

Reference: N.001-090-2023/1RF
Issued Date: 23/02/2024
Email: ProcurementWR1@sanral.co.za

Fax Number:
Direct Line: +27 (0) 21 957 4600
Website: www.nra.co.za



Dear Tenderer

CLARIFICATION: COMPULSORY MASS CLARIFICATION MEETING HELD ON WEDNESDAY 7 FEBRUARY 2024.

CONTRACT SANRAL N.001-067-2023/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) OF NATIONAL ROUTE 1 SECTIONS 6 AND 7 FROM WELTEVREDE (KM 10.60) TO STEYNSTATION (KM 53.00).

CONTRACT SANRAL N.001-090-2023/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) OF NATIONAL ROUTE 1 SECTION 9 FROM BULTFONTEIN (KM 60.00) TO RICHMOND (KM 104.63).

CONTRACT SANRAL N.007-010-2023/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE 7 ON SECTION 1 FROM MELKBOSSTRAND I/C (KM 17.40) TO ATLANTIS I/C (KM 26.30).

CONTRACT SANRAL N.007-040-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE IMPROVEMENT ON NATIONAL ROUTE N7 SECTION 4 FROM TRAWAL (km 42.00) TO KLAWER (km 54.00).

CONTRACT SANRAL N.010-110-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE SPECIAL MAINTENANCE ON NATIONAL ROUTE 10 SECTION 11 BETWEEN UITKYK (km 70.00) AND VAALKOPPIES (km 100.00).

CONTRACT SANRAL R.031-050-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE R31 SECTION 5 FROM KURUMAN (KM 0.00) TO DANIELSKUIL (KM 92.50).

CONTRACT SANRAL R.031-060-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE SPECIAL MAINTENANCE ON NATIONAL ROUTE R31 SECTION 6 FROM DANIELSKUIL (km 0.0) TO DELPORTSHOOP (km 78.71).

CONTRACT SANRAL R.031-070-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE R31 ON SECTION 7 FROM DELPORTSHOOP (KM 0.00) TO BARKLY WEST (KM 30.61).

CONTRACT SANRAL R.031-080-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) OF NATIONAL ROUTE R31 SECTION 8 FROM BARKLY WEST (KM 0.00) TO R31/N8 ROUNDABOUT (KM 31.00).

CONTRACT SANRAL R.048-030-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE SPECIAL MAINTENANCE OF NATIONAL ROUTE R48 SECTION 3 FROM PHILLIPSTOWN (KM 0.0) TO PETRUSVILLE (KM 45.20).

CONTRACT SANRAL R.058-010-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE SPECIAL MAINTENANCE ON NATIONAL ROUTE R58 SECTION 1 FROM COLESBERG (KM 0.00) TO NORVALSPONT (KM 37.22).

CONTRACT SANRAL R.325-020-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE R325 SECTION 2 FROM POSTMASBURG (KM 0.00) TO JENKINSFARM (KM 50.87).

CONTRACT SANRAL R.382-020-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE SPECIAL MAINTENANCE OF NATIONAL ROUTE R382 SECTION 2 FROM PORT NOLLOTH (KM 0.00) TO STEINKOPF (KM 91.374).

**CONTRACT SANRAL R.389-020-2024/1RF
FOR CONSULTING ENGINEERING SERVICES FOR THE SPECIAL MAINTENANCE OF NATIONAL ROUTE R389 SECTION 2 FROM HANOVER (KM 0.00) TO PHILIPSTOWN (KM 72.13).**

CONTRACT SANRAL X.005-060-2024/1RF FOR CONSULTING ENGINEERING SERVICES FOR THE PERIODIC MAINTENANCE (RESURFACING) OF NATIONAL ROUTE R31 SECTION 4 FROM SANTOY (KM 0.00) TO KURUMAN (KM 73.48) AND NATIONAL ROUTE R380 SECTION 2 FROM SANTOY (KM 0.00) TO KM 8.40.



**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, 07 February 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 various 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, 07 February 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 10:15.

3. CONTENTS OF SCM BRIEFING

The PO explained that this was a combined presentation for fifteen (15) 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 N.001-090-2023/1RF

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, 26 January 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 02 February 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.

The closing time for receipt of tenders is on **Friday, 01 March 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 book3, 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 presenter 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 (where applicable).

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, as stated in the scope of work provided. 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 will 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 is not less than 80 (or 85 for N.007-040-2024/1RF). Tenderer who scores less than 80 (or 85 for N.007-040-2024/1RF) 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 informed that the tenderers lose points on Past Performance, and he listed the mistakes that tenderers do when submitting past performance as follows:

- Tenderers do not submit PSP reports as proof of past performance.
- Tenderers submit annexure 4 PSP reports for interim projects. Requirement is for completed projects.
- Tenderers submit PSP reports that are on the key personnel's name and not in the tendering entity's name.

Financial evaluation

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

C.3.11 Evaluating price and preference

The presenter presented the table for scoring preference specific goals. If the tender documents indicate that the tenderer intends subcontracting more than 25 % of the value of the contract to any other person not qualifying for at least the status level that the tenderer qualifies for 0 (zero) points for BBBEE level (under specific goals) shall be awarded, unless the intended sub-contractor is an EME that has the capacity to execute the sub-contract.

C1 Agreements & Contract Data

The PO requested that the Tenderers 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 insurances and 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

N.001-067-2023/1RF, N.001-090-2023/1RF, N.007-010-2023/1RF, N.007-040-2024/1RF, N.010-110-2024/1RF, R.031-050-2024/1RF, R.031-060-2024/1RF, R.031-070-2024/1RF, R.031-080-2024/1RF, R.048-030-2024/1RF, R.058-010-2024/1RF, R.325-020-2024/1RF, R.382-020-2024/1RF, R.389-020-2024/1RF and X.005-060-2024/1RF.

Part C3: A. Scope of Works

C3.1 GENERAL REQUIREMENTS

C3.1.3 Description of the project: Periodic Maintenance Contracts

The envisaged scope of the works has been established through the SANRAL Asset Management System (AMS) verified by regional panel inspections.

Periodic Maintenance: The Employer's AMS currently indicates that the periodic maintenance will most probably take the form of appropriate localised repair and pre-treatment of the existing surface followed by the construction of an appropriate surface seal and/or asphalt overlay.

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:
 - o Preliminary
 - o 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.

C3.1.3 Description of the project: Special Maintenance Contracts

The envisaged scope of the works has been established through the SANRAL Asset Management System (AMS) verified by regional panel inspections.

The Employer's AMS currently indicates that the special maintenance will most probably take the form of rehabilitation/strengthening of certain areas over the project length including widening to a minimum 9.4m cross section while the remaining length will require special maintenance.

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:
 - o Preliminary
 - o 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.

C3.1.3 Description of the project: Improvement Project

Improvement: The Employer's AMS currently indicates that additional capacity is required that may take the form of additional paved shoulders and/or climbing/passing lanes and the widening of the pavement surface to a minimum cross section of 13.4m followed by 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:
 - o Preliminary design
 - o 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.

C3.1 GENERAL REQUIREMENTS

C3.1.4 Determination of Remuneration

(a) Fee determination

Table C3.1.4(b): Percentage points for phases/stages: Road Works, Structures, Building and Other

Type of Service	Concept Design (CD)	Preliminary Design (PD)	Detailed Design (DD)	Administration & Monitoring of works contract (AMW)	Close out (CO)	Total
Full service	5%	21%	42%	27%	5%	100%
CD	100%	0%	0%	0%	0%	100%
CD & PD	20%	80%	0%	0%	0%	100%
CD ,PD& DD	8%	31%	61%	0%	0%	100%
PD	0%	100%	0%	0%	0%	100%
PD & DD	0%	33%	67%	0%	0%	100%
DD, AMW, CO	0%	0%	63%	31%	6%	100%
PD, DD, AMW, CO	0%	22%	44%	28%	6%	100%
AMW & CO	0%	0%	0%	83%	17%	100%

C3.1 GENERAL REQUIREMENTS

C3.1.5 Employer's Cost Estimate

The sum of the estimated costs of the relevant work types (including pro-rata of Chapter 1.3 (Contractor's Site Establishment and General Obligations) of COTO Draft Standard Specifications) forms the basis on which the Service Provider shall tender his fee to cover all his costs to develop the detailed design including training.

Project assessment costs and production of tender documentation including evaluation of tenders received are not considered to contribute to the development of the design and are separately billed.

The final cost of the Works will, however, depend on the strategy selected by the Employer based on the most appropriate and cost-effective options identified by the Service Provider during the project assessment and design phases. Scope of work changes may cause an increase or decrease in the fee offered to produce the design.

C3.1.5 Employer's Cost Estimate – Works

No.	Contract Number	Cost Estimate Excl. VAT (Roadworks)	Cost Estimate (Structure)	Total Cost
1	N.001-067-2023/1RF	R239 million	n/a	R239 million
2	N.001-090-2023/1RF	R130 million	n/a	R130 million
3	N.010-110-2024/1RF	R120 million	n/a	R120 million
4	R.031-050-2024/1RF	R130 million	n/a	R130 million
5	R.031-060-2024/1RF	R390 million	R5 million	R395 million
6	R.031-070-2024/1RF	R100 million	n/a	R100 million
7	R.031-080-2024/1RF	R125 million	n/a	R125 million
8	R.048-030-2024/1RF	R328 million	R35 million	R363 million
9	R.058-010-2024/1RF	R200 million	R25 million	R230 million
10	R.325-020-2024/1RF	R230 million	n/a	R230 million
11	R.382-020-2024/1RF	R360 million	n/a	R360 million
12	R.389-020-2024/1RF	R405 million	R40 million	R445 million
13	X.005-060-2024/1RF	R 240 million	n/a	R 240 million
14	N.007-010-2023/1RF	R40 million	n/a	R40 million
15	N.007-040-2024/1RF	R250 million	n/a	R250 million

C3.1.7 Stakeholder and Community Liaison and Social Facilitation

(a) Purpose: To give effect to the need for transparency and inclusion in the process of delivering services, the Service Provider shall liaise with the project Stakeholders and affected Communities for the duration of the contract's life cycle. This shall be achieved through structured engagement with PLC which was established for this purpose.

d) Target Area for the sourcing of labour for Construction Contract:

The target area for the sourcing of labour only needs to be defined in consultation with the Project Liaison Committee (PLC) and may typically include:

- (i) One or more Provinces
- (ii) One or more Metropolitan and District Municipalities
- (iii) One or more Local Municipalities or
- (iv) One or more Wards that are wholly located within an area within a predefined radius of the construction activity.

(v) One or more of the areas listed in the definition of Designated Groups.

C3.1.7 Stakeholder and Community Liaison and Social Facilitation

(f) Project Liaison Committee (PLC) and Project Management Team (PMT):

A Project Liaison Committee (PLC) has either been established prior to commencement of the contract or shall be established as soon as possible by the service provider. The PLC represents the project's Stakeholders. The PLC consists of representatives of project Stakeholders and affected communities.

Where a PLC has not been established, the Service Provider, under the guidance of the Employer, shall establish such a committee within the boundaries of the Local and/or District Municipality. Allowance has been made for these requirements in the Pricing Schedule under Additional Duties.

C3.1 GENERAL REQUIREMENTS

C3.1.9 Project Programme (Typical Programme)

	Project Stage/Phase	Project Stage/Phase Completion Date
A	Submission of Tenders/Proposals	Friday, 01 March 2024
B	Appointment of Service Provider	September 2024
C	Project Hand-Over Meeting	October 2024
D	First progress meeting	November 2024
E	Submission of draft assessment report	December 2024
F	Submission of draft concept design report	n/a
G	Submission of draft preliminary design report	February 2025
H	Submission of gateway review report (if applicable)	n/a
I	Submission of Road Safety Audit Report: Stage 1 Feasibility and Preliminary Design.	n/a
J	Submission of draft detailed design report including structures, drainage and geotechnical reports.	March 2025
K	Submission of Road Safety Audit Report: Stage 3: Detail Design	n/a
L	Submission of design information to SNRAL's property service provider (PSP) for land acquisition purposes.	n/a
M	Submission of Basic Assessment Report or full EIA report	n/a
N	Submission of WULA to approving authority	n/a
O	Submission of EMP's to approving authority	n/a

P	Submission of draft tender documents for the works and final detailed design reports.	May 2025
Q	Tender Advertisement	June 2025
R	Submission of final tender documents for the works	July 2025
S	Clarification meeting	August 2025
T	Tender closure	n/a
U	Submission of tender evaluation report	February 2026
V	Works contract Handover	July 2027
W	Submission of draft contact report and as-built data	Within 3 months of issue of taking over certificate for the works
X	Submission of final contract reports and as-built data	Within 1 month of issue of performance certificate for the works.

The Presenter stated that the program for each project will vary according to the specific project and scope requirement.

C3.1 GENERAL REQUIREMENTS

C3.1.11 Personnel Requirements

The key personnel required are project specific but will typically be comprised of:

- Project Leader
- Design Specialist (Pavement and materials engineer)
- Design Specialist (Structural Engineer – if required)
- Any additional design specialist if required (Project specific)

C3.7 ADMINISTRATION AND MONITORING OF THE WORKS CONTRACT

C3.7.2 Administration and Monitoring (For Improvement Projects Only)

a) Fulfilling the functions of the Contract Engineer (CE)

Three (3) months prior to the commencement of the Works Contract, the Service Provider shall submit for consideration and approval to the Employer a detailed proposal in the Employer's prescribed format which shall include a CV of appropriate experience and qualifications for the proposed Contract Engineer. In addition, the Service Provider shall also complete Returnable Schedule Forms B1 and B2 for the proposed Contract Engineer. Amongst other criteria to be used, shall be the individual threshold of 85% and the limitation to participate in a maximum number of 6 (six) conventional contracts in active construction phase with the Employer which will be completed after the Taking-Over Certificate is issued to the Contractor as well as permanent employment of the Contract Engineer by the Service Provider.

PART C4: SITE INFORMATION

Project specific details can be found under the site information section which include some of the following technical details pertaining to:

- Location of the project
- Geometric information
- Traffic information
- Pavement information

- Materials Sources
- Drainage
- Road Furniture

The as built and historic data for each route section will be available on SARDS online (please refer to the SARDS Manual provided).

Improvement: The Employer's AMS currently indicates that additional capacity is required that may take the form of additional paved shoulders and/or climbing/passing lanes and the widening of the pavement surface to a minimum cross section of 13.4m 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:
 - o Preliminary design include Regional Gateway review
 - o Detailed design
- Tender Documentation.
- Clarification Meeting, Tender Period.
- Administration and Monitoring of the Works Contract.
- Additional duties, Special Services and Specialist Advice.
- Quality Control: Works Contract.
- Close Out.

5. Questions and answers

Questions	Clause	Answers
Can the tenderer use past performance effected by past employers?		Past performance must be in the name of the tendering entity. The tenderer must submit CIDB annexure 1 for completed projects or reference letters from clients and must be signed by the tenderer and the client's representative. If the tendering entity has no completed projects the tenderer has an option to submit a sworn affidavit and they will be scored some points.
Book 2 indicates that it is encouraged to sub-contract one third to Targeted Enterprise in the province of the project. Will a tenderer be disqualified if they do not comply to this requirement. Some of the forms for subcontracting are not updated, they still indicate in red, is that if the TE is not from the local province?		The tenderer will not be disqualified, it is encouraged that they tender with a TE in the province.