

2022–EOI–BEP–001

Expression of Interest for Prequalification Database for Built Environment Professionals

Questions and Answers

Q1: If we want to register as CIVIL and STRUCTURAL Engineers, do we have to submit two separate tender documents on your tender portal, or can we indicate on a covering page that we are applying for both.

A1: You need to submit separate documents for each discipline..

Q2: Kindly clarify for me if this EOI is open for only EMEs and QSEs?.

A2: It is open to all

Q3: May you kindly advice on the attached screen shot. On envelop B, financial proposal. Is it compulsory?

A3: As indicated at the briefing meeting this is an EOI and has no Envelope B but in order for you to be able to complete your submission you would need to attach any document even a blank page will be fine

Q4: Is the briefing session compulsory or non-compulsory for the EOI? Can Bidders respond to the EOI if they did not attend the briefing session?

A4: Not compulsory, Yes you may respond even if you did not attend the meeting.

Q5: Can Bidders submit Reference Letters / Appointment Letters signed and issued by the client with the project information and also populate the Annexure C forms but without the signatures from the client as it will be difficult to get the forms signed by clients.

A5: Use reference forms provided please, Project Type and Value is important

Q6: Please clarify how do I get my client to sign for a current project as the template says completed projects.

A6: Your client is free to amend the wording to read current, or on-going, projects on the template

Q7: The document includes for current and past completed projects that can be utilized, however the reference letter template only has for completed projects.

A7: The reference refers to project types and values, it does not request performance scores. Therefor there should be no issue with getting them signed for current projects

Q8: Would you kindly clarify if ELIDZ is looking for a Consortium which includes all the disciplines or can do we only submit for the disciplines that our company offers?

A8: We are not looking for a consortium – we require a separate submission for each discipline

Q9: Can we apply/submit for more than 1 Discipline? For example, Construction Project Managers and Structural Engineers?

A9: Yes, 1 submission per discipline

- Q10: Must the Functional score card be submitted for each discipline? So cant have more than 1 discipline on a score card submission.
- A10: **each discipline will be assessed separately on a separate scorecard**
- Q11: Registered professionals in score card = is this only people who have professional registrations like PrEng, PrTech... or also staff who have engineering qualifications.
- A11: **Registered professionals**
- Q12: Maybe if you share the excel spreadsheet of the functional evaluation – we can figure out the scoring from the formulae
- A12: **Correct, the scorecard will be on the system**
- Q13: Nowadays most companies don't have stamps as required for the reference letters – Would letter heads be sufficient in place of the stamps?
- A13: **Yes, and contact details of the referee**
- Q14: I would like to know if we must only use the template on the new tender document for references or can we use older reference letters, the supporting documents that must be uploaded, must they all be certified?
- A14: **Kindly use reference docs provided (Type and value is what we are looking for), supporting docs to be certified**
- Q15: Is an organogram required for the entire company across the entire country that shows all technical personnel across all disciplines in each office? In addition it needs to state the technical personnel's qualifications, registrations and work designation.
- A15: **Should you be invited to tender for Industrial type developments in East London, which team would you provide? We would seek detail relating to the team on offer**
- Q16: Are Lease agreements / municipal accounts / title deeds required for each operational office across the entire company?
- A16: **Only the office with the location you would service the ELIDZ from**
- Q17: Are all the CVs and professional registrations needed to be submitted for all the technical personnel across the entire company, but only for the discipline for which you are registering the Expression of Interest?
- A17: **We would seek detail only relating to the team on offer, for each discipline being considered**
- Q18: What are the minimum parameters of the referee projects to be submitted through Annexure C in terms of date completed and project value?. How many referee sheets are required? How many referee sheets provide how many functionality points?
- A18: **The references should refer to the type and value of the project in the last 10 years – using the matrix provided you will be able to assess how many references are required to get the max points on offer**
- Q19: Each discipline is a separate submission? For example: civil, structural, electrical and mechanical need to be split and submitted separately. Therefore, there is going to be multiple B-BBEE certificates, tax clearance, company organograms, etc. from the same company if it is multi-disciplinary
- A19: **Correct, one submission for each discipline**

- Q20: If so would that include a Handbook for each submission?
- A20: **yes**
- Q21: Where do we upload the Handbook?
- A:21 **There is a space on the submission under compulsory for a handbook**
- Q22: How many References letters are required?
- A22: **The references should refer to the type and value of the project in the last 10 years – using the matrix provided you will be able to assess how many references are required to get the max points on offer**
- Q23: Can we use previous ELIDZ Reference letters?
- A23: **no, use reference doc provided**
- Q24: Do we also have to submit the procurement Hand book because we are already on your database
- A24: **Yes, this is part of the qualifying criteria for the process.**
- Q25: On Annexure A, which was shown on screen, in the section where the different professionals/disciplines have to indicate the value of projects they have completed, there is no column for Town Planners. Where can we make this indication?
- A25: **We will relook at the matrix for Town Planners and then place it on portal**
- Q26: On the online application, there is a part where we are required to upload CIDB Registration. Town Planners are not in the construction industry, therefore aren't required to be registered with CIDB or be graded. In this case, what is an alternative? Do we submit a blank page there as well?
- A26: **Yes you may, however it is under supporting document meaning that you do not really have to make any submission it will not have an effect.**
- Q27: last question is about subcontractors. Do you make allowance for subcontractors at this stage of the tender application? Or will the provision for this be made once the panel has been appointed?
- A27: **This EOI does not cover subcontractors**
- Q28: for smaller firms, with 1 or 2 registered professionals, we are concerned that we will not reach the 75 score. Must we JV or subcontract with other companies to achieve the 75 score
- A28: **You may then tender as a JV.**
- Q29: Do you require one project that incorporate all the 5 project types
- A29: **No**
- Q30: Do you require five different projects (Type A - E) in order for the bidder to score 30 points? Please clarify
- A30: **Choose the relevant project type and submit accompanying reference/s**