

CONSOLIDATED QUESTION AND ANSWER SHEET # 2 of 2

** Continuation from Q&A Sheet #1 of 2*

35. QUESTION

Page 18: Section 26.1 B:

Point 10: Our company is a partnership comprising of one shareholder and two directors. We have no employed staff and we exclusively utilise independent specialists and consultants on a project-by-project contract basis. In terms of the Compensation for Occupational Injuries and Diseases Act we are therefore not required to register for COIDA. Will this be acceptable?

Point 12: Our company was established in 2019 as therefore does not have 2 years audited financial statements. Will it be acceptable to only provide audited financial statements for our previous financial year (2019/2020)?

35. ANSWER

Point 10: As far as we understand COIDA, a company should be registered with the Department of Labour even if one owner is the only employee of the entity.

Point 12: 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.

36. QUESTION

Is it compulsory to submit key personnel for all the job profiles listed as one entity or we can only indicate the ones applicable to us on the submission?

36. ANSWER

Kindly refer to the tender data, as it details this clearly, also refer to Question? Answer 11.

37. QUESTION

Pg 97 and 98 reference is made to minimum post registration levels/ Qualification Experience. Need to just confirm that this is years of work experience after obtaining a qualification. If not, please specify what it refers to?

When we provide a rate per hour for those jobs in cases where the requirement is more than 5 years for example, having a rate for somebody with 5 years is quite different than having a rate for somebody that has 15 years' experience. Should we cost according to the minimum requirement?

On page 91 the list of resources required there is for your core management team. Is this correct?

37. ANSWER

Rates are required in accordance with the number of years' experience stipulated. The no. of years refers to post-qualification experience unless a post requires professional registration, in which case, the number of years' experience refers to the period after such registration is obtained. A bidder may tender higher rates in line with their resources higher levels of experience at their discretion.

38. QUESTION

Please can you confirm if we need to respond to all of the categories – or can we select the resources that we can submit for.

Is the DBSA ideally looking for one provider who can offer all skills?

Is the DBSA open to a consortium type structure with a Lead?

38. ANSWER

Please refer to Question/ Answer 11.

The DBSA is looking to create a panel or database of various service providers who can provide the required resources on a need basis, however it could be beneficial to the submitting entity to be able to provide more. It could be proposed that entities with single skill set available, provide access to the resource/s as a background partnership. Otherwise a Consortium can be established that caters for all technical requirements, as well as the B-BBEE.

39. QUESTION

The table in C3.1.3: LIST OF RESOURCES FOR WHICH RATES ARE REQUIRED on Page 97 of 99 refers to Minimum Post Registration / Qualification Experience. Please indicate whether the required number of years' experience indicated is post registration or post qualification.

39. ANSWER

The no. of years refers to post-qualification experience unless a post requires professional registration, in which case, the number of years' experience refers to the period after such registration is obtained.

40. QUESTION

Are we allowed to sub-consult other services that we do not have in house?

Secondly, It was stated in the briefing that only cv's of the management team are required; If we do manage to

Get all 37 consultants, are we required to submit all mandatory documents like Tax Pin, BEE etc for all 37 team members?

40. ANSWER

Bidders may sub-consult any amount of services that are not available in house. Such sub-consulting/ contracting arrangement does not have to be part of the submission, however submitting entities need to ensure that such an agreement is in place if your offer is successful.

41. QUESTION

Is it possible to select a single entity to be the lead (e.g. Architectural firm) with all other disciplines as sub-consultants **OR** is it a requirement to form a Consortium?

41. ANSWER

Any of the two options are allowed, also see Question/ Answer 40.

42. QUESTION

Bidder's Proposed Management Team Experience is still a little vague to me. Do you require the lead company to submit CV's of Management (in other words Directors, Managers, Principals etc) only **OR** do you need CV's of the Lead professional for each of the 37 listed disciplines? Please bear in mind that under normal circumstances; the management team of built environmental practices are individuals who are professional built environment professionals.

42. ANSWER

The CVs required are that of the team that will manage deployment of resources operationally. It refers to the back-office of the bidding entity.

43. QUESTION

Bidder's Proposed Management Team Experience. Do you only require 2 x CV's in order to score maximum points?

43. ANSWER

The CVs required are that of the team that will manage deployment of resources operationally. It refers to the back-office of the bidding entity.

44. QUESTION

Just to make 100% sure. Do we need to submit CV's for the Potential Resources (37 disciplines listed) e.g. Architect, Engineer etc?

44. ANSWER

No, this is clearly documented in the tender, as well as the tender brief recording.

45. QUESTION

If we complete the pricing for all the 37 disciplines, is it safe to say, that DBSA assumes that we have all the Potential Resources without submitting CVs?

45. ANSWER

If a tenderer submits for any amount of resources and are found to be successful, it is the tenderers responsibility that the offered resources are available. Whether availability is through in-house sourcing, consortium or background partnership, it does not matter, as long as the offered resources (in line with the minimum requirement stipulated in the tender) are made available. Successful tenderers who are not able to provide the offered resources, will result in them being placed on hold until a fair and substantiating reason is verified.

46. QUESTION

Do you require sub-consultants to submit B-BBEE Certificate, SARS Tax Compliance Status PIN, CIPC Company Registration Documents, Professional Indemnity Insurance & Latest Share Certificate **OR** do you only require the lead company to submit those documents?

46. ANSWER

Such documentation is only required from the submitting entity (the tenderer), as long as the tenderers information is the only entity's data to use during evaluation.

47. QUESTION

Should sub-consultants complete Annex I; list of Traceable References of similar service?

47. ANSWER

Such documentation is only required from the submitting entity (the tenderer), as long as the tenderers information is the only entity's data to use during evaluation.

48. QUESTION

Since it is an electronic submission, can one sign the document by means of electronic signatures?

48. ANSWER

Yes, this will be allowed. The DBSA will also verify whether any documentation was converted to an editable format and then back to pdf, to ensure there was no fraudulent changes.

49. QUESTION

C1.2.2.3. Refers to the Service Provider's Key Persons/Experts. Do we provide the names etc of the Potential Resources (37 disciplines listed) or the Proposed Management Team?

49. ANSWER

This is clearly documented and explained in the tender document. The only CV's to be submitted with this tender, are those a requested under the Functional Evaluation.

50. QUESTION

The tender document states that a certified copy of the BBBEE certificate or sworn affidavit is to be submitted. The sworn affidavit is already signed by the commissioner of Oaths (SAPS), do I need to have this affidavit further certified?

50. ANSWER

A digital true-copy stamp is not required. All documents that require certification, need to be certified and scanned in (SAPS signature alone will not suffice, certification is required).

51. QUESTION

Requested Folder/ File name format slash sign "/" cannot be used as it is prohibited by Microsoft. Could we use "-" instead?

51. ANSWER

You are correct. Kindly use either "-" or "_" or "."

52. QUESTION

In Envelope 2 Annexure A has the same name proposed as the folder for the complete second part of tender document, i.e. RFR/RESOURCE/2020/PRICING - CDJ SURVEYORS PTY. Shouldn't we use rather RFR/RESOURCE/2020/ANNEXURE A - CDJ SURVEYORS PTY?

52. ANSWER

Refer to Question/ Answer 21

53. QUESTION

Is the tender document, for the purpose of submission, be split into two parts with pages 1-53 and 54-99, respectively, and to be contained separately in Envelopes 1 and 2? Page 54 contains Annex K which elsewhere forms part of Envelope 1. So I would need a confirmation on where Page 54 belongs. I would think it should be still in Envelope 1.

53. ANSWER

No reference can be found where it is stated that Annex K forms part of Envelope 1. Annex K is the cover page for the Contract, which together need to be in Envelope 2.

54. QUESTION

I understand that like B-BBEE certificate, in this case, and all other signatures will be supplied digitally, and certified by the Commissioner of Oath with a digital true-copy stamp?

54. ANSWER

A digital true-copy stamp is not required. All documents that require certification, need to be certified and scanned in.

55. QUESTION

Table A requires bidder to be covered with the R3Mil. Professional Indemnity Insurance. When the proof of such an insurance is supposed to be submitted for evaluation and where is to be attached to?

55. ANSWER

Any documents not referenced in the Annexures, can be added as the bidder requires, as long as it is added to the Table of Contents of the submission. See Question/ Annexure 33

56. QUESTION

The completed and signed Declaration of Non-Performance and Termination. Could you please indicate to me which page it could be found on and attached to?

56. ANSWER

This is an error in our document and is not required.

57. QUESTION

What is the meaning of Clarification Time as per Table B of Stage One therein?

57. ANSWER

Where a bidder did not provide the required document as per Table B, 48 hours form enquiry will be provided to submit, or the bidder will be deemed non-responsive.

58. QUESTION

Where the answers to questions asked on these pages are supposed to be attached to? Is there any specific requirement as to what format is this supposed to be done? (criteria nos 3, company experience, methods, etc.)

58. ANSWER

There is no stipulated format, it is the bidder responsibility to ensure the required data is covered in full.

59. QUESTION

Are there any insurance threshold values as stipulated on Page 89 applicable to survey services as well, particularly when it comes to the Public Liability (5Mil.), as mentioned in Item 2?

59. ANSWER

The minimum professional indemnity insurance requirement is applicable to all bidders

60. QUESTION

Are the insurance certificates required like 'now' or only at the later (contractual) stage. The Clause 5.4.1: ends with the following: "and shall provide proof of insurance with its consent (contents?) to this contract and thereafter within seven (7) days of a written request by the Employer". Page 15 above expects the bidder to submit the PI Insurance proof like now. Could you please clarify on that?

60. ANSWER

The minimum professional indemnity insurance requirement is applicable to all bidders and must be submitted as part of the bid returnables.

61. QUESTION

As a land survey practice, we quote exclusively for the time-based consulting services of our Land/ Engineering Surveyor(s). The rates given are those as defined in Item 3 of C2.1 Pricing Instructions. They don't include the charges related to the eventual costs incurred while rendering the full service (involving field operation, etc.) that does normally involve a survey team. This may have been implied in Item 5 therein. A number of unknowns here would make it difficult to estimate/ quantify such full rates at this stage. Is my understanding correct?

61. ANSWER

The rates required are not for provision of professional services by a firm but rather the secondment of resources to the DBSA or its clients. A resource will provide services as deployed resource on a rate per hour basis. Disbursement costs incurred will be compensated for separately from the rate per hour.

62. QUESTION

There is only one item that relates to our pricing, i.e. item 8 for which our rates are supplied. The remaining ones are left empty as 0's values are not accepted by the system, I assume, by the write-protected worksheet. Is my understanding correct?

62. ANSWER

The sheet is not protected where the rates are to be included. It automatically contains a 0 in its rates and bidders are only required to add the rate to the resource offered.

63. QUESTION

Are all the pages to be initialized?

63. ANSWER

No, only the sections formally requested.

64. QUESTION

Page 15 of 99 item 19.2: Kindly advise if a sworn Affidavit accompanied by the letter from the auditor confirming revenue below R6 million will be satisfactory in terms of SBD6.1 (Status Level B-BBEE certificate).

64. ANSWER

Yes, however the Financial Statements will be used in verifying turnover. It is therefore required that the financial statements submitted are based from the most recent year.

65. QUESTION

Bid period remain open for Acceptance: Page 1 of 99 reads 120 days after the RFP closing date while page 17 of 99 specifies a minimum of 90 days. Kindly clarify, how long must the bid remain open for acceptance after the closing date?

65. ANSWER

The error is noted. The tender validity is be 120 days from closing.

66. QUESTION

Page 20 of 99 Criteria: Bidder's (Company) Experience summaries as follows: The company must have at least three years' experience in providing resource secondment services and payroll management.

- As a quantity Surveying Organisation , we do not practice payroll management or any human resource service. This is out sourced as part of our organisation management and not services provided. Further, I could not see any of the professionals listed under Annexure A providing this service. Can you please assist and clarify what this section is expecting in demonstrating experience.

66. ANSWER

The DBSA is looking for entities that have prior experience in seconding resources. Whether or the internal management function / back-office is out-sourced or done by the bidders' own personnel is immaterial. A back-office or management team is the point of contact for the DBSA.

67. QUESTION

Page 21 of 99 Criteria: Project team experience summaries as follows: Project team member must have degree/ diploma in Human Resources and /or related fields. The same concern applied as above. Kindly assist with clarity.

67. ANSWER

This assignment is about the deployment of human resources, hence this requirement for the bidder's management team.

68. QUESTION

Resources identified for roles: Please confirm whether resources can be allocated to more than one role?

68. ANSWER

The bid does not require CVs for the required resources. If a resources is multi-disciplined, their rate may be tendered for more than one post.

69. QUESTION

Role #19: Records Manager: Is the expectation that this role also set the legal requirements against which records should be retained?

69. ANSWER

This will depend on the operational requirements within a deployed role. A client may require a resource to establish document management within their environment or adhere to document management protocols or a system that is already in place.

70. QUESTION

We have noted that Annexure K on the document requires CIDB, so we just needed clarity as to should the Bidder be a Contractor who will provide all the listed professional services? Or can a professional service company also bid?

70. ANSWER

Annexure K does not make a requirement for a CIDB Registered contractor. It only provided the contract form, which is CIDB's PSC.

71. QUESTION

Are individuals eligible to tender for this Framework Contract?

71. ANSWER

The bid is aimed at registered companies. The tenders requirements are clearly stated for such companies.

72. QUESTION

Kindly advise for which year or years are financials required.

72. ANSWER

The most recent year's statements must be made available e.g. if the companies Financial year ended 28 Feb 2020, that must be provided.

73. QUESTION

Criteria 2

1. Similar project reference letters required are they purely in relation to the bidder providing human resource related work ?
2. 3 years' experience in providing resource secondment services and payroll management - relating back to question 1 , is this experience required with reference to human resourcing ?

73. ANSWER

The response is "yes" to both questions and refers to experience in deploying human resources to the DBSA or its clients.

74. QUESTION

Criteria 3

The requirement that ideally human resource degree would be preferred but other related fields can be provided , relating this back to Criteria 2 the reference letters and company experience. Would it be accepted to provide reference letters and experience solely on our field say " Project management " or the experience and letters should reflect human resource related aspects?

74. ANSWER

The CV/s should contain experience in the management of human resources

75. QUESTION

- i. Is the detailed methodology statement and response to the scope of work to be inserted as Annexure K?
- ii. Can all the forms be filled out digitally?
- iii. Please confirm the new submission date of 23rd October.
- iv. We understand that no staff CV's (apart from the management team) are required. Would you like us to submit a list or matrix of our proposed staff resources showing names and qualifications?

75. ANSWER

- i. No. Only Annexure K itself and any other price related documents to be in Envelope 2.
- ii. Refer to Question/ Answer 4.
- iii. Yes, the 23rd October 2020, as per Addendum 01.
- iv. Yes, the matrix should then be aligned to the management team and their CV's etc. as required.

76. QUESTION

- i. Where must the functionality Criteria (Technical proposal, Bidders experience, Bidders team experience) be added to the existing index page that is provided on page 32? Which Annexure must be used for each Functionality Criteria?
- ii. Confirm what relevant resource secondment experience is being referred to. If the company has no resource secondment experience will they be disqualified?
- iii. Referring to page 20. Is the associated payroll functions also applicable to construction industry companies. What are associated payroll functions? If the company has no associated payroll function experience will they be disqualified?
- iv. On page 20 the scoring for Company Experience only refers to secondment services. What about the company industry experience required in bullet point no. 1 (one), there is no scoring for it. Does it mean if the company has no secondment services experience and appropriate reference letters, they will receive 0 (zero) points.
- v. How will companies without secondment services experience be evaluated?

76. ANSWER

- i. Refer to Question/ Answer 33 and 55.
- ii. The bidder may not be disqualified but will not score as many points as bidders that do have relevant experience in the deployment of resources.
- iii. The bidder may not be disqualified but will not score as many points as bidders that do have relevant experience.
- iv. This is correct i.e. zero points will be allocated
- v. The bidder may not be disqualified but will not score as many points as bidders that do have relevant experience in the deployment of resources.

77. QUESTION

- i. Do we include all the job profiles in our submission or only the relevant profile (Architect) which relates to us?
- ii. With reference to criteria 2 – Score max 40 points – if we are to submit as an Architect only and we do not have human resources, finance, supply chain management, legal etc. experience – we would then not qualify for any of the 40 points and would not be able to reach 70 points to qualify
- iii. With reference to Criteria 3 – project team experience – team members to have degrees/diplomas in human resources and related fields? Is this also a requirement for the Architect as like in question 2 above, as we do not have diplomas in human resources but in Architecture.
- iv. With reference to the envelope labels can I confirm that the name is only labelled as RFR# pricing - bidder name (so we don't need to include the RFR number - RESOURCE/2020 and also to confirm that envelope 2 seems to have the same folder name " RFR # Pricing – Bidder Name".

77. ANSWER

- i. Refer to Question/ Answer 44.
- ii. Bidders will be scored in accordance with their relevant experience in the deployment of resources.
- iii. This assignment is about the deployment of human resources, hence this requirement for the bidder's management team. It is not required that potential deployed resources have human resources experience. The internal management team of the bidding entity needs to have this experience.
- iv. See Question/ Answer 21

78. QUESTION

- i. Is there a component of time and materials billing, or is it all deliverables based with management of resources and outcomes on site?
- ii. Will all IT roles be distributed to all vendors equally so that everyone has fair opportunity to fill the positions?
- iii. How many suppliers are you looking at for the vendor list?
- iv. Is this contract pertaining to permanent or contract roles, or both for DBSA
- v. When will we have a response on this RFP?
- vi. How will the roles be channelled to us vendors?
- vii. Will CVs get submitted to HR or may we liaise with Hiring Managers directly?
- viii. What will the turnaround be from time of submitting CV to time of response and interview time.

78. ANSWER

- i. The assignment is based on a rate per hour for a resource
- ii. The deployment of resources will be based on our clients' requirements.
- iii. There is no maximum number of service providers being sought.
- iv. The assignments are to be contract roles done on a task order basis.
- v. Responses will be sent once the tender evaluation process is completed.
- vi. This will be done on a rotational and task order basis.
- vii. CVs will be evaluated by the relevant client and DBSA team responsible for that client
- viii. We are unable to determine or state that at this point.

79. QUESTION

Are we supposed to attach the supporting evidence to the document, or it must be separate?

79. ANSWER

80. QUESTION

kindly advise if Annexure A (pricing) must be populated as is with our rates, also Annexure A refers to Annexure B "Job Profiles" however there was no attachment to download.

80. ANSWER

81. QUESTION

On page 20/21 – Evaluation Criteria 2&3 – there seems to be an emphasis on Payroll management services as well as management team having Human Resources qualifications while the scope of works and the specialist resources required are mostly technical and infrastructure delivery professionals.

81. ANSWER

The CVs required are that of the team that will manage deployment of resources operationally. It refers to the back-office of the bidding entity.