

**CONSOLIDATED QUESTION AND ANSWER SHEET # 1 of 2**

**1. QUESTION**

May we submit before the closing date

**1. ANSWER**

Yes, as long as it's before the closing date and time.

**2. QUESTION**

What if we have three resources at different levels for Job Profile NO. 17. Do we insert two lines in the price schedule?

**2. ANSWER**

The tender caters for generic job profiles. It is recommended that the rate submitted is in line with the job profile only. Should a candidate be required that is another level to that which is reflected on the profile, it will be resolved with the bidder at the time of issuing a task order.

**3. QUESTION**

Will a bidder be disqualified if the professional indemnity is less than 3 million?

**3. ANSWER**

Yes

**4. QUESTION**

Can the tender document be completed and signed digitally, using adobe?

**4. ANSWER**

Yes. Bidders are just not allowed to convert the documents to WORD and then back to pdf. This will disqualify the bid immediately.

**5. QUESTION**

You mention similar projects - we do not know what projects there are?

**5. ANSWER**

Projects or client locations are not known yet. Similar projects refers to the social or public sector domain or projects with a reasonable likeness to these types of projects.

**6. QUESTION**

If successful, is DBSA's expectation that resources will be deployed to DBSA offices for execution of the works or can resources be based remotely and at their home office location?

**6. ANSWER**

The standard would be that the resource will need to work from the client location/ office. This may be dependent on the client need and may be discussed with the relevant client/ employer once appointed.

**7. QUESTION**

Stage 2 Criteria 1: Technical Proposal items;  
how should this be responded to as the approach is varying and vast given the required 37 disciplines - is it expected a technical proposal summary per resource if bidding for multiple roles from a multi-disciplinary?

**7. ANSWER**

The methodology needs to cover the bidder's planned approach to executing the role of deploying resources to a client location and how this process will be undertaken, managed and monitored by the bidder.

**8. QUESTION**

Can we tender alone?

**8. ANSWER**

It is assumed that "alone" here refers to an individual and not a company. A tenderer in any context, need to be able to adhere to all the tender requirements as stipulated.

**9. QUESTION**

The company is new, how do we submit the financial statement, could we submit credit facility or saving account document which the company will be using once appointed.

**9. ANSWER**

Document proof that it's a new firm need to be provided and referenced. Signed provisional financial statement for the most recent year to date can be provided.

**10. QUESTION**

Is there a limit to the number of pages for the technical proposal?

**10. ANSWER**

No, it is up to the tenderer to provide the detail required, in order to allow proper scoring.

**11. QUESTION**

Do we need to have II disciplines on the team in order to submit?

**11. ANSWER**

No, any number of disciplines can be selected, from 1 to 37.

**12. QUESTION**

Is it mandatory for the AFS to be audited?

**12. ANSWER**

As documented in the Stage 1, Responsiveness Evaluation, it states the following: *"2 Years (3-year view) Audited Financial Statements or Financial Statements signed off by an Accountant."*

**13. QUESTION**

I started working in 2007 executing projects of similar nature and I have proven experience in my CV. I got registered last year in Jan 2019, I opened a QS firm in May 2019. I just got my first appointment last month and the project is still at early stages.

Do I have to tender for this as the company does not have experience required and I personally, have all the required experience? Or should I tender as a Sole Trader? Please advise.

**13. ANSWER**

Refer to question and answer number 9

**14. QUESTION**

Will a company be disqualified if not registered with COID?

**14. ANSWER**

Yes, as this is a tender requirement.

**15. QUESTION**

Can a company only tender for one professional service such as Architecture?

**15. ANSWER**

No, any number of disciplines can be selected, from 1 to 37.

**16. QUESTION**

Some Job Profiles cover more than one engineering specialistaion. Can we submit CVs if an individual meet a portion of the functions listed in a JD. e.g. Water / Sanitation Systems Engineers has these function of Planning of Infrastructure but also W&S treatment processes. Few engineers do both of these.

**16. ANSWER**

CVs for resources are not required as part of the tender submission. When a request is received for resources, it will be specific to a discipline.

**17. QUESTION**

Safe Working Practice is an Occupational Health and Safety Consultancy Company and we would like to enquire if we can bid for this tender without the Environmental Services since on the job list it is stated that you require a Senior Advisor SHEQ Specialist.

**17. ANSWER**

The entity can bid as long as it meets the requirements of the tender. The SHEQ Specialist post focuses mainly of construction health and safety.

**18. QUESTION**

Do we have to attach Annexure B on the tender document when submitting and if we have to attach it which envelop must be attached to?

**18. ANSWER**

Yes, it needs to be included and placed within Envelope 1, as it does not contain any price data.

**19. QUESTION**

On page 8 of 99 tender framework (Additional Conditions of Tender) it says that a tender may Bid for a portion of skills if it chooses. How will we choice the skills that we are providing? Or is there a page that I need to complete for this?

**19. ANSWER**

By completing the Price Schedule, Annexure A; where a discipline is priced, it would refer to the skills selection made.

**20. QUESTION**

Could you please advise as to when the recording will be uploaded on etenders or via your website, as there is nothing submitted yet?

**20. ANSWER**

It was been published on 10 October 2020.

**21. QUESTION**

Submission File Names; Page 10 of 99 reads as follows:

ii. Envelope 2 – file clearly named “RFR # - Envelope 2 – Bidder Name”

- Complete Tender Document pages 54 to 99 – file clearly named “RFR # Pricing – Bidder Name”
- Annexure A, including any and all price related data/ info – file clearly named “RFR # Pricing – Bidder Name”

The two bullet points will result in two files with the same name – please advise on an alternative name for one of them.

**21. ANSWER**

Correction; naming for folders within Envelope 2 to be edited as follow:

- Complete Tender Document pages 54 to 99 – file clearly named “*RFR # Pricing, pg.54-99 – Bidder Name*”
- Annexure A, including any and all price related data/ info – file clearly named “*RFR # Pricing, Annex A – Bidder Name*” .

**22. QUESTION**

Addendum No 1

In which specific file should we include Addendum No 1? Because it needs to be signed and returned with the bid yet we can't find any specific location in your file naming system.

**22. ANSWER**

As it is not price related, it should be within Envelope 1.

**23. QUESTION**

Submission Format

Page 10 of 99 reads “Parts of each tender offer communicated on paper shall be submitted to the Microsoft One Drive Tender Box folder in the following format only:”. Please advise if this refers to an electronic submission instead with “Envelopes” being “Folders”?

**23. ANSWER**

That is correct. This was also expanded on during the brief.

The use of the word “Envelope” is required as per standard procurement practice. However, in this case, as can be noted in the additional wording (see Question/Answer 21), you will have 2 Folders within your *Company Name Folder*, called “Envelope 1” and “Envelope 2”.

**24. QUESTION**

Electronic submission structure, pg 10 of 99 – Do you mean two folders named “RFR # - Envelope 1 – Bidder Name & RFR # - Envelope 2 – Bidder Name” with subsequent files clearly named as stated? Can you please clarify in detail how you would like this to be submitted?

**24. ANSWER**

Refer to Question/ Answer 21.

**25. QUESTION**

What is exactly meant in bullet two, pg20 of 99 – 3 years’ experience providing resource secondment services. Is this relevant to architectural companies?

**25. ANSWER**

We require firms (with any discipline/s) to have prior experience where they have seconded resources to client entities. This tender to is procure service providers that can place resources at DBSA or client locations.

**26. QUESTION**

What is exactly meant in bullet two, pg21 of 99 - Management Team members must have degrees in Human Resources – How does this pertain to architectural companies?

**26. ANSWER**

As per response 26, we require firms (with any discipline/s) to have prior experience where they have seconded resources to client entities. This tender to is procure service providers that can place resources at DBSA or client locations. The assignment of deploying resources and managing this process requires a back-office team that is competent in the management of human resources.

**27. QUESTION**

Please can you clarify when you say deploy resources, does this mean that the key staff member would have to go to the offices of the employer until the work is complete or work from their own office.

**27. ANSWER**

Refer to Question/ Answer 6

**28. QUESTION**

1. With regard to Criteria 1 (see snippet below for ease of reference):
  - 1.1. What is meant by proposed service levels and related indicators?; and
  - 1.2. Is our understanding of bullet 7 correct to understand what services will be provided post completion of the assignment i.e. follow ups, etc?

**28. ANSWER**

Service level indicators are up to bidders to propose in their methodology i.e. how does the bidder propose that the assignment of deploying be measured e.g. turnaround times for provision of CVs, time recording and submissions, invoicing, replacement of resources, etc.

**29. QUESTION**

Would resources be allowed to register with more than one service provider?

**29. ANSWER**

As this tender process does not evaluate resources, such individual resources can make themselves available to any tending entity, to allow possible selection if the tendering entity is successful in this tender process.

**30. QUESTION**

Can tenderers choose which disciplines to do?

**30. ANSWER**

Yes. Refer to Question/ Answer 11 & 15 as well.

**31. QUESTION**

Page 18 - Professional Indemnity Insurance (R 3 million) Pre-Qualifier. We do not have this, and in the past it has been waived, seeing we provide a service. Can this also be waived in this instance?

**31. ANSWER**

The requirement for professional indemnity cannot be waived.

**32. QUESTION**

In Annexure B (Job Profiles) it states that the Environmental specialist should be registered with ECSA as a Professional Engineer. Is this required or will a SACNASP registration be sufficient.

**32. ANSWER**

SACNASP registration is acceptable

**33. QUESTION**

ANNEXURE A - Page 33

- This page is labelled as Annexure A - CVs of the Team Management.  
Then below that, the document speaks of the addendum issued.

Should we attach the CVs and Qualifications OR Addendum as Annexure A?

Annexure attachments (eg. Tax pin) - should these be attached to the annexure pages on document OR at the end of the document?

**33. ANSWER**

Applicable CV's, other required supporting documents, as well as Addenda to be included under Tender Annexure A.

Tenderer may choose to either include the documents as a separate file, in line with the table of content of the tender, or;

Add each relevant document to the said tender annexure.

**34. QUESTION**

We would also like to get clarification on the Professional Indemnity Insurance of R 3 million, which is listed as a pre-qualifier. Our company is in the environmental service industry and usually only requires up to R 1.5 million cover.

If our cover is only R1.5 million, will we be disqualified?

**34. ANSWER**

The minimum cover required is R3m and cannot be waived.