

Tender Number: T4811021

Tender description: REQUEST FOR BID TO APPOINT A PANEL OF BUILT ENVIRONMENT PROFESSIONAL SERVICE PROVIDERS

Question and Answers Version 2

No.	Question	Type	Answer
1	Can we type in the information on the documents since they are in word?	Technical	Yes
2	Please can you clarify the following for us to assist us with our submission:		
2.1	P, 15, 5.2.1 and 5.2.2 We are consulting engineers. Consulting engineers are generally part of a team and not lead consultants. We will be subcontracting an architect. Can we then still be lead consultants and the architect the Principal Agent for this opportunity?	Technical	The Bidder must use its discretion as to which professional discipline must act as a Principal Agent / Lead Consultant mindful of the Functionality Evaluation that is prescribed in this RFP document. A Principal Agent is the same as a Lead Consultant for the purpose of this Bid evaluation process.
2.2	For 5.2.1, maximum points are awarded for 8 projects. Do the number of appointment letters in 5.2.2 have to also be 8 (i.e. must the number of projects in 5.2.1 and the number of appointment letters in 5.2.2 be the same)?	Technical	The maximum points to be allocated in 5.2.2 can be achieved on 1 or more project appointment letters as long as the value of the Principal Agent's Professional Fees is R20 000 001 or more. The maximum Evaluation points indicated in Section 2, Items 5.2.1 and 5.2.2 shall be given a combined weighting of 100 for Bid Evaluation purposes where Bidders must score a minimum qualifying score of 70 points for Functionality.
2.3	For 5.2.2, must the total fee value of all the projects we include be > R20 000 001 or must each the fee value of each individual project included in 5.2.1 be > R20 000 001?	Technical	A Project that has the Principal Agent's Professional Fees at R20 000 001 or more will score Full Points (i.e. 5 points). Similarly, individual projects (of any number) with combined Principal Agent's Professional Fees of R20 000 001 or more will also score Full Points (i.e. 5 points).
3	Annexure 6 page 30: We have more about 300 shareholders of various races. Is it possible to attach a list of all our shareholders, which will indicate the race of the shareholder? It will be very difficult to populate lists as required in 6.1 and 6.2. We can easily complete para 6.3. Please confirm how you would like the info for 6.1 and 6.2?	Technical	It is permissible to attach a List of Shareholders / Members as long as it provides all (and not some) of the information requested under Sections 6.1 and 6.2 of Annexure 6.
4	Schedule 1-executive summary, we are not clear as to what format is required here can we submit a methodology?	Technical	The Executive Summary is not mandatory and can be left out of the Bid Submission. Where provided, it can take the form of a methodology that does not exceed 3 pages.
5	I just wanted to query is there a possibility of entering as a single entity e.g. as Quantity Surveyors, and not as a consortium or joint venture?	Technical	A single entity is permitted to bid provided it complies with the bid evaluation criteria of providing all 7 disciplines stipulated in Item 3 (Scope of Work / Terms of Reference) of Section 2 of the Bid document. Failure to meet this requirement shall render the Bid non-responsive and shall lead to disqualification.
6	What is expected of us for the Executive Summary (as requested on Page 8 of the tender). Some clarification and sub headings might be useful here as this is a very unusual request.	Technical	The Executive Summary is not mandatory and can be left out of the Bid Submission. Where provided, it can take the form of a methodology that does not exceed 3 pages.
7	On Page 9 of the tender document you request that we submit a copy of the Subcontracting Agreement. We usually only sign a Sub-consultancy Agreement with our Consultants on award of a tender. May we submit their signed Letters of intent to enter into a Sub-consultancy Agreement on appointment, instead of their Sub-consultancy Agreement at this time?	Technical	An Agreement / Letter(s) signed by all professional services companies confirming their consent and participation in this Bid Submission under the Bidding entity must be submitted. Individual Professional Services Sub-consultancy Agreements will follow once a Bid has been Awarded.
8	Just to clarify, as stated on Page 9, must all Annexures (1 to 7) be completed and signed by the lead consultant AND all the sub-consultants? It is usually only the lead consultant that is required to complete the annexures, as the lead consultant is the only party/company that will be appointed by the Client.	Technical	The Bidding Entity must complete and submit the required documents for Bid compliance purposes. Furthermore, the sub-consultants must also comply with the requirements of Section 12, Items 12.3.1 to 12.3.11 of the Bid Document.
9	Page 19 only has space for one prime contractor and one sub-contractor. We will have 1 lead consultant and 4 sub-consultants. Do we just add 3 additional page 19s to the tender document?	Technical	Yes, Bidders may add pages in page 19, as necessary.
10	At the bottom of Page 19 we are required to indicate the "Subcontracted work as a % of the total value of the contract". This will vary and will be dependent on the specific project. Should we just include estimated/generic values there for now?	Technical	Subcontracted works as a percentage of the total value of the contract is NOT APPLICABLE at this stage.
11	Must we complete Annexure 9 (page 34-38) for this tender? This annexure relates more to goods and not professional services.	Technical	Annexure 9 must be completed and signed with all sections asking for Value of Works (Rands), Currency and % thresholds marked NOT APPLICABLE.
12	Must we submit a price or hourly rate at this point, or will this only be required once the panel has been appointed and the projects are rolled out?	Technical	Price and Hourly Rates are NOT APPLICABLE for this RFP for inclusion in a Panel of Service Providers.
13	Is there any pricing schedule for the tender?	Technical	No pricing is required for this RFP for inclusion in a Panel of Service Providers.
14	The tender document is downloaded/ received in MS Word format. Kindly confirm if we can type the company and other information (which are required to be filled/written in), into the word document and then subsequently print it out for signature by the authorized signatory?	Technical	The tender document has subsequently been uploaded in PDF format and must be completed in Black ink. The MS Word version must be ignored.
15	We would like to know if we as Architects want to register on your Panel. Must we register with all the other disciplines QS / Engineers / OH&S etc... or can we register on the Panel just for Architectural Services?	Technical	No registration of individual disciplines will be entertained. The Panel is for service providers that offer the full suite of 7 built disciplines that are stipulated in Section 2, Item 3 (Scope of Work / Terms of Reference) of the RFP document.
16	When submitting as a consortium, is every member of the consortium to submit financial statements or the lead only is entitled to submit. It is also not stated which period financials are to be of.	Technical	The Bidding Entity must submit the Latest Audited Financial Statements. In the case of a Consortium, all members of the consortium must submit their latest Audited Financial Statements.
17	I just wanted to query is there a possibility of entering as a single entity e.g. as Quantity Surveyors, and not as a consortium or joint venture. Kindly advise?	Technical	A single entity is permitted to bid provided it complies with the bid evaluation criteria of providing all 7 disciplines stipulated in Item 3 (Scope of Work / Terms of Reference) of Section 2 of the Bid document. Failure to meet this requirement shall render the Bid non-responsive and shall lead to disqualification.
18	I am hereby inquiring about this tender: IDC T4811/21, that is we are supposed to choose the disciplines on page 13 of the tender documents?	Technical	The Bidder must cover all 7 disciplines stipulated in Item 3 (Scope of Work / Terms of Reference) of Section 2 of the Bid document. Failure to meet this requirement shall render the Bid non-responsive and shall lead to disqualification.
19	Submitting as a consortium, do we submit consolidated BBBEE or each individual member of the consortium to submit theirs?	Technical	A consolidated BBBEE Certificate is desirable, where available. Otherwise, individual member BBBEE Certificates will be accepted.
20	Do we need to tender as the whole team or can we tender only as architects?	Technical	The Bidder must cover all 7 disciplines stipulated in Item 3 (Scope of Work / Terms of Reference) of Section 2 of the Bid document. Failure to meet this requirement shall render the Bid non-responsive and shall lead to disqualification.
21	When submitting as a consortium, item 12.3.11 states that the documents listed above (12.3.1 – 12.3.10) must be submitted for each consortium. Does this include annexure 2 to annexure 6 from 12.3.5 to 12.3.9.	Technical	The Bidding Entity must complete and submit the required documents for Bid compliance purposes. Accordingly, individual members of a consortium must comply with the requirements of Section 12, Items 12.3.1 to 12.3.11 of the Bid Document.
22	I wanted to find out if we can submit the Bid as individual Disciplines or we need to have all Disciplines?	Technical	The Bidder must cover all 7 disciplines stipulated in Item 3 (Scope of Work / Terms of Reference) of Section 2 of the Bid document. Failure to meet this requirement shall render the Bid non-responsive and shall lead to disqualification.
23	Can bidders submit for certain disciplines for example for Civil and Structural Eng's only. Or should a complete multidisciplinary team be included in the submission pack?	Technical	The Bidder must cover all 7 disciplines stipulated in Item 3 (Scope of Work / Terms of Reference) of Section 2 of the Bid document. Failure to meet this requirement shall render the Bid non-responsive and shall lead to disqualification.