 - Tender Submission Link Request – Fill out form](#)

2. Functional Criteria (i) – page 13 of 42

- a. Only the following wording as per Stage 2, Functional Criteria (i):

“Tenderer must submit a Practical Completion Certificate/Final Completion/ Works Completion Certificate (as issued to contractor) for every contract submitted for reference”.

“Where the above evidence does not document the multi-disciplinary requirement, or project value, the tenderer may submit a Supplementary document (tenderer to indicate which) signed by the same company who issued the Project Completion Certificates or similar”.

- b. Is **superseded and replaced** by the following amended wording:

“Tenderer must submit a Practical Completion Certificate/Final Completion/ Works Completion Certificate (as issued to contractor) for every contract submitted for reference”.

“Where the above evidence does not document the multi-disciplinary requirement, or project value, the tenderer may submit a Supplementary document (tenderer to indicate which) signed by the client, which can be an Appointment Letter as issued to the bidder, or client reference letter in the form provided with this tender”.

3. DBSA generated Reference Letter Format (Annexure A) – page 14 of 42

- a. The “*Annexure A*” as referenced in the tender as per Stage 2 Functional Evaluation, Criteria (ii) on page 14 of 42 - “...*The DBSA generated reference letter provided (attached as Annexure A) MUST be utilised as the format...*” is hereby provided and attached to this Addendum 01 as Annexure A_PSP Reference Letter Template.



4. Non-Compulsory Tender Brief - Recording

- c. The full recording of the “*Non-Compulsory Tender Brief*” as concluded at 11h00 on 17 March 2026 is hereby provided to all attendees and any potential tenderers for reference.

5. Clarifications

- a. The table provided on the next page, provides a detailed response to the points of enquiry received from tenderers, up to the date of 13 March 2026.

Signed:

David Nyaku
Procurement Specialist
Supply Chain Management



Questions and Answers with regards to Clarifications as per above point 4.

No	Date of enquiry	Enquiry	DBSA Response
1		We request RFR/BE/PSP/2026 ESTABLISHMENT OF A PANEL OF BUILT ENVIRONMENT PROFESSIONAL, SERVICE PROVIDERS FOR A PERIOD OF FIVE YEARS upload link. The one in the tender document require DBSA login details	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.
2		We kindly request the briefing link as well as the submission link. ESTABLISHMENT OF A PANEL OF BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE YEARS	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01. The Tender Brief Link is embedded to the tender as per page 2.
3	9-Mar	We are interested in submitting a response to the Request for Registration (RFR/BE/PSP/2026) for the establishment of a panel of Built Environment Professional Service Providers. To ensure our submission aligns with the DBSA's requirements, please clarify whether all 21 disciplines listed in Section 4.4 must be in-house or if bidders can focus on their core specialities and demonstrate the ability to source additional expertise through subcontractors as needed for specific projects.	The tender does not require a tenderer to apply or submit based on the disciplines listed on tender pages 5-7. As per tender clause 4.4 , it stipulates that " <i>for tenderers who are added to the panel, to be successful in its service delivery, the following may be applicable</i> ". the intention here is merely to highlight to prospective tenderers, the kind of discipline requirements that may be required via subsequent tenders post panel establishment. Tenderers who are successful in being added to the panel, will be required to provide services in various disciplines. It will be up to the tenderer to at that time, ensure such services are available whether through inhouse or outsourcing.



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4		I have registered for the briefing successfully but im failing how to request a link following what you have states on page (Tender Submission Link – to request a link the tenderer must: •• Populate all details as per this Request for Tender Submission Link Form and submit any time prior to this date. Please kindly assist I would like to get the link early so I familiarise myself with it	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.
5		Can bidders select/choose which disciplines to tender for?	The panel aims to appoint Multi-Disciplinary service providers and not based on any one discipline. There are therefore no disciplines to apply for. Also refer to the response under item #3.
6	10-Mar	Kindly assist I was trying to complete the request for submission link online, but it does not allow me.	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.



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7	<p>Trust this email finds you well. Kindly can you confirm if we are allowed to choose selected categories to tender for?</p> <p>1. Are bidders allowed to submit proposals for selected categories only, or is it required to bid for all categories listed?</p> <p>2. On page 14 of the document, it states the following: “Provision of Formal Reference Letters on Letterhead of Client, fully signed by the authorised individual – The DBSA generated reference letter provided (attached as Annexure A) MUST be utilised as the format.”</p> <p>Could you please confirm whether we should:</p> <ul style="list-style-type: none"> o Submit reference letters on our clients’ letterheads, or o Complete the DBSA template (Annexure A) as the required format? <p>Additionally, the Annexure A template does not appear to be included in the document. Should this template be required, could you kindly share it with us?</p> <p>3. On page 14, the document refers to Past Client Performance (25%). However, the scoring table reflects:</p> <ul style="list-style-type: none"> o Quality of Work (10%) o Time and Budget (10%) <p>Could you kindly clarify the remaining 5% allocation under Past Client Performance?</p> <p>Your guidance on the above will be greatly appreciated.</p>	<p>1) Refer to the response under item #3.</p> <p>2) The Annexure A form as referenced under Stage 2, Criteria (ii) on page 14, is provided via Addendum 01.</p> <p>Additionally, the tender is clear in that tenderers are required to utilise the specific DBSA Annexure A. (Form and content must be utilised). The format and content should therefore be transposed to a client's letterhead, populated and signed by client.</p> <p>3) The error is noted with thanks. The 25% is broken down as 13% and 12%, as stipulated in the sentence below the criteria heading as follow:</p> <ul style="list-style-type: none"> • References in terms of QUALITY OF WORK (13%) and regarding PROJECT COMPLETION in terms of TIME and BUDGET (12%)
8	<p>I am having trouble with requesting/accessing the ‘Tender Submission Link’. Please advise.</p>	<p>It has been noted that the current link as embedded to the tender on page 2, does not function.</p> <p>A new Tender submission link form is issued via Addendum 01.</p>



9	<p>The RFR document lists several Built Environment professional disciplines under Section 4.4. Our understanding from the document is that panel members may be required to provide various specialist resources as part of a project team, depending on the specific scope of work allocated at project stage. Could you kindly confirm whether bidders are required to demonstrate capability across all the listed professional disciplines at the panel registration stage, or whether bidders may submit based on the disciplines applicable to their organisational capacity, with additional resources to be assembled when project-specific RFPs are issued to panel members?</p>	<p>Refer to the response under item #3.</p> <p>Tenderers need to submit according to the specific evaluation criteria presented in the tender.</p> <p>The panel aims to appoint Multi-Disciplinary service providers and not based on any one discipline. There are therefore no disciplines to apply for.</p>
10	<p>We have picked up the attached document and are looking at submitting a bid to you.</p> <p>However, the link below in the document does not work and takes you to Teams and not a form to submit your information.</p> <p>Please advise if this will be corrected and how do we request a submission link.</p>	<p>It has been noted that the current link as embedded to the tender on page 2, does not function.</p> <p>A new Tender submission link form is issued via Addendum 01.</p>
11	<p>There is no Annexure A in the abovementioned tender document (reference letter template)</p> <p>When will this be available or where can I get it please?</p>	<p>The Annexure A form as referenced under Stage 2, Criteria (ii) on page 14, is via Addendum 01.</p>
12	<p>Please clarify : Do you want these consultants to respond as individual disciplines or consortiums/JV for database ?</p>	<p>Please refer to tender page 4, clause 4.2, which stipulates that "<i>Joint Ventures/ Consortiums are not eligible to submit tenders, unless incorporated into a legal entity</i>".</p>



13	Can we kindly have the Link for tender Submission of abovementioned services.	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.
14	1. Can the bidder select which PSP's will be submitted i.e., not all 23 disciplines listed on pages 6 & 7 must be covered by the submission.	Refer to the response under item #3.
15	I would like to kindly request the “Annexure A” form to be used for capturing reference information.	The Annexure A form as referenced under Stage 2, Criteria (ii) on page 14, is provided via Addendum 01.
16	Please can you assist with the following link extension to upload our tender. 5. Tender Submission Link – to request a link the tenderer must: • Populate all details as per this Request for Tender Submission Link Form and submit any time prior to this date. Bidders to request Tender Submission Link by latest this date: Any requests post this date will not be accepted. Bidders are required to raise link access concerns well before 12h00 on tender closing date. (not link requests) The link in the tender document (page 2, item 5) to request upload link does not work, because we are not on the DBSA database. It gives an error message.	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.
17	We would like to attend the Non-Compulsory Briefing Session Meeting on the 17 th March 2026, please could you kindly email us the briefing meeting link.	The Tender Brief Link is embedded to the tender as per page 2.

11-Mar



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18	<p>We refer to the tender requirement which states that “At least one Executive Director or Active/Managing Partner of the company must be professionally registered in the Built Environment as per the Council for the Built Environment (CBE) Act.”</p> <p>Kindly clarify whether this requirement can also be satisfied where the professionally registered individual is not listed as a Director on CIPC but holds an executive management role within the company, such as Executive Technical Director, Technical Director, or Chief Technical Officer, formally appointed through a Board Resolution and responsible for technical governance and oversight.</p> <p>In addition, please confirm whether a professionally registered shareholder who is actively involved in executive management of the company may satisfy the requirement, provided sufficient supporting documentation (e.g., appointment letter, organogram, professional registration certificate and board resolution confirming management responsibility) is submitted.</p> <p>Your guidance on acceptable alternative structures to demonstrate responsibility for management, governance and professional oversight within a (Pty) Ltd or CC entity would be greatly appreciated to ensure that our submission fully complies with the tender requirements.</p>	<p>The DBSA retains its condition requirement as per tender, with no acceptance of alternative structures.</p>
19	<p>I would like to request clarification regarding the above-mentioned panel tender. Could you please confirm whether it is acceptable to complete the tender document by typing the required information instead of completing it by hand?</p>	<p>Tenderers may populate the tender document electronically, however under condition that, where any changes to format, structure or content is noted, the submission will be disqualified.</p>



20		The bid document requires Completion Certificates but as Consultants we do not have these. Please advise is reference letters will be sufficient.	Refer to amended wording as per Addendum 01.
21	12-Mar	The above RFR refers. Kindly advise if this tender is a National Tender. We are based in East London, would be eligible to submit a Tender?	This is a national panel and entities across RSA, who meet the stipulated requirements, may bid.



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22	<p>We refer to the tender requirement which states that “At least one Executive Director or Active/Managing Partner of the company must be professionally registered in the Built Environment as per the Council for the Built Environment (CBE) Act.”</p> <p>Kindly clarify whether this requirement can also be satisfied where the professionally registered individual is not listed as a Director on CIPC but holds an executive management role within the company, such as Executive Technical Director, Technical Director, or Chief Technical Officer, formally appointed through a Board Resolution and responsible for technical governance and oversight.</p> <p>In addition, please confirm whether a professionally registered shareholder who is actively involved in executive management of the company may satisfy the requirement, provided sufficient supporting documentation (e.g., appointment letter, organogram, professional registration certificate and board resolution confirming management responsibility) is submitted.</p> <p>Your guidance on acceptable alternative structures to demonstrate responsibility for management, governance and professional oversight within a (Pty) Ltd or CC entity would be greatly appreciated to ensure that our submission fully complies with the tender requirements.</p>	Duplicate question as per #18
23	<p>We are currently preparing our submission for the RFR/BE/PSP/2026 – Establishment of a Panel of Built Environment Professional Service Providers. However, we have encountered an issue with the Tender Submission Link request process, as the link provided does not appear to be functioning on our side.</p>	<p>It has been noted that the current link as embedded to the tender on page 2, does not function.</p> <p>A new Tender submission link form is issued via Addendum 01.</p>



		Could you kindly advise whether there is an alternative way for us to register our intention to tender? Alternatively, would it be possible for the submission link to be sent directly to us via email	
24	13-Mar	I am writing on behalf of Mont Projects (Pty) Ltd to formally request the tender submission form for the following project: <ul style="list-style-type: none"> • Tender Number: RFP/BE/PSP/2026 • Project Description: Establishment of a Panel of Build Environment Professional Service Providers for a Period of Five year. 	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.
25		We kindly request the Submission link for bid RFR/BE/PSP/2026	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.
26		We kindly request the Tender Submission Link for Bid Number: RFR /BE/PSP/2026 : Description Establishment of a panel of built environment professional service providers for a period of five years on behalf of MOTSIPIRI CONSULTING.	It has been noted that the current link as embedded to the tender on page 2, does not function. A new Tender submission link form is issued via Addendum 01.



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ACKNOWLEDGEMENT OF RECEIPT OF: Tender Number: RFR/BE/PSP/2026

**AMENDMENT TO THE TENDER DOCUMENT:
THESE CLARIFICATIONS MUST BE READ TO FORM PART OF TENDER NO.**

I **(Name)**..... hereby acknowledge the existence of
addendum **No 01** on behalf of **(Company Name)**

.....

Signature.

Date

