



**BRIEFING NOTES FOR ZNB01507/00000/00/LAD/INF/22/T PROVISION OF ROUTINE AND SAFETY MAINTENANCE ON VARIOUS ROADS WITHIN UTRECHT ZONE-UTRECHT AREA OFFICE**

Pay careful attention to page T6, T1.1 Tender notice and invitation to tender as the most important information is highlighted there. Note that hard copy must be submitted as requested in the tender notice.

Pay special attention to all pages that contain this heading –

Failure to complete, sign and date this form or failure to acknowledge receipt of each addendum issued or failure to return with the quotation submission a complete copy of each Addendum issued shall result in the quotation being considered non-responsive in terms of subclause

C.3.8.1 of the Conditions of Tender and such bids shall be rejected. If this heading is displayed and a contractor feels that it is N/A and does not sign the page, the tender will be non-responsive. The content may be marked as N/A if so applicable as is generally the case with Page T16 but the Bidder must sign and date the required spaces as instructed. Please note initialing the bottom of the page is not seen as a signature it is simply acknowledging that the bidder has seen the page and is aware of what is in his/her document.

Page T18 – 19 must be completed in full. Pay special attention to the highlighted sections -

|   |   |  |  |   |      |
|---|---|--|--|---|------|
| SUPPLIER COMPLIANCE STATUS  | TAX COMPLIANCE SYSTEM PIN:  |  | OR   | CENTRAL SUPPLIER DATABASE NO:   | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                  |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                    |      |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EME &amp; QSE) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |   |  |  |   |      |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><small>[IF YES ENCLOSE PROOF]</small> |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><small>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</small> |      |

Are you a foreign based supplier – This answer should generally be **No** and the bottom section **(QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS)** does not need to be completed as the contractor has already indicated that he is not a foreign based supplier.

T19 must be completed and signed thus accepting the terms for bidding.

SBD 4 & 5 are extremely important and failing to answer all the questions required also lead to a bidder’s offer being seen as non-responsive. This has occurred on numerous occasions.

SBD6.1 T25 - 29 must be completed and signed. failing to answer all the questions required also lead to a bidder’s offer being seen as non-responsive.

Returnable E – T30-T31 – Generally the simplest and most frequent submission in a Sworn Affidavit. It should be noted that an affidavit must be original and certified by a commissioner of oaths. If a copy is submitted the contractor will not be awarded any specific goals and therefore lose out on 10 points. On the Affidavit one question is regarding the financial year for which the affidavit is done. This must be the latest financial year and not older than 12 months from the date of closing of the bid, but also this time cannot be in the future, e.g. June 2023. All provisions for disclosing information under Oath must be complied with to ensure the affidavit is acceptable. For BBBEE certificate – these must be submitted as a copy – no need of certification.

Returnable F – T33-T34 must be completed and signed by all members/directors. If one of the members/directors fails to sign it is seen as non-responsive document due to the directors/members not being aware of the tender submission. Also ensure that the specimen signature does appear on the resolution letter of the company owners attached to this returnable.

Returnable G and H – (T35 – T36) must be completed and have CV's attached as is indicated at the top of the Page. H2 is not applicable.

Returnable I – T39 must be signed, dated and completed as indicated on the bottom of page T39. Please follow the instructions on page T41 on how to calculate the minimum labour percentage and note that the specified minimum labour percentage is 5.77% as indicated. While tendering below the minimum is no longer a disqualification criterion, a penalty would apply to the bid if awarded for not achieving the minimum target.

Returnable L – T43 must be completed correctly and signed. This should be read and completed accordingly. Question 3 has three sub headings. Generally, the contractor will answer yes to one of these. The corresponding number in question 4 must then also be completed. Example – If 3(a) is answered yes then the contractor must answer 4(a) as well, If 3(b) then 4(b) etc. etc.

Page C3 as the form of offer must be signed and the amount in words must be completed failure to do this will invalidate the tender.

Please check that the amount on C3 (Form of Offer) and C59 (BOQ Summary) match.

On a contractual note the following must be mentioned:

The construction period is 36 Months and failure to complete within the specified timeframe may result in penalties. It is of extreme importance that these risks be factored into the pricing of documents as the bidder's price is also compared to realistic market value of the works that has been assessed by a third party to guide if the quoted price is reasonable.

## C4.1 LOCALITY PLAN

Utrecht Zone is in KZN253 within DC 25. The following roads : P40,P43,P307,D326,D715,D556,D88,L1565,L1431 & L1561 this is where the following road maintenance activities will be performed.

**Figure C4.1 – Locality Plan of Utrecht Zone under Utrecht Area office**



## PROJECT BACKGROUND

Utrecht Zone is allocated at Utrecht area under Emadlangeni Local Municipality.