

**CONSULTING ENGINEERING SERVICE FOR ROUTINE ROAD MAINTENANCE
BATCH NO.1 – WESTERN CAPE & NORTHERN CAPE PROVINCE
TENDER BRIEFING MEETING MINUTES**

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

Minutes of Tender Clarification Meeting minutes held on **Tuesday, 28 July 2026 at 10:00.**

PRESENTERS:

ProcurementWR7 (PO) representative compulsory tender briefing for Consulting Engineering Services for Routine Road Maintenance projects in the Western Cape Province (WCP) and Northern Cape Province (NCP) for Batch No.1, outlining the scope, tender requirements, and project details to over 240 attendees.

1. OPENING AND WELCOMING

The clarification meeting started at 10:00 on **Tuesday, 28 July 2026 at 10:00.** The PO welcomed everyone to the compulsory clarification meeting and requested the attendees to make sure to write the name of the company with their details on the chat until the set time.

2. CONTENTS OF SCM BRIEFING

The PO explained that this was a combined presentation for seven (7) RRM Consulting Engineering Service tenders, and the purpose of this meeting was to provide further clarification to the SCM and Technical (Scope of Works) requirements of the projects.

WESTERN CAPE PROVINCE – BATCH NO.1

Bid No: NRA 2026/0407

Contract Number: N.001-079-2026/1F: Consulting Engineering Services for the Routine Road Maintenance of National Route 1 Sections 7 To 9 Between Remhoogte (Km 8.27) And Schietkuil (Km 45.09)

Bid No: NRA 2026/0084

Contract Number: N.007-014-2026/1F: Consulting Engineering Services For the Routine Road Maintenance Of National Route 7 Section 1 From Klipvlei At Km34.99 To Section 4 At Melkboom Km35.40

NORTHERN CAPE PROVINCE – BATCH NO.1

Bid No: NRA 2026/0267

Contract Number R.382-012-2023/1RF: Consulting Engineering Services for the Routine Road Maintenance Of National Route R382 Section 1 To 2 From Alexander Bay (RSA/ Namibian Border) (Km0.0) To Steinkopf (Km91.37).

Bid No: NRA 2026/0174

CONTRACT Number X.005-133-2026/1F: Consulting Engineering Services for the Routine Road Maintenance of National Route N7 Section 6 to 8 from WC/NC border (km 30.47) to Vioolsdrift (km 116.58) and National Route N14 Section 1 from Springbok (km 0.00) to Holte/Hunites (km 81.22)

Bid No: NRA 2026/0333

Contract Number: N.010-058-2026/1F: Consulting Engineering Services for the Routine Road Maintenance of National Route N10 Section 5 To 8 Kopieskraal (Km 31.32) To Omdraai Vlei (Km 61.64)

Bid No: NRA 2026/0165

Contract Number X.005-138-2026/1F: Consulting Engineering Services for the Routine Road Maintenance of National Route 8 Section 6 Between Groblershoop (Km 0.00) And Rooisand (Km 8.18), And National Route 10 Sections 8 To 11 Between Omdraai (Km 61.64) And Boegoeberg (Km 59.44)

Bid No: NRA 2026/0335

Contract Number N.008-068-2026/1F: Consulting Engineering Services for the Routine Road Maintenance of National Route N8 Section 6 To 8 Rooisand (Km 8.18) To Vaal River (Km 36.69)

3. TENDER NOTICE AND INVITATION TO TENDER

The presenter confirmed that the tenders were advertised on the National Treasury e-tender portal and the SANRAL website, acknowledged technical issues with downloads, and assured attendees that all relevant documents would be made available before the end of the week.

The closing date for tender submissions was set for **14 August 2026 at 12:00**, with submissions to be deposited at the SANRAL Western Region Office in Bellville, and all queries to be directed to the specified procurement email address. This applies to both WCP & NCP tenders.

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.

Bidders were requested to please add their name, company & contact details in chat. Once all the names have been added to the chat, the Procurement Officer will confirm. If all attendees confirm that they have provided their details, no further attendees will be allowed to enter the meeting.

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.

ALL queries relating to issues arising from these documents may be addressed to:
e-mail: ProcurementWR7@sanral.co.za

4. COMPOSITION OF THE TENDER DOCUMENT

Tender Document

Book 1 Tender Document in PDF

Book 2 & 3 Tender Document in PDF

Returnable Schedules

C1.1.1 Form of Offer in PDF.

C1.2.3 Contract Data - Information Provided by Tenderer in Microsoft Word.
Pricing Schedule (Bill of Quantities) in Microsoft Excel format.
Pricing Schedule (Bill of Quantities) in PDF format (Signed).
Returnable Schedules Forms

5. CONDITIONS OF TENDER

T1.2 Tender Data

Eligibility

Only those tenderers who satisfy the eligibility criteria are eligible to submit tenders.

- Key Persons (Contract Engineer)
- Registered NT CSD

No clarification queries, including on the Bill of Quantities, will be responded to if received after **Tuesday, 04 August 2026** (Due date for all clarifications).

Tenderers were requested to submit queries at the earliest convenience.

6. SUBMISSION REQUIREMENTS

Completeness - Ensure all tender returnable schedules are duly signed, and relevant proof is attached to the form where applicable. The relevant supporting documentation is also provided – “*Tenderer required to*” with the List of Returnable Schedules.

7. RETURNABLE SCHEDULES

Failure to fully complete the relevant returnable documents may render such a tender offer be declared non-responsive.

List provided to assist the tenderers.

All communication must be in writing only to and email to ProcurementWR7@sanral.co.za

8. EVALUATION PROCESS

The eligibility criteria were presented as follows:

a) Personnel Requirements

It was explained that the tenderer should meet the minimum requirements for the key personnel, stated in the Scope of Works. 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) 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 points will not move to the further evaluation. It was noted that failure to submit the required information will result in zero points scored for the specific criteria.

d) Financial evaluation

The Financial evaluation will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring of 90/10 for bids with the rand value above R50 million and 80/20 for bids with rand value of up to R 50 million (all applicable taxes included),

e) Tenderer's B-BBEE Verification Certificate

The presenter mentioned 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.

9. SCOPE OF WORKS

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

The relevant projects were listed.

Part T2 Technical Submission Spreadsheet Guidance

The presenters described the technical submission process, including the use of consolidated spreadsheets for Batch submissions, requirements for key personnel, and the handling of alternate contract engineers for multiple projects. Tenderers must complete a single technical submission spreadsheet per province (Western Cape or Northern Cape), indicating which projects they are bidding for, and attach the same completed forms to each relevant bid.

Tenderers must nominate a Contract Engineer (CE), with the option to propose an alternate CE due to limitations on the number of six (6) concurrent appointments per individual (CE).

Forms B1 and B2 must be completed for each CE, and supporting documentation such as CVs, proof of permanent employment, must be provided for evaluation.

Past performance is documented using form B6 and annexures, with allowance for reference letters from SANRAL or other public sector clients, provided they include a performance rating as per the supplied template.

Part C1.2 Contract Data

The proposed project relates to all types of structures located on the National Road Network of the provincial boundaries of Western Cape and Northern Cape provinces. The map with different routes was displayed.

PM outlined the detailed scope of works, contract data, insurance requirements, personnel qualifications, and penalties for non-performance, emphasizing the need for compliance with technical and administrative obligations

5.4 Insurance:

Professional indemnity insurance of R20 million,

Public Liability of R10 million, and Third-Party cover of R20 million are mandatory, with commencement of services.

7.2 Key Person - Contract Engineer (Who is permanently employed staff member of the SP)

8.1 Effective date - The time to commence the performance of the Services is within 8 (eight) calendar days after the date that the Contract becomes effective, however the commencement of the supervision phase will be confirmed at the Hand-Over meeting.

PART C2.2: PRICING SCHEDULE

Normalised hours – linked to payment item 35.01(a)(i) & 38.01(a)(i)

Additional Duties – fixed hourly rates

Emergency – Prov Sum

PART C3 SCOPE OF WORKS

Locality Plans & route information for each project highlighted.

C3.1 GENERAL REQUIREMENTS

C3.1.4 Determination of Remuneration – NHT Table C3.1.4(b) noted

C3.1.5 Project Cost Estimates listed for all projects

C3.1.8 Project Programme (Batch No.1) – Addendum No.1

	Project Phase	Phase Completion Date
A	Submission of Tenders / Proposals	14 August 2026
B	Appointment of Service Provider	30 October 2026
C	Submission of Road Condition Report	31 January 2027
D	Submission of Draft Tender Documents for the Works	TBC (Future)
E	Submission of Final Tender Documents for the Works	TBC
F	Tender Advertisement	TBC
G	Site Inspection	TBC
H	Tender Closure	TBC
I	Submission of Tender Evaluation Report	TBC
J	Works Contract Handover	30 November 2026
M	Submission of draft Contract Report and as-built data	Within 3 months of issue of Taking-over Certificate for the Works
N	Submission of final Contract Reports and as-built data	Within 1 month of issue of Performance Certificate for the Works

C3.1.10 Personnel Requirements:

Each candidate must submit a CV of appropriate experience signed by the proposed candidate and the authorised person of the Service Provider and complete the relevant B1 and B2 forms included in the Returnable Schedules. The proposed candidate shall be a permanent staff member of the tenderer and not a contracted person, this must be indicated on form B2 and a signed letter of confirmation from the candidate must be submitted with the relevant B-forms.

Minimum qualifications and relevant experience table highlighted for the two (2) type of RRM's.

The Key Person (Contract Engineer) and Assistant Contract Engineer (if applicable) will be limited to participate in a maximum number of 6 (six) RRM contracts with the Employer which will be complete after the Taking-Over Certificate is issued to the Contractor – ITIS Reservation. NOTE: Consider proposing an Alternate CE

C3.2 DETAILED ASSESSMENT PHASE: ROAD CONDITION REPORT

Road Condition Report within 1 months from appointment date (31 January 2027).

C3.3 TENDER DOCUMENTATION – Will be required for future/ subsequent RRM project.

C3.4 CLARIFICATION MEETING, TENDER PERIOD AND TENDER EVALUATION

It is important to note that the evaluation of tenders and the compilation of a tender Evaluation Report will be on a similar SANRAL project from another Service Provider, in the case where the Service Provider compiled the tender documents for the Works Contract.

C3.5 ADMINISTRATION AND MONITORING OF THE WORKS CONTRACT

C3.5.3 Administration and Monitoring

(d)_Monthly Technical and Site Meetings

The appointed Engineer for the project shall visit the site at least 2 (two) times per month (excluding the contractor's annual shut-down period in December and January) on separate occasions. One visit shall be scheduled for the Technical Meeting with a thorough site inspection with the Contractor and the Engineer's representative. A second visit shall be scheduled for the monthly Site Meeting with a thorough site inspection with the Contractor and Employer's representative. The Contract Engineer shall be required to provide a one (1) page summary of each visit to site with photographic documentation of his / her observations and presence. Failure to provide the summary report will result in a penalty in accordance with clause C3.11.1.

10. QUESTIONS AND ANSWERS

Summary of Questions and Answers asked during the meeting.

1. Annex 1 and Annex 4 reference documentation

Question: Who should complete Annex 1 and Annex 4 where a company was previously appointed as a target enterprise?

***Answer:** Annex 4 should preferably be completed by the client rather than the main consultant. If the company was previously appointed as a target enterprise, the client under whom the appointment was fulfilled should provide the reference letter.*

2. Payslips for proposed key persons

Question: Why must payslips for proposed key persons be submitted, given that salary information is confidential?

***Answer:** The payslips are required to confirm that the Contracts Engineer is permanently employed by the service provider. The information will only be used for evaluation purposes. Values may be redacted or blacked out, but **three months' payslips must still be submitted** as proof of employment. If fraudulent information is later identified, the company may be held liable.*

3. Target enterprise requirements

Question: Is a target enterprise a mandatory requirement for these tenders, and must completed target enterprise documentation be submitted with the bid?

***Answer:** A target enterprise is not a mandatory requirement for this tender at this stage, and no related forms are required for submission.*

4. Zero rates and rates considered too low

Question: Zero rates are not allowed, and tenders may be considered non-responsive if rates are too low. What is considered too low, and how is this determined?

***Answer:** Negative rates are not permitted. A rate may be considered too low where, after assessing the required level of effort, site visits, meetings, and contract administration duties, etc the proposed rate appears insufficient to perform the required work. If a rate is significantly below what is reasonably required, it may be treated as a project risk.*

5. Road-Condition reporting and site attendance

Question: The contracts engineer duties refer to road-condition reporting, while allowance is made for being on site two weeks or twice a month. How should this be interpreted?

***Answer:** The response indicated that road-condition assessment was to be managed by the site supervisory staff and this would be a weekly requirement. The road condition report update would be required bi-annually, as per documentation and submitted via the Contract Engineer.*

6. Timing of batch 2 and batch 3 tenders

Question: When will batch 2 and batch 3 be advertised?

***Answer:** Batch 2 was intended to be advertised during the same week, no later than the following Friday. Batch 3 was expected approximately two weeks later. Both Batch 2 and Batch 3 for consultants in the Western Cape and Northern Cape were expected to be advertised within the following two to three weeks, with other provinces and regions following in the same general period but possibly on slightly different dates.*

7. Remaining questions

Question: How will unanswered questions be dealt with?

***Answer:** Remaining questions would be noted and responded to as part of the meeting minutes or a subsequent addendum. Attendees were encouraged to submit further questions in the chat before the meeting ended or by email to ProcurementWR7 for review and response.*