

CLARIFICATION QUESTIONS

Q & A SESSION

1. **With regards to the claiming the travel of 100km, you may not meet the 100km in a day if schools are close to each other and you have assessed 10 – 15 schools in that day and you may not use up the entire 100km in that day. Wouldn't that lead to bidders not being able to claim for the traveling?**
 - Remember the intention is not to claim as much as possible.
2. **Are you looking to appoint one consultant for Cluster 11 to 20 and one consultant for Cluster 31 to 38 or are you going to appoint one consultant per cluster as opposed to a group of clusters?**
 - DBSA wants to appoint a PSP for a maximum of 2 clusters. On RFP 321/2021 there is 10 clusters and RFP 322/2021 there is 8 clusters. As this is a 2-month project, we will appoint a PSP for maximum of 2 clusters.
3. **Will this project be rolled out by the DBSA in other provinces soon?**
 - No
4. **You are appointing bidders for conditional assessments and BOQ's, are you not including any supervision?**
 - Yes, the scope is until the submission of conditional assessment. If there is a need for work to be done that is critical, then we will consider conditions of a variation order or getting the Province to take over.
5. **Are we expected to produce As-Built drawings on this project?**
 - No.
6. **Can we receive eligible names of the schools and positions, so we are able to price on the travel?**
 - Yes, the names of schools are attached.

7. **The tender document states that an architect that has heritage experience would be an advantage and bidders need to also advise on environmental, so therefore if school number X needs an EIA to be carried out, you would not expect the bidder to carry out the EIA, you would just expect bidders to highlight that the EIA needs to be carried out?**
 - We do not require you to do an EIA here, but when you visit a particular school or area, you might notice that an EIA is required. In your report, you should recommend that an EIA needs to be conducted.
8. **If one bidder is appointed for one cluster which includes 30 schools, are bidders expected to submit assessments for all 30 schools in one go or will DBSA allow you to submit your deliverables in parts per week?**
 - Since this is 2 months contract, part of documents that will be required during appointment will be a project schedule, which will be used to monitor the progress made by a bidder in delivering the required service.
9. **Bidders have issues getting a bank rating from banks as banks state they do not provide bank ratings to consultants but only to contractors. Will this lead to bidders getting disqualified if they have their financials in order but no bank rating?**
 - Yes, Bidders may lose points if not submitted, a letter from the bank stating company's liquidity will suffice.
10. **Clarification needed on page 48 of tender document of RFP 322/2021, it indicates period of performance for a period of two months and on page 95 it states that it needs to be completed in 4 months. Is the 2 months allowable for the conditional assessments and the additional 4 months for the reporting?**
 - This is an error on our side. It is the 2-month period the one you should consider. Please refer to the relevant attached addendum.
11. **With reference to the NIMS reporting requirements, can you clarify the detail of the conditional assessment requirement?**
 - The NEIMS report template is accessible on the DBE website.
12. **On page 2, table of contents on the tender document and part B of page 5 don't correspond with each other. Confirmation required on which is correct.**
 - Page is the table of content of the whole document, part B on page.5 is checklist on compulsory returnable documents.

13. With regards to the experience on page 16 of the bid document. Is it a requirement for all the team members of the consortium to provide their experience in their respective disciplines?
- Yes, the requirements list and stipulates each discipline and the number of years that we require for each, therefor your team will be holistically evaluated, not just the lead.
14. Question regarding preparation of the specification of the BOQ for items that require urgent attention. For example, if there is a retaining wall on site, and its collapsing and it is a health and safety hazard, we must provide a BOQ and specification for that. There needs to be a design that comes with that. So how must we price for that, but we are not sure what's going to be on site? Will it then be a variation order, or do we need to price for these issues?
- You will need to go on site and do the assessment. If there is an issue, you will alert the CPM about the issue and you will get a go ahead to address it but it will be a top up or type of variation order as it will be additional work but you will be expected to do that work.
15. Is sub-consulting submission allowed accompanied by the sub-consulting agreement?
- If you are a project management team, we are appointing a multidisciplinary team, whether you source resources from other companies, that's your agreement. All DBSA wants is the full resources that can do the work under one company.
16. Are the PSPs expected to deliver as-built drawings? What regulation needs to be followed there was mention of NEM requirements with regards to as-built drawings?
- With regards to drawings the expectation is to draft sketches as required in the NEIMS.
17. Please can you provide a link to the NEIMS assessment report. This will just allow us all to start on an even keel.
- NEIMS assessment report can be easily accessible from the DBE website.
18. In terms of the inspections – Who do you expect to do the actual inspections?
- When a certain resource is required in a project the expectation is that those resources will be executing the tasks and/or scope:

The person whose CV we put forward to meet the functionality requirements in the “Specific Functionality Criteria for Resource Matrix” on page 17 and 18 of 322/2021, who is also the Principal: Professionally Registered (with more than 10 years’ experience) in the C2.2.1 tables

Salaried Staff: Staff performing work and carrying direct responsibility for project activities

Salaried Staff: Staff performing work under direction and control of senior professionals

19. Is the Project Manager required to manage the project from our side and liaise with you guys?

- The project Manager will be required to manage the project from the bidders' side and liaise with the Client and any other requirements in line with the scope of service of a Pr CPM.

20. Your page 99 - the preparation of a BoQ for items that require urgent attention is very vague. The decision to prepare a BoQ will only be made after the Conditional Assessment (with the high-level estimate) has been studied. Why don't you remove the request for a Specification/BoQ from the Scope of Works? It is virtually impossible to allow for this - should one allow for BoQs on each of the schools and some bidders do not allow for it, it will be unfair to the ones who allow for a BoQ.

- It cannot be removed as it will be applicable whether it is necessary, your quote should be based on the scope of work and not on unforeseen events.

21. Your page 5 calls for "One original Bid document with one copy. flash drive drive with required documents" - is this really necessary with electronic bid submissions?

- Not necessary since it will be an online submission. Please refer to the relevant attached addendum.

22. Will the RFP include the assessment of the onsite sanitation at the schools?

- All structures at the schools need to be assessed.

23. Accommodation costs are to be included in this tender. The document is not clear where.

- RFP 321/2021 – see Page 91 – number 15 – they should be priced as part of operational expenses on page 95.

Tender No. RFP321/2021 & RFP322/2021

Appointment Of A Professional Service Provider For The Conditional Assessment Of Schools In The Free State Province (Cluster 11 To 20 & Cluster 31 To 38 Respectively) Non-Compulsory Briefing Session



24. Could you please confirm if the years' experience of key personnel is post registrations or total years' experience?

- Key personnel should be registered with the relevant professional body, with minimum years stated in the tender document, there is nothing stated in the tender documents indicating post registration.

25. 100km – Are you saying you will pay for the 100km travelled only and anything beyond the 100km will be covered by the PSP?

- The first 100km will not be paid (See page 91).

26. The assessments completed on the schools that we need to check and verify these assessments. In our bids we would therefore need to allow for travelling to these schools and inspecting the facilities.

- Bidders need to focus on schools where assessments have not been conducted.

27. The inclusion of a support resource who is an Environmental Scientist with Heritage experience to complement a Pr. Architect without Heritage Experience will suffice for this requirement.

- The key resources as indicated in the tender document include a PR. Architect with Heritage experience.