

SUPPLY CHAIN MANAGEMENT ADDENDA NO 1

BACKGROUND: ERW202007/TNDR-240: INVITATION TO SERVICE PROVIDERS (CONSULTANTS IN THE BUILT ENVIRONMENT) TO BE PLACED ON A PANEL OF EXPERTISE TO BE USED ON AN 'AS AN WHEN REQUIRED' BASIS FOR A PERIOD OF THIRTY SIX (36) MONTHS

SUBJECT: ADDENDA 1

SUBMISSION DEADLINE: With tender submission

DATE: 24 JUNE 2021

Bidders' attention is drawn to the first change of tender closing date. Please acknowledge receipt of addendum by email to Inkosinathi.nhlapo@erwat.co.za, cc: phumzile.mdalase@erwat.co.za

Bidders are further required to attach the addendum with the tender submission on the revised tender closing date and time as part of the record of Addenda.

FORM M

DISCIPLINE SERVICE PROVIDER IS APPLYING FOR

It is ERWAT's intent to appoint a maximum of 10 bidders per level within the respective discipline that would have been deemed to be within the top 10 highest scoring bidders. This will be in accordance with the functionality criteria. In the event that the majority of the bidders score the same points under functionality, the bidder's documents will be perused to select those bidders situated within city of Ekurhuleni demarcated area in support of its SDBIP strategic plan.

- Bidders should note that they will remain in the respective discipline and level under which they selected for the full duration of the contract.

SERVICE PROVIDERS ARE TO MARK THE DISCIPLINE THEY ARE APPLYING FOR					
NO	DISCIPLINE	PLEASE TICK APPROPRIATE LEVEL FOR EVALUATION*			
1	Civil Engineering	1	2	3	4
2	Process/Chemical Engineering	1	2	3	4
3	Electrical/Electronic Engineering	1	2	3	4
4	Instrumentation	1	2	3	4
5	Mechanical Engineering	1	2	3	4
6	Land Surveying	1	2	3	4
7	Quantity Surveying	1	2	3	4
8	Town Planning	1	2	3	4
9	Environmental Studies	1	2	3	4
10	Architecture	1	2	3	4
11	Geotechnical/Geo-hydrological Studies	1	2	3	4

12	Project Management	1	2	3	4
13	Occupational health and safety practitioner	Refer to note below			

* Failure to tick appropriate level on the table above will result in the bidder being evaluated (placed) on level 4.

* Refer to the consultant categories as set out in the table below.

* Occupational health and safety practitioner has no level and will thus be evaluated separately

CONSULTANTS CATEGORIES

The consultants will be placed in four categories. The categories will differ based on the possible appointment value for the consulting fees. Below the table stipulates all the requirements that will have to be fulfilled in order to be placed under a specific category.

CRITERIA FOR CONSULTANTS PLACEMENT		
CATEGORIES	CONTRACT (Professional Fees)	REQUIREMENT 1
		VALUE OF PROJECT COMPLETED
LEVEL 1	> R 20 000 000	Company has completed at least 1 project to the value > R 200 000 000
LEVEL 2	R10 000 000 – R19 999 999	Company has completed at least 1 project to the value 100 000 000 – R199 999 999
LEVEL 3	R5 000 000 – R9 999 999	Company has completed at least 1 project to the value R50 000 000 – R99 999 999
LEVEL 4	R50 000 – R4 999 999	Company has completed at least 1 project to the value R500 000 – R49 999 999

Note:

Bidders to ensure that all reference/completion letters to indicate the value of professional fees for which the bidder was appointed for.

Please note that all submitted reference letters / completion certificate must have the following information;

1. In Company letterhead
2. Contact details
3. Signature of contact person
4. State the value/percentage of consulting fees

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ALL BIDDERS WILL BE REQUIRED TO ADHERE TO THE FOLLOWING:

- Intellectual property and ownership of all study outcomes, designs and final construction products will be vested in ERWAT.
- On completion or termination of the contract all designs, reports and documents on the projects must be handed over to ERWAT.
- Progress payments will be made at various stages of the projects subject to satisfactory progress on each part of the project.
- A due diligence investigation may be conducted on the bidders for verification of any information provided for this tender as ERWAT may deem fit. Any misinterpretations and/or inaccuracies will immediately disqualify such a bid.
- Submit proof of indemnity insurance of at least R2, 0 m.
- Submit proof of registration as applicable E.g:
 - as Professional Engineer with ECSA;

- as Architectural Professional with SACAP;
- as Quantity Surveyor with SAQSP;
- as Professional Project Manager with SACPCM;

- Failure to provide any of the Bid Information to the ERWAT officials may disqualify such a bid.
- ERWAT promotes the use of local labour, training of local labour and labour intensive construction methods; all appointed consultants incorporate this in their design and contract documents where practical and feasible.
- The appointed consultants will be responsible for ensuring that ERWAT receives all the necessary information to do EPWP reports a claim refunds where applicable.
- All work done for ERWAT must adhere strictly to the CIDB regulations when procuring building and construction services from contractors.

Name of Bidding Entity: _____

Name of representative: _____

Designation: _____

Signature: _____

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2.2 EVALUATION CRITERIA

1.1 TECHNICAL / FUNCTIONALITY EVALUATION

Potential service providers will have to achieve minimum points as stipulated in the tables below for their technical proposals. This is required so that there is a level of comfort that the potential service provider can deliver the project with the required professionalism and quality.

NB: The functionality tables are divided according to the below 4 levels. The contractor must indicate the level which they wish to fall under so to be evaluated accordingly.

1.1.1 Scoring Process

The Technical / Functional Evaluation Task Team will be established to determine the following:
Occupational health and safety practitioner Functionality Criteria

EVALUATION CRITERIA	SCORE
Staffing profile	30
Company experience	70
TOTAL SCORE	100
MINIMUM PASSING SCORE	75

The minimum qualifying score is 75. Only Tenders who have scored 75 and above will be considered and listed on the panel.

Level 1 – 2

EVALUATION CRITERIA	SCORE
Staffing profile	25
Company experience	75
TOTAL SCORE	100
MINIMUM PASSING SCORE	80

The minimum qualifying score is 80. Only Tenders who have scored 80 and above will be considered and listed on the panel.

Level 3 – 4

EVALUATION CRITERIA	SCORE
Staffing profile	30
Company experience	70
TOTAL SCORE	100
MINIMUM PASSING SCORE	75

The minimum qualifying score is 75. Only Tenders who have scored 75 and above will be considered and listed on the panel.

No alteration of technical / functionality proposals will be permitted after the deadline for receipt of bids. Questions may be asked for clarification needed to evaluate their proposals. Requests for clarification and the bidder's responses would be made in writing. No interviews will be conducted in this regard.

Functionality Documentation must either be attached to the applicable Returnable Schedule as stated below or can be bound into a separate volume and clearly referenced to in each of the applicable schedules. If the functionality document is not attached to the page or clearly referenced it will be deemed not to have been included. The bidder must clearly divide the submissions according to the discipline they wish to fall under.

Occupational health and safety practitioner Functionality Criteria

CRITERION	CRITERION DETAILS	POINTS	SCORE
COMPANY EXPERIENCE	<p>Company experience in Health and Safety in line with the OHS Act. Portfolio of evidence must be provided with reference letters or completion certificates:</p> <ul style="list-style-type: none"> - 4 reference letters = 70 - 3 reference letters = 55 - 2 reference letters = 35 - 1 reference letters = 15 - Not submitted, uncontactable or denied references = 0 	70	
TEAM LEADER EXPERIENCE	<p>Team leader: South African Council for the projects and Construction Management Professions (SACPCMP). Professional Certificate to be attached.</p> <ul style="list-style-type: none"> • Team leader is registered as a professional with (SACPCMP) and has ≥ 9 years' experience = 30 • Team leader is registered as a professional with (SACPCMP) and has 7-8 years' experience = 25 • Team leader is registered as a professional with (SACPCMP) and has 5-6 years' experience = 20 • Team leader is registered as a professional with (SACPCMP) and has 4 years' experience = 10 • Team leader is not registered as a professional with (SACPCMP) and has < 4 years' experience = 0 	30	
TOTAL	Bidder must score a minimum of 75 points to be considered for further evaluation	100	

Level 1- 2 Functionality Criteria (To be used on bidders wishing to be under level 1 - 2)

CRITERION	CRITERION DETAILS	POINTS	SCORE
Staff complement: Professional registration (please note that for engineering category, only Pr Tech and Pr Eng. is acceptable)	<p>Relevant professional certification (ECSA, SACNASP, SACAP etc.) of personnel that will be committed to the project together with a detailed C.V of personnel. Letter of employment to be submitted in order to obtain points.</p> <p>Key staff shall entail all the project leads:</p> <ul style="list-style-type: none"> • Tender has submitted Less than 4 Professional registrations = 0 Points • Tender has submitted 4-5 Professional registration certificates of key staff in the respective discipline = 5 POINTS • Tender has submitted 6-7 Professional registration certificates of key staff in the respective discipline = 15 POINTS • Tender has submitted 8-9 Professional registration certificates of key staff in the respective discipline = 20 POINTS • Tender has submitted >10 Professional registration certificates of key staff in the respective discipline = 25 POINTS 	25	
Company experience (ONLY REFERENCE LETTER / COMPLETION CERTIFICATES WITH CONTACT DETAIL, COMPANY LETTER HEAD, SIGNATURE WILL BE ACCEPTED)	<p>Relevant project experience supported by signed reference letter / completion certificate:</p> <ul style="list-style-type: none"> • Tender has executed 1-3 Projects in the built environment = 10 POINTS • Tender has executed 4-5 Projects in the built environment = 45 POINTS • Tender has executed 6-7 Projects in the built environment = 60 POINTS • Tender has executed >8 Projects in the built environment = 75 POINTS 	75	
TOTAL	Bidder must score a minimum of <u>80</u> points to be considered for further evaluation	100	

Level 3 - 4 Functionality Criteria (To be used on bidders wishing to be under level 3 - 4)

CRITERION	CRITERION DETAILS	POINTS	SCORE
Staff complement: Professional registration (please note that for engineering category, only Pr Tech and Pr Eng. is acceptable)	<p>Relevant professional certification (ECSA, SACNASP, SACAP etc.) of personnel that will be committed to the project together with a detailed C.V of personnel. Letter of employment to be submitted in order to obtain points.</p> <p>Key staff shall entail all the project leads:</p> <ul style="list-style-type: none"> Tender has submitted 1 - 2 Professional registration certificates of key staff in the respective discipline = 10 POINTS Tender has submitted 3 - 4 Professional registration certificates of key staff in the respective discipline = 20 POINTS Tender has submitted >5 Professional registration certificates of key staff in the respective discipline = 30 POINTS 	30	
Company experience (ONLY REFERENCE LETTER / COMPLETION CERTIFICATES WITH CONTACT DETAIL, COMPANY LETTER HEAD, SIGNATURE WILL BE ACCEPTED)	<p>Relevant project experience supported by signed reference letter / completion certificate</p> <ul style="list-style-type: none"> Tender has executed 1-3 Projects in the built environment = 10 POINTS Tender has executed 4-6 Projects in the built environment = 30 POINTS Tender has executed 6-7 Projects in the built environment = 45 POINTS Tender has executed >8 Projects in the built environment = 70 POINTS 	70	
TOTAL	Bidder must score a minimum of <u>75</u> points to be considered for further evaluation	100	

PROCEDURE FOR APPOINTING A CONSULTANT UNDER THE PANEL UPON IDENTIFYING A PROJECT

Note that the below procedures only apply once the panel has been appointed. The process described below will not be applied during the initial appointment of the panel of providers.

The procedure for appointment of a service provider upon identifying a project will be as indicated below:

STEP 1

- The services providers will be identified from the panel according to the needs and classification of the particular project as indicated on the various disciplines.

STEP 2

- The Potential service providers will be further subjected to selection based on the level (Level 1 – Level 4) which the projects' estimated price falls under.

STEP 3

- ERWAT will invite the selected bidders from the respective level and discipline to submit a quotation in the form of a modified, limited tender document including: Bill of Quantities (based on the promulgated scale of fees), functionality evaluation and declaration forms. In the case where no promulgated scale of fees is available, the ECSA scale of fees will take precedence.


STEP 4


- Upon submission, ERWAT will follow PPPFA & related regulations (including BBBEE) to select the successful bidder from those who respond to invitation.
- The professional services panel will be used whereby bidders in the respective level and discipline will be invited to submit a formal offer following the closed tender process. .
- The professional services panel will terminate after 36 months. If there is a running project during the time of the 36 months' termination, an exception may be considered.
- Although pricing is not a determining factor of the evaluation for the placement on the approved panel, it will play a significant role as and when specific proposals are requested from listed service providers.
- Registration of an office of a service provider on the professional services panel does not guarantee that the said service provider will be awarded any contract. Awarding of the contract will be at the discretion of the Managing Director.
- Staff of service providers registered on the professional services panel must be compliant with all relevant local, legal and statutory requirements.
- The professional services panel will operate as a centralized database to be used by ERWAT.
- The professional service provider may be required to work with other consulting firms on the panel from time to time at any given time.
- Failure to submit a quote as requested, will result in the bidder being removed from the panel.


Should you have any enquiries with this regard, please contact Mr. Inkosinathi Nhlapo, inkosinathi.nhlapo@erwat.co.za (Supply Chain Management),


Yours sincerely


MR INKOSINATHI NHLAPO
COMPLIANCE OFFICER: SCM


2021/07/02
MR BRYAN BVUMA
CONTRACT ENGINEER: IPAP


pp Mr K Nthethe
2021/07/02
Mr. KARABO NTHETHE
INTERIM HOD: IPAP


2021/07/05
Ms. CHANTEL KEARNS
ACTING MANGER: SCM


Ms. DZUNANI MAKGOPA
INTERIM HOD: FINANCIAL SERVICES

Acknowledgment of receipt of Addendum for Tender Number: ERW202007/TNDR-240: INVITATION TO SERVICE PROVIDERS (CONSULTANTS IN THE BUILT ENVIRONMENT) TO BE PLACED ON A PANEL OF EXPERTISE TO BE USED ON AN 'AS AN WHEN REQUIRED' BASIS FOR A PERIOD OF THIRTY SIX (36) MONTHS

Details of bidding entity

Bidding entity:

Representative's name and surname:

Authorised Signatory designation:

Signature:

Date: