



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

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Ref: WP11359-WP11368

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**BID NO AND DESCRIPTION: WP11359-WP11368: WATER AND SANITATION SERVICES  
PLANNING TERM CONTRACT FOR LIPOMPO, MPMALANGA, GAUTENG, FREE-STATE,  
NORTH-WEST, WESTERN CAPE, NORTHERN CAPE, KWAZULU-NATAL, NORTHERN CAPE  
AND NATIONAL APPOINTMENTS**

### **Questions raised by prospective bidders and the answers**

#### **RE: WP11359 – WP11368: Water services term contracts: SEVERAL QUERIES**

1. Please note: there seems to be contradiction in the SCM contact person: SBD 1 states: Mr. Conory Mgwena, while the ToR (last page) states: Mr Patrick Mabasa. I've, for the moment, included both.
  - TOR states Mr Mabasa but the enquiries regarding the SCM point of view may be sent directly to Mr Mgwena
2. As this is a tender to join 'Term Contract' and no financials are required at this stage (ToR, Section 7.5), would it be in order to respond: "**Not applicable**" for each of the following:
  - a. SBD 3.3 / 2. requires a ceiling price for the tender and
  - b. SBD 3.3 / 3 requires price per phase.
  - c. SBD 3.3 / 5: Estimated man-days to complete project
  - Yes, as it is a term contract.
  - **N.B: Remember pricing is not considered in the establishment of a term contract.**
3. For SBD 3.3 / 3.2: Should **rates** (but not totals) be supplied for different expenses?
  - No need to provide them as it is a term contract.
  - **N.B: Remember pricing is not considered in the establishment of a term contract.**
4. SBD 6.1 / 7 refers to sub-contracting. We will include sub-contractors, but the percentage involvement will be different for different PEPs (should we be successful). What is the **maximum** % allowed for subcontracting, when we are **Level 1 B-BBEE**?
  - PPPFA Act of 2017 it state that a tenderer may not be awarded points for BBBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than **25%** of the value of the contract to any other person qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an **EME or QSE that has the capability to execute the subcontractor.**
5. Regarding sub-contractors: should they comply with the **Prequalification Criteria** stated in the ToR, 8.4 / Phase 1: "Bidders will be prequalified on the basis of attaining a BBBEE status Level 1, 2, 3 or 4."?
  - Yes

6. What documents should be included regarding **sub-contractors**? (Please note, not JV, association or consortium)
- The bidder must indicate on the SBD 6.1 that they are subcontracting with how much percentage.
  - The bidder must submit the BBBEE certificate of the both the main tenderer and subcontractor.
  - Implementation Guide on Preferential Procurement Regulations 2017, it state that tenderer or contractor must submit proof of subcontracting agreement between the main tender and the sub-contractor.
7. Should we be successful to be included on any of the Term Contracts, would it be allowed to sub-contract with someone not in our team, or not on the list of PSPs for a particular Term Contract, when responding to PEPs in future?
- Not allowed, the bidder can only sub-contract anyone who's in the list of PSP.
  - A bidder awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBBEE status level of contributor than the person concern , unless the contract is subcontracted to an EME or QSE that has same capability and ability to execute the subcontract.
8. Which skills need to be included (**at minimum**) in our proposal? The ToR, Section 7.2, refers to only four key personnel:
- a. Civil engineering / other related engineering disciplines
  - b. Water resources / Hydrogeologist (these are different qualifications: does the dash (/) refer to **AND** or **OR**?)
  - c. GIS specialist
  - d. Project Manager
- However, the ToR, Section 8.4. Phase 3 evaluation lists Team Capability as:
- a. Study leader, with > 10 years' experience
  - b. Team including
    - a. Technical expertise
    - b. Institutional expertise
    - c. Project management
    - d. Stakeholder engagement
    - e. Policy & legislation expertise
    - f. GIS specialist

**Do you agree with our interpretation:** At minimum include the first four mentioned disciplines, with any of the roles of Engineer / Project Manager or Water Resources taking ALSO the role of study leader?

**OR**, should this role be seen as separate person, thus making the **minimum FIVE** people? We'll add supporting staff for additional roles of, say, legal, stakeholder engagement, financial modelling etc.

- The main focus will be to have a team consisting of at least the four disciplines, namely Engineering, Water Resources, GIS and Project Management. These individuals can then provide proof of experience/expertise in the other disciplines, e.g. Institutional, Stakeholder, Policy etc. This is normally the case as teams work on different disciplines during projects. If some of the additional disciplines is not covered, the team can then bring in additional personnel to cover those disciplines if needed.

9. Please clarify how to achieve ‘full score’ for Past experience? Table states: “>10 years on all 3 items” = 5 points. But max score = 25 points? Do you get 5 points per project in any one of the 3 bulleted points?  
(I can’t help wondering: what if you had >10 years’ experience on 2/3 of the bulleted skills? And only 5 years on the 3<sup>rd</sup> bullet? – What would you score then be?)
- At least three persons with related disciplines in the team must have 10 years or more experience in Water Services Planning related projects. If there are less years’ experience relevant, then the following approach will be taken during the evaluation process:
  - The average of the years’ experience in the three categories will determine the year value with a decimal increment on the point value, e.g. if the average of the years’ experience in the three categories will be 27 divided by 3 that gives an average of 9 years. The 27 value gives a percentage of 90% out of 30, therefore the PSP will score 4,9.
10. Similar to Query 9, please clarify how to achieve ‘full score’ for Methodology? Table states: 5 points if all 4 items listed are achieved in the ‘mock Master Plan’. But max score = 35 points? What do you need to do for the other 30 points?  
(Again I can’t help wondering: what if you had illustrated well 3/4 of the bulleted items? – What would you score then be?)
- The Mock-up master plan is only one of the four bullets. The other three bullets address the ToR compliance, the structural process that needs to be followed to produce the reports and a comprehensive process mapping, e.g.: If all of these four bullet points have been addressed to a high level of professionalism and completeness, a full score will be achieved. If the evaluators assess the inputs to a value less than expected, the points will deteriorate from 4 to 0. You must therefore:
    - Submit a master plan
    - Make sure the Master Plan reflects all the disciplines as prescribed in the ToR.
    - Provide a structural process for the production of similar reports as well as personnel required.
    - Provide a process mapping etc.
11. Similar to queries 9 & 10: Please clarify scoring for the team? It shows 5 points to achieve all skills. Where will the rest of the 30 (max score) come from? Also, descriptions to score 5 points, seems identical to scoring 4 points? (Typo?)  
(I can’t help wondering: what if you had >10 years’ experience on some of the bulleted skills? And only 5 years on the others? – What would you score then be?)
- The points value scored will be used to calculate the weighting points scored, for example, if you scored 5, and then you will get 30. If your point value assessed is a 3, then your points awarded will be 18.
12. Similar to queries 9, 10 & 11: Please clarify scoring for skills transfer? It shows 5 points when complying with requirements. Where will the rest of the 10 (max score) come from?
- The points value scored will be used to calculate the weighting points scored, for example, if you scored 5, and then you will get 10. If your point value is assessed is a 3, then your points awarded will be 6.
13. Will all PSP achieving >70% be included on the provincial database? If not, please clarify how this decision will be made? Is there perhaps a maximum number of PSPs per Term Contract?
- It is specified on the TOR that proposals submitted that scores above 70% will be motivated for appointment on the provincial database to be used for Water and Sanitation Planning work in that specific province.

14. The ToR, Section 11, states the contract will expire at the end of the 2024/25 financial year. Am I correct to say this is thus on 31 March 2025? A period of approximately 3-and-a-half years.
- Yes
15. May I please request clarification on the manner in which we as bidders should provide a ceiling price for the tender mentioned above?
- Please note: This is a Term Contract for PSPs to be enlisted on a Provincial Call-down list for potential involvement in projects. As per the ToR, there are no financial billing involve, PSPs will only be evaluated on functionality.
16. Further to the above tender please could you clarify the following key personnel query?  
Water Resources Evaluation and Modelling / Hydrogeologist: A water resources specialist and hydrogeologist are two distinct personnel and they therefore don't fulfil one of the same function. Should the 'hydrogeologist' not be amended to 'hydrologist'?
- Due to the fact that this is a not a specific appointment on a specific ToR, but a Term Contract that will generally be used for Water Services Planning, the resource components are normally dealt with through the engineering fraternity, therefore a Hydrogeologist was added to deal with Ground Water issues only. To have a Hydrologist on your team can only strengthen your team capabilities, but is not compulsory.
17. What does the ceiling price entail on Page 4 of the tender document? A Regional study can be different to an investigation for a single treatment plant investigation. Please be more specific on what we need to price here as it is not possible to provide a ceiling price on unknown input requirements, particularly in a competitive bidding environment?
- This is a Term Contract for PSPs to be listed on a Provincial Call-down List for possible use. There are no funding proposals required; it will be purely a functionality evaluation. Therefore the ceiling price requirement is not necessary.
18. Can we replace the general conditions of contract set out in the document with the CIDB Standard Professional Services Contract? The professional services contract is applicable to the services provided by an engineering consultant and limits the risk for both client and consultant and contains clauses relevant to the work to be provided. Please advise?
- No, the bidder is not allowed to replace the GCC.
19. The evaluation Criteria Phase 3 sets out points value and weighting points awarded, please clarify this as the maximum number of point you can score is 5 points per criteria?
- The points value scored will be used to calculate the weighting points scored, for example, if you scored 5, and then you will get 25. The average of the years' experience in the three categories will determine the year value with a decimal increment on the point value, e.g. if the average of the years' experience in the three categories will be 27 divided by 3 that gives an average of 9 years. The 27 value gives a percentage of 90% out of 30, therefore the PSP will score 4, 9.
20. Under the functionality 'Methodology' section presented on Page 13 you refer to a "mock-up" or original master plan submitted as proof in order to score points. Please confirm that a previous project's master plan/Business Plan, for which MIG or RBIG funding application was successfully approved, will suffice?

- No, this will not suffice. As stipulated in the ToR par 7.4 you need to submit a total Water Services Master Plan that will address the structural process as prescribed in the ToR. It is not a project business plan but a total water services mater plan.
21. As per Section 7.4 of the TORs, the DWS Water Services GeoDatabase can be supplied on request to the PSP. Could you please provide access to the DWS Water Services GeoDatabase?
- Please use this link to download the data for the specific town you would like to use to develop your mock-up plan. [http://ws.dwa.gov.za/downloads/WS/P\\_I/Download/](http://ws.dwa.gov.za/downloads/WS/P_I/Download/)
22. Please can you clarify the functionality requirements with particular reference to the Team Capacity, the table indicates that in order to achieve 5 of the weighted points, that “*The team capacity complies to all the relevant fields with at least 10 years relevant experience of study leader and rest of the team leaders*”

Please can you clarify what is meant by “*the rest of the team leaders*” – who are defined as team leaders?

Our current understanding is that the combined team must comply with the listed fields of expertise, being the following, and only the Team Leader is required to have over 10 years’ experience:

- *The study leader should have relevant experience of at least 10 years;*
- *Team should have a range of experts in various fields*
- *Experience in the water and sanitation sector*
- *Water and Sanitation Services development planning experience*
- *Engineering and Technical water services planning expertise and experience*
- *Experience in working with local government*
- *Experience in institutional arrangements*
- *Strategic and developmental planning and project management*
- *Participatory processes to ensure stakeholder involvement*
- *Integrated development initiatives (both cross sectoral and across different structures)*
- *Thorough understanding of all Water and Sanitation Services Policy and legislation*
- *Management and knowledge of ArcGIS10 as this GIS System is used by the department*

Is our understanding correct?

- The team leaders refer to the four disciplines, namely Engineering, Resource, GIS and Institutional. This team can have experience related to all the bullet points below. If not, additional team members can be added that have experience related to the bullets mentioned. Therefore your understanding is correctly noted.